



OUTDOOR TENT PERMITTING & PROCEDURES

If you will be exhibiting a tent in the outdoor exhibit area, you may need to apply for a tent permit. Please review the following information/steps. Note the **October 1** deadline!

Exterior Tent Procedures:

1. If you are renting a tent from a local supplier who will be installing and dismantling your tent, they will be required to handle the permitting on your behalf. No further action is needed.
2. If you are bringing a 10'x10' or smaller "pop-up" tent (without sides) then you do not need to apply for a permit. No further action is needed.

All other tents should follow these procedures:

1. Fill out the "Application for Tent(s) Permit" (page 2-3) and send it to building event manager, [Carlos Mora](#), by **October 1**. He will create the tent letter needed for the application process. The application must be notarized in ink (if embossed, the original must be mailed by the deadline).
2. If you are the owner of your own tent and will supplying, installing and dismantling your tent, the following documentation will be needed before submitting to the permitting office:
 - a. Two (2) sets of the site plan. This includes both the setup underneath the tent and the location of the tent in the parking lot.
 - b. Two (2) sets of flame spread certification.
 - c. Two (2) sets of notarized letters from the property owner giving permission to put the tent on property. I.e. previously mentioned tent letter.
 - d. [Page two \(2\) of the building application](#) if value is over \$2,500.
 - e. The [Notice of Commencement](#) (NOC) form, if value of job is over the amount of \$2,500.
 - f. The Power of Attorney form or Credit Card Authorization form (see #6 below)
3. All forms (including the letter) must be submitted to [Carlos Mora](#) no later than COB **Thursday, October 11**. The OCCC will submit all documents to the Orange County Permitting Office to begin the permitting process.
4. If you choose, IAAPA will collect and pay for the permits in advance of the show. You will be billed for your permitting fees which typically range from \$100-300 depending on the number and size of tents you are bringing. Please complete the Power of Attorney form on the following page. Otherwise, complete the Credit Card Authorization form.

5. If the necessary documents are not submitted by the deadline; a tent permit may still be issued however, it may require you to go down to the Permitting Office and wait through the permitting process which can take several hours. Please plan accordingly.
6. The permit must be issued prior to tent installation and be posted visibly in the tent on location.

If you have any questions about this process, please contact exhibitors@IAAPA.org.