Office of the State Fire Marshal (OSFM) – Requirements for Vendors

The following information is a reference guide to the most common questions asked about requirements for vendors & exhibitors.
Further information is available in vendor application packet and upon request.

Items underlined below are those most often observed during inspection

Contents

A. General
B. Cooking
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D. Tents
E. Liquefied Petroleum Gas – LPG – Propane
F. Flammable and Combustible Liquids

A. GENERAL

1. All exhibit spaces / buildings / booths / tents / concessions shall have an approved fire extinguisher with a minimum rating of 2A-10BC. (*Exception: Vendor spaces inside buildings where fire extinguishers for the hazard are present*)

   a) In addition, all concessions producing grease laden vapors such as deep fat frying, open flat top grills, etc. must also have an approved class "K" fire extinguisher, either 6 Liter or 2.5 Gallon size.
   b) All fire extinguishers must bear an inspection tag showing unit was inspected within the past 12 months.
   c) Fire Extinguishers purchased within the past 12 months will be accepted if receipt is available.

2. Sleeping inside vendor buildings / exhibit spaces / booths / tents / or concessions is prohibited.

   a) Tent is defined as it applies to tents, temporary membrane structures, EZ UP type covered structures, and canopies

3. Any cooking and food warming inside fairgrounds exhibit spaces, buildings, vendor buildings, exhibit booths, concessions, and under approved tents and canopies shall comply with all requirements in accordance with information found in Vendor Exhibit Booklet, NFPA 96 (2008 edition), NFPA 58 (2011 edition), NFPA 54 (2009 edition), and NFPA 101 Life Safety Code 2015 edition, section 12.7.5 3.9. This information is available in the Space Rentals Office.

4. Booths, railing, fences, displays etc. shall not block or interfere with aisles, stairs, entrances, or exits in any exhibit spaces / buildings / booths / tents / or concessions area.

5. Aisles and exits shall be maintained clear of obstructions at all times.

6. Vehicles shall not be parked in fire lanes or within 15 feet of fire hydrants, fire reporting stations, building doors, or fire department connections on any building exterior.

7. No vehicles shall pass through vendor exhibit spaces / buildings / booths / tents / or concessions area, with the exception of authorized Department of Agriculture vehicles.

8. Flammable or combustible liquids or hazardous chemicals are prohibited inside buildings/booths/tents or concessions area.

9. No smoking inside exhibit spaces / buildings / booths / tents / or concessions area, and wherever posted.

10. Open flame devices and pyrotechnics are prohibited inside exhibit spaces / buildings / booths / tents / or concessions area.

11. Electrical wiring and equipment shall be in accordance with NFPA 70 National Electrical Code (2014 edition) (see “Electric” below)

12. Trash containers shall be metal or noncombustible.

13. Oily rags and waste shall be placed in a separate covered metal container and disposed of daily.

A. General (continued…)

14. Any compressed gas cylinder used for any purpose shall be securely fastened to a solid object in an upright position.

    a) Cylinders of any kind can shall not be attached to a tent / EZ UP / or canopy pole, post, or leg.
    b) LPG cylinders are not allowed in or under any exhibit spaces / buildings / booths / tents

15. No storage or display of combustible materials in excessive amounts, as determined by OSFM.

16. There shall be no accumulation of packing boxes, excelsior other combustible packing material, wastepaper, rags, unused decorations, or other combustible waste.

17. The sale or use of Sky Lanterns, Floating Lanterns, Wishing Lanterns and Celebration Lanterns are "Prohibited Consumer Fireworks", and are banned from the Fairgrounds.

18. The sale of Novelty Lighters are prohibited by the Retail Sale and Distribution and Novelty Lighter Prohibition Act (PA 96-1174).

B. COOKING

1. Any cooking and food warming inside fairgrounds exhibit spaces, buildings, vendor buildings, exhibit booths, concessions, and under approved tents and canopies shall comply with all requirements in accordance with information found in Vendor Exhibit Booklet, NFPA 96 (2008 edition), NFPA 58 (2011 edition), NFPA 54 (2009 edition), and NFPA 101 Life Safety Code 2015 edition, section 12.7.5 3.9. This information is available in the Space Rentals Office.

