



May 2 - 5, 2024

Washington State Fair Events Center – Puyallup, WA
puyalluprvshow.com

EXHIBITORS MANUAL

**Briefly written to advise you of your rights, restrictions and requirements.
Please read carefully and save for future reference.**

2024 PUYALLUP RV SHOW

RULES & REGULATIONS

CONTRACTS

Your exhibitor credentials will not be given out until we have received the following:

Signed Contract Signed Fire Marshal Form Full Payment Product List COI

Unpaid spaces will be resold.

SHOW OFFICE

The show office is located on the first floor of the Fairview Club (aka State Patrol Building) in the first aid room. It will be open starting 9:00 am Tuesday, May 2nd and during show hours.

BOOTH INFORMATION

- > Move-in Wednesday, May 1st starting at 9:00 am through Orange Gate (NO Thursday set up allowed)
- > Blue and White fabric booth (8ft back 3ft sides)
- > Only approved multi-plug extension cords with breakers allowed in booths. Please see attached fire marshal info on page 7.
- > Booths must be vacated by noon May 6th, Monday

RV INFORMATION

- > Prestaging - Sunday, April 28th at 10:00 am to 4:00 pm and Monday April 29th at 8:00 am to 6:00 pm in the Purple Lot **LIMITED POWER WASHING IS ONLY ALLOWED BEHIND THE BEEF BARN ON THE FAIRGROUNDS.**
- > Move-in - Tuesday, April 30st starting at 9:00 am
- > Orange gate hours during move-in will be 9:00 am to 9:00 pm. (you may exit after 9:00 pm but not re-enter)
- > Used RVs must be 2018 or newer (previously titled to a private party). No exhibiting of rental or lease back RVs.
- > Power/Electrical is supplied by the Fairgrounds
- > You will need to obtain a permit from the State of Washington L & I Electrical inspection department if you intend to connect to electricity at the grounds and will be using your own electrical distribution system (feeder panel). (This does not apply to vendors that are plugging into a Fair provided receptacle with an approved extension cord or multi-strip adapter.) <https://lni.wa.gov/licensing-permits/electrical/electrical-permits-fees-and-inspections/purchase-permits-request-inspections>
- > RVs must be removed from buildings by noon Monday, May 6th
- > Service gate hours for take down (until 9:00 pm Sun 5/5, 8:00 am - 4:30 pm Mon 5/6) RVs left after 4:00 pm Monday, May 6th anywhere inside the fairground property are subject to a \$50/day storage charge.

MANUFACTURED HOME AND PARK MODEL INFORMATION

- > Move-in Wednesday, April 24th starting at Noon, exact move in schedule to follow closer to show dates
- > Gate schedule on enclosed sheet
- > Clean up around exterior of the homes prior to 4:00 pm Thursday. There are other functions going on Friday, Saturday & Sunday. Please limit any work on the weekend to the interior of homes only and keep noise levels to a minimum.
- > 50 amp outlet supplied by the Fairgrounds. Home must have 50 amp cord and plug installed by exhibitor.

> You will need to obtain a permit from the State of Washington L & I Electrical inspection department if you intend to connect to electricity at the grounds and will be using your own electrical distribution system (feeder panel). (This does not apply to vendors that are plugging into a Fair provided receptacle with an approved extension cord or multi-strip adapter.) <https://lni.wa.gov/licensing-permits/electrical/electrical-permits-fees-and-inspections/purchase-permits-request-inspections>
> Manufactured Homes must be removed from fairground property by Noon Tuesday, May 7th. (The fair will charge \$375/day/section for any home left inside the fairgrounds after this time)

SHOW HOURS

Thursday, May 2nd - Saturday, May 4th 10 am to 7 pm

Sunday, May 5th, 10 am to 5 pm

Note: All exhibitors need to be ready before opening time and remain open until closing time and that all dealer/vendor displays be staffed by exhibitor personnel at all times during show hours.

GATE HOURS:

Set up days: Tuesday, April 30th & Wednesday, May 1st 9:00 am - 9:00 pm (Orange Gate)

Show days: Blue Gate will be staffed 1 hour before show opening.

TICKET PRICES

Adults \$15.00, Seniors/Valid Military w/ID \$14.00, Students/Children 17 & under Free with accompanying adult. Sponsor "Be-Back" tickets are available to all exhibitors for \$1.00 each at the show office. Tickets are good any day of the show.

