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MAYOR

TOWN OF EAST HARTFORD

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FIRE MARSHAL'S OFFICE

Vendors:

In the interest of public safety, the East Hartford Fire Marshal offers the following guidelines and requirements for vendors. I hope they will assist you in having a safe, incident-free event. Please adhere to contractual agreement of the Event Promoter and apply the relevant guidelines and requirements below:

1. If tent or temporary membrane structures are used :
 - a. Obtain permit from building department; if required.
 - b. Provide certification of flame resistance with permit request.
 - c. Tents shall be adequately secured and located in accordance with building department requirements.
2. All tents, canvas type booths and/or coverings must have a label affixed stating they have been tested and are fire retardant. The certificate provided with permit request must match label on the tent.
3. No cooking is allowed underneath tents.
4. **If propane is used as a fuel source:**
 - a. All propane tanks must be at least 5 feet from any tent or temporary membrane structure and 10 feet from the tent doorway, and secured in an upright position to prevent being inadvertently knocked over. Propane tanks must also be protected from vehicular traffic.
 - b. All propane tanks not in use shall be stored away from public access areas and if not connected to a cooking device, the cylinder container plug shall be in place. Tanks with overfill protection devices (OPD) do not need plugs.
 - c. All valves controlling the fuel supply at the tank and at the cooking device shall be operated using knobs or valves (not pliers).
 - d. Booth vendors may use cooking equipment such as stoves, ovens, deep fat fryers, etc. The equipment must carry a recognized testing laboratory seal of approval.
 - e. Booths that are using multiple 100 pound propane tanks, must have an approved manifold installation. No changing of propane tanks will be allowed during event. Booths that are using 20 pound cylinders are limited to five (5) cylinders per vendor.
 - f. Cylinders must be stamped with a valid inspection date (within 12 years).

5. If charcoal is used as fuel source:

- a. Charcoal grills used for cooking shall only be permitted if the grill is a minimum distance of three (3) feet from the public having a substantial barrier. The grill shall also be located a minimum of three (3) feet from sides of tents, booths and stands.
 - b. Vendor must provide a non-combustible container for disposal of ashes.
6. Every booth /tent/ location used for cooking must have a multipurpose dry chemical fire extinguisher (10-BC minimum) provided and in good working order. In areas where charcoal grills are used, in addition to the 10 – BC extinguisher, there shall be one (1) pressurized water extinguisher provided at each charcoal grill.
 7. Combustible materials must be at least 10 feet from any open flame device.
 8. All electrical installations shall be in accordance with the National Electrical Code (NFPA 70).

A representative of the Fire Marshal's Office will be on hand prior to the start of the event to conduct an inspection of all tent, booths, and cooking facilities. For propane installations; fuel lines, connections, containers, devices and valves will be inspected for compliance. **Any faulty conditions will need to be corrected prior to use of the cooking equipment.**

For any further assistance, contact the East Hartford Fire Marshal's Office between the hours of 8:00 a.m. and 4:00 p.m., Monday thru Friday at (860) 291 7405 or Fax 860-291-9309.

Gloria B. Stokes
Fire Marshal