2. All concession trailers provided with automatic suppression systems over cooking areas shall bear a current inspection tag showing service within the past 12 months.

3. Cooking appliances rated for outdoor use only are not allowed to be operated under or in any tent / building / or exhibit space.

4. Cooking appliances must be rated for indoor use when located inside tents / buildings / or exhibit spaces in accordance with the following provisions:

    a) Any cooking which produces grease laden vapors such as deep fat frying, open flat top grills, etc. are not allowed in or under tents / buildings / or exhibit spaces unless non-combustible shielding is installed between cooking surfaces and adjacent tent fabrics and combustible components of the structure, both vertical and horizontal, as per OSFM regulations.
    b) Approved clearances must be maintained between all cooking appliances and tent fabrics, and combustible components of the structure per OSFM regulations.
    c) Tents must still meet all requirements of Section D below.

5. All cooking concessions shall have an approved fire extinguisher with a minimum rating of 2A-10BC.

    a) In addition, all concessions producing grease laden vapors such as deep fat frying, open flat top grills, etc. must also have an approved class "K" fire extinguisher, either 6 Liter or 2.5 Gallon size.
    b) All fire extinguishers must bear an inspection tag showing unit was serviced within the past 12 months.
    c) Fire Extinguishers purchased within the past 12 months will be accepted if receipt is available.

C. ELECTRIC

1. All extension cords used in exhibit spaces / buildings / booths / tents / or concession areas shall be in good condition without splices, shall be approved type with heavy duty three wires, and three prong plug.

    a) Lightweight, household, 2 wire extension cords are not approved for use and will not be allowed.

2. Extension cords of any kind are prohibited from vendor buildings to campers, motor vehicles other electrical devices outside of buildings.

C. ELECTRIC (*continued…*)

3. Multiple outlet power strips in good condition and provided with an internal circuit breaker/reset switch are allowed.

   a) Power strips shall not be plugged into one another (Daisy Chain)
   b) No extension cords will be allowed to be plugged into or run from multiple outlet power strips.

4. No items shall be attached or hung from electrical wires.

5. Electrical wires shall not come in contact with other cables or telephone wires.

6. Wiring in temporary or permanent exhibit spaces / buildings / booths / tents / or concessions area or in the open must be code grade approved.

7. Wiring and extension cords used in wet areas shall be approved for wet area use and be free from splices. Power supply wires from the fairgrounds electrical supply box shall be an approved type with no splices unless splice is contained in a listed and approved waterproof splicing device.

D. TENTS

"Tent" is defined as it applies to shelters which include, but are not limited to the following:

   a) Temporary membrane structures,
   b) EZ UP type covered structures
   c) Canopies
   d) Tarp covered frameworks

1. Tents shall comply with section 11.11 NFPA 101, 2015 edition

2. All tent fabric must be flame resistance in accordance with one of the following: California Code of Regulations, Title 19, Division 1, §332.(a Flame Resistance, NFPA 701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films, 2010 edition, or CPAI-84 Specification for Flame-resistant Materials Used in Camping Tentage.

   a) Any tent that does not have a tag affixed with one of these ratings will be required to provide proof in writing the tent does meet one of these standards.
   b) Tents with no proof of flammability rating must immediately be removed from use.

3. The ground and area not less than 10' outside of such tent(s) shall be cleared of all flammable / combustible material or vegetation.

4. The premises shall be free from such flammable / combustible materials during the period for which the premises are used by the public.

5. Cooking appliances rated for outdoor use only are not allowed to be operated under or in a tent.

6. Cooking appliances used inside tents must be rated for indoor use.

   a) Any cooking which produces grease laden vapors such as deep fat frying, open flat top grills, etc. are not allowed under tents unless non-combustible shielding is installed between cook surface and tent fabric per OSFM regulations.
   b) Approved clearances must be maintained between all cooking appliances and tent fabrics.

