Vendors:

In the interest of public safety, the Winchester 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. *(Required for tents over 200
      sq.ft. and canopies over 400 sq.ft.)*
   b. Provide certification of flame resistance with permit request.
   c. Tents shall be adequately secured and located in accordance with building
department requirements.
   d. All tent fabric shall meet the requirement flame resistant textile and have
      label affixed stating it has been tested and is fire resistant.
   e. No cooking is allowed underneath tents used for assembly of people
   f. Tents where cooking is performed shall be separated from other tents,
canopies, or membrane structures by a minimum of 20 ft.

2. 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. 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. Vendors using multiple 100 pound propane tanks must have an approved
      manifold installation. Vendors 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).

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3. 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.

4. Every cooking vendor 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.

5. Combustible materials must be at least 10 feet from any open flame device.

6. All electrical installations shall be in accordance with the National Electrical
   Code (NFPA 70).

7. If air-supported, air-inflated, and tension membrane structure are used:
   a. Permit must be obtained from the Building Department
   b. Inspection at regular intervals by permittee, owner or agent to determine that
      installation is maintained.
   c. Report of inspection shall be provided upon request of maintenance, anchor
      and fabric inspection.

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, all fuel lines, connections, containers, devices and valves will be inspected
for compliance. Any faulty conditions will need to be corrected for prior to use of the
cooking equipment.

For any further assistance, contact the Winchester Fire Marshal’s Office between the
hours of 8:00 a.m. and 4:00 p.m., Monday thru Wednesday, 8:00 a.m. and 7:00 p.m.
Thursday, and 8:00 a.m. and noon Friday, at 860-379-8771 or Fax 860-738-6598.

Steven J. Williams
Fire Marshal
Town of Winchester