EXHIBITOR PASSES

Exhibitor passes are available in the show office. Passes are required to enter the fairgrounds during the show, but not during set up. MHRV reserves the right to limit the number of passes to each exhibitor.

Will Call will be located at the Blue Gate and open 1 hour before show opening.

PARKING

Parking is free in the blue and gold parking lots located on the east side of Meridian Ave.

****Do Not leave valuables in vehicles****

Overnight RV parking is allowed in the orange parking lot (full hook ups) off 5th street on the West side of the Fairgrounds. Overnight stays can be purchased in the Fair Administration Office. Cost is \$40.00/night if you are pre-registered or \$45.00/night if you show up without pre-registering. Call (253) 845-1771 to book a space. RV user's animals must be kept on a leash or in a pen near the applicable RV.

TELEPHONES

The Fairgrounds will install individual business telephone lines if you desire. To inquire, please call the Fairgrounds at (253) 841-5057 or complete the attached form and fax back to the Fairgrounds.

WI-FI/DSL

The Fairground offers open Wi-Fi access but doesn't provide technical support. The Wi-Fi is free to use and no password is required. For access please go into your phone settings and select "Fair Guest". Make sure you wait and select "Accept Terms" when prompted.

Please see instructions on the following page for DSL services.

2023 Telephone Service Request
Washington State Fair Events Center
110 9th Ave. SW Puyallup, WA 98371-0162
253-841-5057 – Phone 253-841-5390 - Fax

EVENT NAME: _____ **SERVICE DATES:** _____

COMPANY _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

CONTACT PERSON _____ Telephone # _____

BUILDING(S)/AREA _____ Booth No(s) _____

Failure to provide location information may result in delayed service installation

STANDARD TELEPHONE SERVICE

Per line _____ @ **\$585.00** = \$ _____

All orders must be submitted at least 15 days before the starting service dates.

Orders received less than 15 days prior to first day of service will pay \$650.00/line (includes tax), if service is available.

YOU MUST PROVIDE YOUR OWN EQUIPMENT AND LINE CORDS. We recommend that you bring a line cord that will reach from one end of your booth to the other. Portable trailers/buildings must have a connection on the outside of your building for our installer to connect to.

****REMEMBER TO DIAL 9 FIRST WHEN PLACING A CALL AND PROGRAM ANY SELF-DIALING DEVICE TO DIAL 9 FIRST****

All Fair Service will be on a toll-restricted basis. If Long distance is required please indicate below & provide credit card billing information. You will be invoiced following the Fair for all long distance calls.

Long distance (deposit required) Yes _____ No _____

DSL SERVICES

If you need special services or a DSL line and you need this service extended to your booth, you will first need to contact a local telephone service provider such as Century Link/Lumen (855-891-4083). You will also need to provide the information below & return this form to the Fair office with your enclosed payment in order for the Fair to extend service to your booth.

The telephone number(s) assigned by the outside provider is _____ and will be delivered to the Fair's Cable room (demarc) by _____ (due date).

Please have the service delivered at least 7 business days prior to your service date needs.

Enclosed is my payment of _____

(1st line/\$585.00, additional line to same booth space \$285.00/each).

Orders placed less than 15 days before the event will be a total of \$650.00, if service is available.

Enclose a check for telephone service **made payable to:** WASHINGTON STATE FAIR or contact the Fair office to pay by credit card. The above fees cover service from the day before the event until the last night of the event. We will make every effort to insure that you have service in your booth space by the first day of the Event or earlier but due to the unusual dynamics of the Fairgrounds and unanticipated repairs we cannot guarantee service. There may also be service outages that will take place during the Event.

We do not provide refunds unless we cannot provide any service in the area requested.

DECORATING

One skirted 6' or 8' table with two chairs can be rented through MHRV for an additional \$60.00. 8' masking drape for closing booths is \$2.75 per linear foot. (NO orders accepted within 24 hours of show)

PHONE NUMBERS

Show Office (253) 841- 5298

Bill O'Loughlin, Show Director (503) 308-3583 cell or Susie O'Brien Borer (503) 567-8885 cell.

DIRECT SHIPMENTS **April 30th to May 2nd Only**

Shipments will be received at The Washington State Fair Events Center from 8:00 am to 4:00 pm Monday, April 30th to Wednesday, May 2nd Shipments **MUST** be addressed as follows:

Exhibitor Name
Booth Number and Building
Puyallup RV Show
C/O Washington State Fair & Event Center
1404 5th St SW
Puyallup, WA 98371

Any shipments received at the Fairgrounds before Monday, April 29th will be charged \$115 per hour, with a 1 hour minimum, for the Fairgrounds accepting and handling/off-loading your materials. In addition there will be a \$50 per day per pallet charge for storage until the show.

