



## Greenfield City Fire

380 Oak Avenue, Greenfield, CA 93927

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Dear Vendor:

Thank you for participating in a City of Greenfield community event and taking the time to read our fire safety information sheet. Our goal is to ensure that events held in our City are safe and fun. We accomplish this by working closely with vendors who want to participate in one of our events.

As you read the attached fire safety information sheet, please understand that not every requirement will apply to your booth or display. Nevertheless, we ask that you read the entire information sheet to determine what applies to you so that you are prepared for the mandatory pre-event fire safety inspection. Typically, the pre-event fire safety inspection will occur one to two hours before the scheduled opening of the event, depending on the size of the event and the number of vendors participating.

You are required to pass the inspection prior to opening your booth or display. Our inspectors will do everything possible to work with you but if it is determined that you do not have the proper equipment and/or meet the minimum safety requirements, you will not be allowed to open. Therefore, we ask you to take these requirements seriously and be prepared for the inspection.

If you are participating in a multi-day event such as the Farmers Market, you will be inspected a minimum of one time during the duration of the event. Once you pass the inspection you will be authorized to open for business each day of the event without an inspection. Please keep in mind that inspectors may show up at any time and conduct a surprise inspection to ensure your booth or display still meets all safety requirements.

Thank you again for participating in one of our community events and for ensuring the safety of everyone at the event. Please feel free to call us if you have any questions.

Respectfully,

*David Frizzell*

David Frizzell  
Captain



**City of Greenfield Fire Department**  
380 Oak Avenue  
Greenfield, CA 93927  
831.674.5484

## **SPECIAL EVENTS VENDER / BOOTH FIRE SAFETY INFORMATION AND REQUIREMENTS**

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**GENERAL PROVISIONS:** Fire and life safety requirements shall be applicable to any exhibit space, booth, trailer or tent within the event. This list is not meant to cover all possible situations and the Promoter / Coordinator, and/or Vender is responsible for adhering to all applicable regulations.

1. If the event is located inside of a building, the plans identifying the configuration of exhibit and vender spaces shall be submitted to the Fire Department for review and approval 30 working days prior to the event. Plans shall indicate the location and size of all exit doors and aisles and shall show exhibits both inside and outside of any building. Where seating is provided, the plan shall indicate the number of rows and seats between aisles. Final approval is subject to field inspections.
2. A City Fire Safety Official may enter any portion of any exhibit space/ booth at any time for the purpose of inspecting the premises for fire and life safety.
3. No display or exhibit shall be installed or operated that will interfere or block in any way with access to any exit or with the visibility of any exit sign. No display shall block access to fire-fighting equipment, such as fire extinguisher stations, fire alarm pull stations, fire hose cabinets and fire hydrants or access by fire suppression vehicles or equipment.
4. The location of all hydrants, fire extinguishers, water barrels, etc. shall be clearly marked and/or visible in all areas.
5. The exhibition of vehicles powered by internal combustion gasoline engines inside buildings shall require the following:
  - a. Fuel tank shall be no more than 1/4 filled and the gas cap shall be taped in place to deter removal.*
  - b. The battery or batteries shall be disconnected, and the battery terminals taped with electrical tape.*
  - c. Vehicles shall be inspected by SFM.*
6. All carpet edges shall be securely taped in place. Carpeting shall only be used on the floor.
7. "NO SMOKING" signs shall be posted. Outside Smoking areas shall be provided with appropriate non-combustible containers for ashes.

8. A housekeeping program shall be maintained, and adequate noncombustible trash receptacles shall be provided in all areas and all trash will be removed on a regular basis.

**BOOTHS (Includes Tents, Canopies, Food Trailers, and Carts):**

1. Booths shall be located a minimum of 20 feet from any permanent structure. If conditions warrant, distance may be reduced as approved by the Fire Safety Official.
2. All fabric or pliable canopy covers, side/back drops and decorative material must be:
  - a. *Inherently fire resistive and labeled as such; or*
  - b. *Treated by a State Fire Marshal (SFM) licensed applicator. If the booth is owner occupied, it may be treated by the owner with a SFM approved fire retardant chemical (empty can and dated sales receipt may serve as proof).*
3. Tent exit openings shall be a minimum of 3 feet wide and 6 feet, 8 inches in height.

