

OFFICE OF  
THE  
DEPUTY FIRE CHIEF



44 VAN DEENE AVENUE  
Tel: (413) 263-3220  
Fax: (413) 736-0087

WEST SPRINGFIELD, MASSACHUSETTS 01089

**2022 Fire Prevention Regulations for Exhibit Halls & Temporary Structures**

1. **NO SMOKING** is 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. Proof must be provided.
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 proper wire gauge (AWG) and **NOT** overloaded with electrical devices. No home 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 gasses (Propane, Butane, etc.) are not permitted in the buildings. Non-flammable gas cylinders, such as helium, shall be supported by metal stands or secured by a proper chain
9. Corn stalks, hay bales, and bark mulch are **NOT** permitted 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 a 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 ANY TIME WHILE THE BUILDING IS OPEN TO THE PUBLIC**
13. RV Coaches: Keys are not permitted to be in the ignition switch. Vehicles **shall** operate with shore power only.
14. All aisles **shall** be a minimum of 10 feet in width and **shall** remain free of obstructions at all times.
15. All exits and fire lanes shall remain unobstructed and free at all times per 527 CMR 1.00

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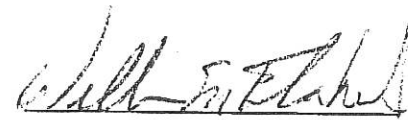


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16. All fire alarm pull stations, fire extinguishers, sprinkler heads and any other fire protection devices or equipment shall be free and clear of obstructions and readily visible per 527 CMR 1.00
17. No signs, decorations, or products **shall** be attached to any part of the automatic fire sprinkler system.
18. Home and Garden shows where bark mulch is an integral part of vendor business (landscape contractors, Garden Center Distributors) and the display is readily available as Landscape or Garden Center exhibit, can use bark mulch. Mulch **shall** be contained behind masonry or other non-combustible retaining wall. 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. Mulch **shall** be kept damp at all times.
19. All columns marked with a red band indicating a Fire Extinguisher **shall** not be obstructed or obscured from view.

  
C.J. Bartone - Deputy Fire Chief

  
William M. Flaherty - Fire Chief