TAX NUMBERS

MHRV Show Association, Inc. is a Washington State Corporation. Federal Tax ID #91-0821143

RV DISPLAY AISLES

Aisles through RV displays are required to be 6ft wide. Steps are allowed to encroach into aisles 2ft. Under no circumstances will aisles be allowed to be restricted to less than 4ft in width by steps. The biggest problem in past shows has been from opposing steps on both sides of the aisle. The Puyallup Fire Dept. has final say over all aisle widths.

SIGNS, LITERATURE & SOUND

Exhibitors are allowed to distribute literature only in their own exhibit area. Persons not exhibiting are forbidden to distribute literature in the show. All are encouraged to use good taste in the use of signs. Comparison price signs are frowned upon and in all cases, management reserves the right to remove all objectionable advertising materials. Noise level from any demonstrations or sound systems **must be kept to a minimum**. Under **no** circumstance will the following be allowed in the Show: megaphones, loud speakers, microphones, side show tactics, or undignified methods of attracting attention. All sound systems and demonstrations **must** be strictly approved by Show Management prior to the shows. **No exceptions!!!**

SHOW LOGO

Advertising and use of the MHRV Show logo by participating exhibitors is encouraged. For terms and conditions of logo use, please contact the Show Director.

MUSIC

Exhibitors are forbidden from playing music in any form unless they possess the required license of copyrighted music. Exhibitors agree to defend, protect, indemnify and hold harmless the MHRV Show Association from any claims, disputes or legal expenses resulting from performance of copyrighted music either recorded or performed live.

CONTESTS

MHRV Show Association requires all Exhibitors register the details of any contest or giveaway with the Show Office prior to Show Opening. The winners of each contest must be reported to the Show Office.

ANIMALS

With the exception of animal events and service animals, animals will not be allowed on the grounds during set up, the show and tear down.

STORM DRAINS AND POLLUTION

Per the Washington State Fairgrounds, no dumping of contaminated water (mop water, bleach water, greasy water, old coffee, ice or grease) in the fair's storm drains. Pressure washing is **NOT** allowed on the grounds. Disposal of waste water is to be in designated dump sites only. Failure to do so will result in a \$1,000 fine. Do not dump water in flowerbeds or on the ground.

GENERAL

Remember to be properly licensed for the show by displaying a valid Dealer Sub agency and being registered with local tax authorities. A certificate of insurance is required from all exhibitors and a copy was supplied with your contract. Food handlers must have necessary permits and permission of the facility. These rules and recommendations are to protect, not only the public, but the individual exhibitor and the Industry which we represent. Thank you for your courtesy and cooperation.

SHOW CANCELLATION INSURANCE FOR EXHIBITORS

The MHRV Show Association carries show cancellation insurance which protects the association and its exhibitors. In the event the show is canceled or curtailed due to weather, fire, earthquake or other events beyond the control of MHRV, exhibitors are likely to receive a portion of their space rent reimbursed. However, the insurance does not cover lost sales to our exhibitors due to lessened show attendance. If you wish to purchase show cancellation insurance that protects your business against lost sales, please contact your insurance carrier for desired coverage. If your insurance provider is unable to provide show cancellation insurance that protects you against lost sales, MHRV recommends Shoff Darby Insurance Agency 800-540-9361 Shoffdarby.com

LODGING

Best Western Park Plaza
620 S. Hill Park Pl.
Puyallup, WA 98373
253-848-1500

Farifield Inn & Suites
2101 N. Meridian
Puyallup, WA 98371
253-770-3100

Hampton Inn & Suites Tacoma/Puyallup
1515 S. Meridian St.
Puyallup, WA 98371
253-770-8880

Holiday Inn Express
812 Hill Park Dr.
Puyallup WA 98373
253-848-4900

ADA

The ADA considers sales offices a place of public accommodation. MHRV requires exhibitors to make available an area where buyers with disabilities may obtain information (brochures, photos, etc.) and transact the purchase of a unit.

MHRV encourages exhibitors to voluntarily provide at least a minimal level of access to model homes and RVs to potential buyers with disabilities. For example, an exhibitor could provide physical access (via ramp or lift) to the primary level of one or several models and make photographs of less accessible areas of the unit as well as other models available to the consumer.

