**FIRE PREVENTION REGULATIONS FOR EXHIBIT HALLS & TEMPORARY STRUCTURES**

1. NO SMOKING allowed inside any building or temporary structure.
2. BURLAP material is NOT allowed as backdrops or table coverings. ALL fabric used as backdrops and/or table coverings must be flame retardant. Use of spray flame retardant is acceptable.
3. All decorations must be non-flammable as certified by a National Testing laboratory or, when permitted, rendered non-flammable by a topical flame retardant.
4. EZ-UP tents, if used, must have flame retardant ratings. No vendor ***shall*** set up more than (2) ten foot by 10 foot tents next to each other. No show layout ***shall*** have more than 20 feet of tent space without a 10 foot of non tent space in between.
5. Devices utilizing open flame are ***not permitted under any circumstances***.
6. All lights and electrical mechanisms ***shall*** have a UL label. Extension cords ***shall*** be UL listed, and must be or proper wire gauge (AWG) and NOT overloaded with electrical devices. No home type extension cords may be used.
7. Electrical devices shall not be left unattended, i.e. displays utilizing lights and electrical mechanisms shall be shut-off or unplugged at the end of the show.
8. Flammable liquids and gases (Propane, Butane, etc.) are not allowed in the buildings. Non-flammable gas cylinders, such as helium, shall be supported by metal stands or secured with a proper size chain.
9. Corn stalks, hay bales, and bark mulch are NOT allowed for display purposes\* (See #18 below)
10. Live trees and vegetation shall be bailed and watered daily. ***Prior to set-up, approval must be granted by the West Springfield Fire Department- Fire Prevention Office***.
11. Automobiles, trucks, motorcycles, RV’s ATV’s or any motorized engines or equipment etc, Positive battery leads ***shall*** be disconnected and taped. Fuel tanks shall have minimum amount of fuel, 1/8” of a tank of fuel or less. Fuel fill caps must be locked or secured with tape.
12. VEHICLE ENGINES ***SHALL*** NOT BE STARTED AND RUN AT AY TIME WHILE THE BUILDING IS OPEN TO THE PUBLIC.
13. RV Coaches: Keys are not permitted in the ignition switch. Vehicles ***shall*** operate on shore power only.
14. All aisles ***shall*** be a minimum of 10 feet in width in width and ***shall*** remain free and clear at all times.
15. All exits and fire lanes shall remain free and clear at all times per 527 CMR 1.00 (MA State Fire Code)
16. All fire alarm pull stations, fire extinguishers, sprinkler heads and any other fire protection devices or equipment ***shall*** be free & clear of obstructions and readily visible per 527 CMR 1.00 (MA State Fire Code)
17. No signs, decorations or products ***shall*** be attached to any part of the automatic fire sprinkler system.
18. Home Shows & Garden Shows where bark mulch is an integral part of vendor business (Landscape Contractors, Garden Center Distributors) and display is readily available as Landscape or Garden Center exhibit, can use bark mulch. Bark mulch ***shall*** be contained behind masonry or other non-combustible retaining wall. Bark mulch ***shall*** be no more than 3 inches in depth. It shall be sprayed with water daily, before the show opens and after the show closes. Bark mulch ***shall*** be kept damp at all times.

Michael J. Dickson- Deputy Fire Chief William M. Flaherty- Fire Chief