7. All tents shall have an approved multi-purpose fire extinguisher, with a minimum rating of 2A-10BC.

   a) In addition, all concessions producing grease laden vapors such as deep fat frying, open flat top grills, etc. must also have an approved class "K" fire extinguisher, either 6 Liter or 2.5 Gallon size.
   b) All fire extinguishers must bear an inspection tag showing unit was serviced within the past 12 months.
   c) Fire Extinguishers purchased within the past 12 months will be accepted if receipt is available.

8. Smoking shall not be permitted, and "NO SMOKING" signs shall be posted.

D. TENTS (*continued…*)

9. Containers for trash shall be noncombustible and located 10ft outside tent.

10. Fireworks or open flames are prohibited in any tent or temporary membrane structures.

E. LIQUIFIED PETROLEUM GAS - LPG

1) LPG - Installation, transportation, storage, and use of LPG shall be in accordance with Title 41 IL Admin Code 200 and NFPA Standard #58, (2011 edition) and NFPA Standard# 54 The National Fuel Gas Code (2009 addition).

2) LP containers and first stage regulators shall be located outside of exhibit spaces / buildings / booths and tents.

   a) LP Containers shall be installed not less than 60 in. (1525 mm) from any tent

3) Use of LP gas burning equipment and/or appliances are contingent to approval upon OSFM inspection

4) LP containers shall be protected from vehicular traffic at all times, either by barrier or by separation distance approved by OSFM

5) LP containers shall be in the upright position at all times.

6) Empty containers shall be upright and provided with plugs and caps at all times.

7) LP containers shall be secured in upright position to a solid object, by use of ratchet type straps or similar tightening device.

   a) Heavy duty solid rubber type “bungee” cords are allowed if they can securely hold the tanks from falling over.
   b) Lightweight, braided fabric covered type “bungee” cords are not allowed as they do not provide adequate stability.
   c) At no time should any securing device be wrapped around tank valve or valve neck.
   d) At no time will LPG cylinders be attached to a tent / EZ UP / or canopy support pole, post, or leg.

8) Each vendor shall be limited to six (6) total containers, regardless of size, four (4) for current use and two (2) in reserves.

9) Approved multi-purpose fire extinguisher, with a minimum rating of 2A-10BC shall be provided.

10) Extinguishers must bear an inspection tag showing the unit was inspected and passed within the past 12 months.

11) Newly purchased fire extinguishers that do not have an inspection tag will be accepted if receipt is available showing date of purchase within the past 12 months.

12) No filling of LPG containers shall be permitted within the fairgrounds or event property boundaries.

F. FLAMMABLE AND COMBUSTIBLE LIQUIDS

1. Storage and use of flammable and combustible liquids shall conform to all applicable Illinois administrative rules found in Title 41 Part160 "Storage transportation sale and use of gasoline and volatile oils: rules and regulations relating to general storage" and Part 180 " Storage transportation sale and use of gasoline and volatile oils".

2. Storage of gasoline, kerosene and other flammable or combustible liquids in quantities or methods different than those listed below shall be prohibited.

3. Storage shall be in approved safety containers meeting the approval of the Office of the State fire Marshal. Gasoline containers shall be red, kerosene containers shall be blue.

4. Containers shall be stored outside of buildings and tents, in a safe place, properly protected or guarded from tampering.

5. Containers capacity shall be a maximum of 5 gallons for gasoline or other flammable liquids and 10 gallons for diesel fuel, kerosene, or other combustible liquids.

6. Upon vacating premises, concessionaires shall not leave any filled, partly filled, or empty container which has been used for gasoline, kerosene, or other flammable liquid and will be held responsible for any accident or injury which may result from violation of this provision.

7. Storage of flammable and combustible liquids is prohibited inside buildings, structures, and tents.

8. Approved multi-purpose fire extinguisher, with a minimum rating of 2A-10BC shall be provided.

   a) Extinguishers must bear an inspection tag showing unit was inspected and passed within past 12 months.
   b) Newly purchased fire extinguishers that do not have an inspection tag will be accepted if receipt is available showing date of purchase within the past 12 months.

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