

**Community Development,
Building, Fire & Life Safety**

“Exhibitions Safety Project “



Vendor Handbook



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Why We Do, What We Do:

The protection of life, health, and property is a solemn responsibility of the highest order. Recognizing the public's trust bestowed upon individuals engaged in the administration and enforcement of the building Codes. The city is committed to a standard of professional behavior that exemplifies the highest ideals and principles of ethical conduct. The governing concepts embodied in this philosophy is applied to all areas of Building and Life safety.

Section 1

General Fire and Life Safety Regulations:

1. No Smoking in tents, canopies, livestock areas, exhibit booths or horse barns. “No Smoking” signs shall be posted where assembly use is permitted. (IFC 2404.6)
2. Each booth is required to have at a minimum of one 2A–10BC rated fire extinguisher that has been tagged for annual service within the last 12 months. The city building and fire departments may require additional fire extinguisher requirements depending on the size and activity associated with the booth, tent or exhibit. (See “Fire Extinguishers” for additional information).
3. Tents, Canopies, and Temporary Membrane Structures shall meet approved flame retardant standard and shall have a permanently affixed tag or label. (See Tents, Booths, Canopies) (IFC 2404.1)
4. An unobstructed passageway (public way) or fire break of not less than 12 feet shall be maintained free from guy ropes or other obstructions. (See Tents, Canopies) (IF2403.8.4)
5. The required width of exits, aisles and passageways shall be maintained at all times. Exits, aisles and passageways shall be free from guy wires, guy ropes, garbage containers, etc. (IFC 2403.12)

6. No exhibit, display, or vehicle shall be placed or operated in locations that will interfere in any way with clear access to any exit, or visibility of an exit or any exit sign, either inside or outside of a tent, building or other structure. (IFC 2403.12.8)
7. Trash containers 40 gallons or greater shall be constructed of metal or other non-combustible material. Trash containers shall be emptied often as needed and at the end of each day. Trash containers 40 gallons or greater shall have a lid. (IFC 304.3.2) (*Vendor use*)

Section 2

Fire Extinguishers:

1. Every booth, tent, canopy or membrane structure shall have a minimum of one type 2A-10BC fire extinguisher. More may be required, check with Community Development. (IFC 2404.12)
2. All fire extinguishers shall be tagged for annual service within the last 12 months by an approved fire extinguisher permit holder. (IFC 906)
3. Tags shall be attached to fire extinguishers. (IFC 906)
4. Fire extinguishers shall be in conspicuous location, not obstructed, and shall be easily accessible. (IFC 906)
5. All cooking vendors shall be required to have additional fire extinguishers. (See Cooking Vendors)

Every vendor space shall have a minimum of one 2A-10BC rated fire extinguisher.

Fire extinguishers shall be tagged for annual service each year prior to the start of Friday Fling by a state permitted technician. The tag shall be attached to the fire extinguisher(s).

All fire extinguishers shall be located in a visible and readily available location.

Fire extinguishers shall not be obstructed or obscured from view.

All cooking vendors shall have a minimum of two 3A-40BC rated fire extinguishers or two type "K" fire extinguishers.

Cooking vendors using deep fat fryers are required to have at least one type "K" fire extinguisher making up the (two fire extinguisher minimum) (No exceptions)

Cooking vendors who have more than 3 cooking appliances (grills, griddles, deep fat fryers, char-broilers, etc.) shall have (one) additional 3A-40BC or type "K" fire extinguisher for every 2 additional appliances.

Number of Appliances	Extinguishers
1	2
2	2
3	2
4	3
5	3
6	4
7	4
8	5
9	5
10	6

Section 3 – Requirements for Tents, Canopies, Temporary Membrane Structures

The use of non-Fire Resistant tarps are prohibited at Friday Fling.

The side walls, drops, awnings and tops of booths, temporary membrane Structures, Canopies, and tents shall be composed of flame resistant material.

All tents and canopies shall have a permanently affixed label indicating the following information: (IFC 2404.4.3)

- a) Type of tent, size, fabric or material type.
- b) Trade name and type of flame retardant.
- c) Name of person or firm who applied the flame retardant.
- d) Date of fire retardant application.

Required labels to be attached to material



THIS TENT IS MADE WITH
Or FLAME RESISTANT FABRIC
THAT MEETS: CPAI-84

**TABLE 2403.12.2
MINIMUM NUMBER OF MEANS OF EGRESS AND MEANS OF
EGRESS WIDTHS FROM TEMPORARY MEMBRANE
STRUCTURES, TENTS AND CANOPIES**

OCCUPANT LOAD	MINIMUM NUMBER OF MEANS OF EGRESS	MINIMUM WIDTH OF EACH MEANS OF EGRESS (inches)	MINIMUM WIDTH OF EACH MEANS OF EGRESS (inches)
		Tent or Canopy	Membrane Structure
10 to 199	2	72	36
200 to 499	3	72	72
500 to 999	4	96	72
1,000 to 1,999	5	120	96
2,000 to 2,999	6	120	96
Over 3,000	7	120	96

For SI: 1 inch = 25.4 mm.

* When the occupant load exceeds 3,000, the total width of means of egress (in inches) shall not be less than the total occupant load multiplied by 0.2 inches per person.

The use of non-Fire Resistant tarps are prohibited at Friday Fling.

**** City of Palmer and Friday Fling requires the use of a 12 gauge heavy duty extension cord from the power pedestal into the tent, booth, exhibit, or other structure. ****

Section 4 – Electrical:

1. All electrical equipment, appliances, power strips, and extension cords shall be labeled by a nationally recognized testing laboratory, i.e., UL, FM or NTRL.
(IFC 605.4 & 605.5.3)
2. Extension cords and re-locatable power taps shall be maintained in good condition without splices, or damage. No electrical appliance, power tap, or extension cord shall be used if it is damaged or altered in any way.
(IFC 605.5.3)
3. Extension cords and re-locatable power taps shall be rated for heavy-duty use, a minimum 14 gauge, polarized, grounded type, 3 prong plug. The use of non-grounded, multiple plugs, or any extension cord 16 gauge or less (“zip cord”) is prohibited. (13AAC 50.070 (a) 2)
4. Re-locatable power taps shall not be plugged into another re-locatable power tap. All re-locatable power taps must have an internal circuit breaker. (IFC 605.4.4)
5. Extension cords shall be plugged directly into the nearest permanent outlet and may not extend through walls, windows or doorways. (IFC 605.2 & 605.3)

Electrical Heaters:

1. Only listed and labeled portable, electric space heaters with tip or fall protection shall be used .
2. Portable, electric space heaters shall be plugged directly into an approved receptacle.
3. Portable, electric space heaters shall not be plugged into extension cords.
4. Portable, electric space heaters shall not be operated within 3 feet of any combustibles materials. Portable, electric space heaters shall be operated only in locations for which they are listed.



This pamphlet was designed to inform participants what code standard will apply to these events. For questions concerning this document, inspections, or plan reviews please contact the Community Development Building Section.

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