

OFFICE OF  
THE  
DEPUTY FIRE CHIEF



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

WEST SPRINGFIELD, MASSACHUSETTS 01089

*Updated March 2025*

**2025 Fire Prevention Regulations  
for Events at Exhibit Halls / Temporary Structures / Buildings**

1. Smoking is prohibited inside any building, tent, or temporary structure
2. Aisles shall be a minimum of 10' in width and remain free of obstructions at all times
3. All exits and fire lanes shall remain unobstructed and free at all times.
4. 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.
5. All columns marked with a red band at the top (indicating a fire extinguisher location) shall not be obstructed or obscured from view. The fire extinguisher must remain accessible.
6. No signs, decorations, or products shall be attached to any part of the automatic fire sprinkler system
7. All decorations, fabric used as backdrops and / or table coverings must be flame retardant
  - a. Use of spray flame retardant is acceptable (NFPA 701 testing standards)
8. All tents (i.e. "pop-up tent") must have flame retardant ratings
  - a. No vendor shall set up more than (2) 10' x 10' tents next to each other without a 10' space in between
  - b. Any tent setup inside a sprinklered building must not have a covering over the top, as this would impede sprinkler activation and flow.
9. All lighting / electrical mechanisms shall have a UL label
  - a. Extension cords must be proper wire gauge for the load connected, be in good condition without any damage, and follow manufacturer recommendations
  - b. Home extension cords and splitters are prohibited
  - c. Surge protectors must be UL listed and grounded
10. Electrical devices shall not be left unattended
  - a. Displays utilizing lights / electrical mechanisms shall be shut-off or unplugged at the end of the event day

OFFICE OF  
THE  
DEPUTY FIRE CHIEF



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

WEST SPRINGFIELD, MASSACHUSETTS 01089

11. Flammable liquids and gases (propane, butane, etc.) are not permitted within buildings
12. Non-flammable gas cylinders shall be supported by metal stands / a proper chain
13. Any motorized engine (automobile, truck, motorcycle, RV, ATV, etc...) shall have the positive battery lead disconnected / taped [527 CMR 1.00 Ch. 20.1.5.5.4.12.2]
14. All fuel tank openings shall be locked and sealed (taped) to prevent escape of vapors
  - a. Fuel tanks shall not contain in excess of  $\frac{1}{2}$  their capacity or in excess of 10 gallons (whichever is less) [527 CMR 1.00 Ch. 20.1.5.5.4.12.1]
15. Keys are not permitted to be within the ignition [527 CMR 1.00 Ch. 20.1.5.5.4.12.3]
  - a. Vehicles may operate off of shore power only
16. Vehicle engines are not permitted to be started / run at any time within a building while occupied by the public [527 CMR 1.00 Ch. 20.1.5.5.4.12.5]
17. Lithium-ion (Li-Ion) batteries (on display) must not be stored in excess quantities according to the Deputy Chief of Fire Prevention
  - a. Approval required from WSFD Fire Prevention Office prior to setup
  - b. Li-ion batteries in larger quantities for sale shall be stored outside of structures at least 10' from a building
  - c. Li-ion batteries on display shall be inspected and protected from potential damage
  - d. Li-ion batteries on display shall not be left unattended while charging / in-use
18. Electric vehicles which contain Li-ion batteries must adhere to the following
  - a. Electric vehicles shall not be moved during exhibit hours
  - b. Manufacturer's recommendations must be adhered to when concerning the length of battery use
  - c. Carbon monoxide alarms must be present within 10' of electric vehicle use
  - d. Electric vehicles must be stored within 10' of overhead roll-up doors (to facilitate rapid removal if on fire)
  - e. Electric vehicles are prohibited to be stored within 25' of building systems or services (i.e. electrical room, sprinkler room, etc..)

OFFICE OF  
THE  
DEPUTY FIRE CHIEF



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

WEST SPRINGFIELD, MASSACHUSETTS 01089

19. Live trees, baled hay / straw, bark mulch, and any vegetation shall be watered daily
  - a. Approval required from WSFD Fire Prevention Office prior to setup
  - b. The use of burlap is prohibited
20. Home and garden events, where bark mulch is an integral part of vendor business (landscape contractors, garden center distributors etc...) and the display is readily available as landscape or garden center exhibit, may use bark mulch under the following conditions:
  - a. Contained behind masonry or other non-combustible retaining wall
  - b. No more than 3" in depth
  - c. Shall be sprayed with water daily, before / after the event (must be kept damp)

Respectfully,

Robert Link  
Deputy Chief, Fire Prevention  
(413) 263 - 3384 direct  
[fireprevention@townofwestspringfield.org](mailto:fireprevention@townofwestspringfield.org)

Christopher Bartone  
Chief  
(413) 263 - 3226 direct  
[cbartone@townofwestspringfield.org](mailto:cbartone@townofwestspringfield.org)