



SHAKOPEE FIRE DEPARTMENT

Fire & Life Safety for a Growing Community



INDOOR EXPOSITIONS AND EVENTS

Policy #14-2002 (01/01/2014) (2007 MSFC)

General Requirements

1. Means of egress (exits) shall be maintained at all times.
2. Every booth shall be provided with fire extinguishers rated for the appropriate types of fire that could be expected. Each extinguisher shall have an annual inspection tag attached indicating that an inspection has been completed within the previous 12 month period. Vendors without proper fire extinguishers will not be allowed to operate until the proper fire extinguishers are in place.
 - a. In merchandise booths the extinguisher shall have a minimum rating of 1A:10BC or be a minimum of two and one-half pounds (2-1/2#) in size.
 - b. In booths where heat producing appliances are located the extinguisher shall have a minimum rating of 2A:10BC or be a minimum five pounds (5#) in size.
3. Storage shall be orderly and shall not obstruct access to any means of egress (exit).
4. Temporary electrical wiring used in vendor booth shall comply with applicable codes and standards.
 - a. Multi-Plug Adapters. Multi-plug adapters, such as cube taps, unfused plug strips or any other devices not complying with the *International Code Council Administrative Provisions* shall be prohibited.
 - b. Power Tap (Strips) Design. Relocatable power taps (power strips) shall be of the polarized or grounded type, equipped with over-current protection and shall be listed in accordance with UL 1363.
 - c. Ampacity. The ampacity of extension cords shall not be less than the rated capacity of the portable appliance(s) supplied by the cord.
 - d. Maintenance. Extension cords shall be maintained in good condition without splices, deterioration or damage.
 - e. Grounding. Extension cords shall be grounded when serving grounded portable appliances.
5. Minimum aisle widths as required by the Minnesota State Fire Code shall be maintained at all times. No booths/displays will be allowed to extend into the minimum required aisle width.
6. Minimum aisle clear height shall be 8 feet. No booths/displays will be allowed to extend into the minimum required aisle clear height.
7. Indoor display of vehicles and other fuel powered equipment shall be in accordance with Minnesota State Fire Code.
8. Heat producing items or open flames including incense burners, candles, liquid fuels or other devices will **not** be allowed in temporary structures, tents or canopies without a permit. Additional restrictions will apply.
9. Cooking and heating equipment may be allowed with the issuance of a permit.

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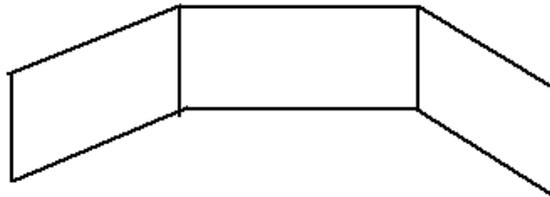
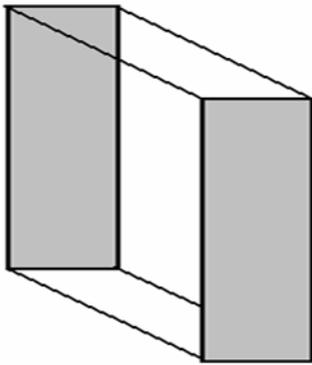
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10. Permits are required for heat producing items or open flames within permanent structures. Applications for permits shall be received by the Shakopee Fire Department at least 5 working days prior to the start of the event. Contact 952-233-9570 for permit information.
11. Open flames within permanent structures shall be secured within an enclosed assembly. Such assembly shall protect the source of the flame from being tampered with. The assembly shall be provided with 4 sides and shall protect to a minimum height of five (5) feet above the floor or a minimum of six (6) inches above flame height, whichever is higher. The assembly shall be secured or provided with a base to prevent tipping.

Exception: In booths not accessible to the public an assembly with a minimum height of twelve (12) inches shall be provided. This assembly shall have a minimum of three (3) sides.



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