

West Springfield Fire Department  
44 Van Deene Avenue - West Springfield, MA. 01089  
(413) 263-3384

**FIRE PREVENTION REGULATIONS EXHIBITION HALLS AND TEMPORARY STRUCTURES**

1. No smoking allowed in buildings.
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 retardants 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 finish.
4. EZ-UP tents, if used must have flame retardant ratings. No vendor shall set up more than 2 (two) 10 (ten) foot by 10 (ten) foot tents next to each other. **\* ATTENTION PROMOTERS: No show layout should have more than 20 feet of tent without a 10 foot non-tent space.\***
5. Devices utilizing open flames are not permitted.
6. All lights and electrical mechanisms must have a UL label. Extension cords shall be UL listed, and must be of proper gauge 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 balled 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 must be disconnected and taped. Fuel tanks shall have minimum amount of fuel, 1/8<sup>th</sup> 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 ANY 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, with circuit breakers to microwave ovens in the off position. Battery compartments shall be locked or taped shut to prevent access. Propane cylinders shall be emptied and shut off valves closed prior to entering buildings.
14. All aisles shall be a minimum of 10 feet 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.
16. All fire alarm pull stations, fire extinguishers and any other fire protection devices or equipment shall be free and clear of obstructions and readily visible.
17. No signs, decorations, or products shall be attached to any part of the sprinkler system.
18. \* Home Shows and Garden Shows where bark mulch is an integral part of vendor business, (Landscape Contractors, Garden Center Distributors) and display is readily identifiable 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 three 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.

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