

OFFICE OF  
THE  
DEPUTY FIRE CHIEF



44 VAN DEENE AVENUE  
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WEST SPRINGFIELD, MASSACHUSETTS 01089

*Updated July 2023*

**2023 Fire Prevention Regulations  
for Exhibit Halls / Temporary Structures / Agricultural Events**

1. Smoking is prohibited inside any building 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 per 527 CMR 1.00
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 per 527 CMR 1.00
5. All columns marked with a red band at the top (indicating a fire extinguisher location) shall not be obstructed or obscured from view
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 (NFPA 701 testing standards)
  - a. Use of spray flame retardant is acceptable (proof required)
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
9. All lighting / electrical mechanisms shall have a UL label
  - a. Extension cords must be proper wire gauge (AWG) for the load connected
  - b. Home extension cords are prohibited
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

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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 ½ 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. Live trees, baled hay / straw, corn stalks, and vegetation shall be watered daily
  - a. Approval required from WSFD Fire Prevention Office prior to setup
  - b. The use of burlap is prohibited
18. 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)

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**2023 Fire Prevention Regulations  
for Electric Appliances & Liquefied Petroleum Gas (LP) Use / Storage**

1. Deep-fat fryers, cooking grills or cooking appliances are prohibited under tent enclosures
2. Storage, use and handling of LP upstream from the outlet of the first stage regulator shall comply with the requirement of 527 CMR 1.00, Ch. 69 and NFPA 58
3. Storage of LP cylinders inside any / all enclosures is prohibited
4. A permit is required (FCM via [Town of West Springfield](http://Town of West Springfield website) website) for the storage / use of all LP cylinders brought onto the Eastern States Exposition fairgrounds
  - a. Permits are issued annually pending on-site inspection by WSFD Fire Prevention
5. Minimum 4' clearance between a propane (LP) cylinder and any tent enclosure
6. LP cylinders shall be connected to cooking appliances with Vapor LP Gas Hose with a minimum working pressure of 350 psi
  - a. Hose shall be secured / long enough to provide a dependent loop as to not be accidentally dislodged or cause a tripping hazard
  - b. Weather resistant mats shall be placed over vapor lines to protect against pedestrian traffic
7. A minimum of one (1) 2A-10BC fire extinguisher and one (1) type K extinguisher is required for fire suppression
  - a. Fire extinguishers shall have a current inspection tag
8. Installation of a propane detector (must meet UL1484 requirements) within each food truck equipped with a propane appliance and an electrical system

Handwritten signature of Richard Craven in black ink.

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Handwritten signature of Christopher Bartone in black ink, including the number #808.

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### **2023 Fire Prevention Regulations for Food Truck / Temporary Cooking Operations**

The West Springfield Fire Department (WSFD) office of Fire Prevention shall conduct on-site inspections prior to the start of the fair. There have been recent updates to 527 CMR 1.00 - MA Comprehensive Fire Code, Chapter 50.8 Mobile and Temporary Cooking Operations. With our main goal continuing to be the safety of all vendors, staff and patrons of the ESE we must ensure compliance with current codes. The following list of items will provide a general overview of the inspection process:

- A permit is required (FCM via Town of West Springfield website) for the storage / use of all LP cylinders brought onto the Eastern States Exposition fairgrounds (if utilizing own LP cylinders)
  - Permits are issued annually pending on-site inspection by WSFD Fire Prevention
  - State Line Oil is the sole vendor for LP operations on the ESE grounds
- Fuel & power sources secured and in proper locations
  - 10' from structures
  - Exhaust directed >12' away from openings / air intakes / means of egress
- LP cylinders within date and stored / secured properly
  - Requalified / replaced every 5-12 years depending on cylinder type and condition
- Hood / duct / fans / exhaust system cleaned and properly inspected within date (1-year)
- Fire suppression system inspection within date (1-year)
- (1) 2-A: 10-BC extinguisher and (1) type K extinguisher present and within date
- Installation of a propane detector (must meet UL1484 requirements) within each food truck equipped with a propane appliance and an electrical system

Vendors may continue to utilize the NFPA Food Truck Safety Fact Sheet as a guideline for the inspection preparation and overall operations of their Food Truck. We look forward to working with you to provide another safe and effective event for you and your business.

Respectfully,

Richard Craven  
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