**FIRE SAFETY TIPS:**

1. Know where the fire extinguisher is located and how to use it.
2. Do not leave food cooking unattended.
3. Do not wear loose-fitting clothing when cooking.
4. Keep combustibles away from heat sources.
5. In case of emergency, dial 9-1-1.

**ELECTRICAL:**

1. Electrical extension cords shall be of the heavy-duty three-wire (grounded), hard-usage type. No two-wire extension wiring shall be allowed. All extension wiring shall be protected from physical damage and shall be limited to 20 feet in length and be used for temporary use.
2. Electrical equipment and installation shall be inspected and approved by a qualified person and be acceptable to the Fire Safety Official.

**FOOD SERVICE AREAS:** Fire and life safety requirements shall be applicable for all food services areas, including temporary concession stands inside or outside of buildings and food concession trailers.

1. The use, storage and handling of any flammable or combustible liquid shall be subject to approval by the Fire Safety Official. Location of use and storage of any flammable or combustible liquid shall be noted on the plans prior to approval (see General Provisions #1)
2. The use and storage of portable containers of Liquefied Petroleum Gas (LPG) inside buildings or tents is subject to approval by the Fire Safety Official. Location of use and storage of any portable container of LPG shall be noted on the plans prior to approval (see General Provisions #1). All cylinders must be secured to prevent tipping or falling over.
3. Commercial cooking may be allowed only in approved locations with approved equipment. Fire Safety Official approval is required prior to use.

4. Cooking booths must be separated from non-cooking booths by 10 feet.
5. A California licensed company shall service all Automatic Fire Extinguishing Systems (Hood System) every six months. The company performing the service shall either be licensed by the SFM and possess an Automatic Systems License or possess a C-16 license issued by the California State Contractor's Licensing Board.

**FIRE EXTINGUISHERS:**

1. Each booth shall be equipped with a minimum 2A10BC rated portable fire extinguisher.
2. Each booth with deep fat fryer shall have a Class K portable fire extinguisher.
3. All portable fire extinguishers must be serviced by a SFM licensed company annually, with a service tag attached.

**DEEP FAT FLAMMABLE COOKING:**

1. Deep fat Frying or flambé cooking operations shall be located in a separate enclosure where only cooking operations are performed. Such enclosures shall conform to booth construction requirements as previously outlined, but the top of the enclosure shall be OPEN or, when required by the Health Department, shall be provided with METAL SCREENING with a minimum height of 7 feet.
2. Deep fat or flambé type cooking operations may require additional and/or larger units, as per the Fire Safety Official. Fire extinguishers shall conform to the following:
  - a. *The fire extinguisher must be mounted or secured so that it will not fall over.*
  - b. *It must be visible, accessible, and away from cooking area.*

**WOOD BARBEQUE COOKING:**

1. Wood barbecue cooking is prohibited inside of booths.
2. Wood barbecue cooking shall be performed only in areas away from public access.
3. Distances from wood barbecues to permanent structures or festival booths shall be as approved by the Fire Safety Official.
4. Fuel wood shall not be stored inside of booths.
5. Coals shall be disposed of only in metal containers that have been designated for such use and approved by the SFM. Dumping coals in trash containers is prohibited!

**CHARCOAL BARBEQUE COOKING:**

1. Charcoal barbecue cooking is prohibited inside of booths or tents.
2. Only commercially sold charcoal fuel may be used.
3. Charcoal cooking shall be performed only in areas away from public access and shall be located a minimum of 15 feet from any booth with a minimum of 20 feet from any permanent structure.



**2A10BC Portable Fire Extinguisher**



**Class K Fire Extinguisher**