Auxiliary aids are available through the Fairgrounds management. Customer inquiries for auxiliary aids should be directed to the show office.

Alternative formats for MHRV sponsored seminars are available. Show attendees wishing seminars in alternative format are asked to contact the show office a minimum of 48 hours prior to the seminar.

STATE AND FIRE DEPARTMENT REGULATIONS

Only approved multi-plug extension cords with breaker will be allowed in the booth areas.

RV & Manufactured Home connections will be supplied. Manufactured homes must have a 50 amp plug.

Display vehicles shall have less than 5 gallons of fuel, fuel fills taped or locked, positive lead of the start battery removed and taped. Ten percent valves on LP bottles must be opened. Previously filled bottles must be removed.

Washington State Law prohibits smoking in public places. No vaping in buildings.

FACILITY EMERGENCY ACTION PLAN

The MHRV Show Association has adopted the procedures set forth in the Western Washington Fair Association's Facility Rental Emergency Manual. Please enter the link below to read them as it is required as part of your contractual agreement to exhibit at the show.

https://mhrvshows.com/wp-content/uploads/2019/02/emergency_action_plan.pdf

INJURIES, ACCIDENTS & MEDICAL EMERGENCIES

Any incident involving the public must be reported to the show office. If the injury is life threatening call 911 immediately.

MHRV requests that all elevated surfaces (steps, decks, etc.) that are exposed to the elements be treated with a non-skid material.



Central Pierce Fire & Rescue
Fire Prevention Division
902 7th Street NW
Puyallup, WA 98371
253.538.6402 office 253.538.6486 fax
FIRE AND LIFE SAFETY REQUIREMENTS



REQUIREMENTS FOR EVENTS AND TEMPORARY STANDS AT FAIRS AND SHOWS

PURPOSE:

To publicize the requirements and provide a standard method of inspection of temporary stands at fairs, shows, carnivals and other occupancies which are not permanent in nature or whose use is temporary or seasonal.

RESPONSIBILITIES:

It is the responsibility of the Fire Marshal or his/her designated authority to ascertain if the requirements of this policy are being complied with, and to enforce these and any other laws and codes of the City of Puyallup, pertaining to **fire and life safety**, as may be necessary.

PROCEDURES:

Temporary stands inside the Western Washington Fair are covered by a master business license, issued to the Fair. Temporary stands, located anywhere in the City, outside the property of the Western Washington Fair, must apply for and receive a temporary business license. After the license has been applied for, the application will be forwarded to the Bureau of Fire Prevention for any permits required.

Applications shall be accompanied by site plans, information related to required permits, or any other information deemed necessary to ascertain all stands are in compliance with the International Fire Code. Any license, either Master or Individual, do not cover permits required by the International Fire Code.

An inspection shall be conducted to determine if the occupancy or operation meets code requirements. The inspection shall ascertain if the requirements of Appendix A, B, and C have been met in addition to any other laws or codes which may apply to the particular application request.

When code requirements have been met, the Deputy Fire Marshal may issue the required permit, which shall be posted at the occupancy or operation.

If you have questions concerning these requirements please contact the Fire Prevention Division at: (253) 538.6402 902 7th ST NW, PUYALLUP, WA 98371 Fax Number: (253) 538.6486.

It may be necessary for the applicant to complete a PERMIT APPLICATION FORM in addition to the TEMPORARY BUSINESS LICENSE APPLICATION. Please read Appendix A for "**Permits Are Required**". If a temporary business license is required, a separate application can be obtained at <http://www.cityofpuyallup.org/business/business-licenses/temporary-stands/>

APPENDIX A

TEMPORARY USE OCCUPANCIES OR OPERATIONS FIRE AND LIFE SAFETY REQUIREMENTS (Not including electrical)

Any temporary use occupancy, business or operation that fails to comply with the International Fire Code requirements listed here will be **SUBJECT TO IMMEDIATE CLOSURE** until compliance is made. If the particular International Fire Code requirement is not listed here, a reasonable time may be given to comply, unless violation is an immediate life threatening situation as determined by the Fire Marshal or his/her designee.

In order to protect life and property, prevent fires and comply with local fire codes, the following is imposed:

"PERMITS ARE REQUIRED" for the following activities

1. TO OPERATE A PLACE OF ASSEMBLY:

An assembly is the gathering together of persons for such purposes as civic, social or religious functions, recreation, food or drink consumption or awaiting transportation.

2. TO OPERATE A CARNIVAL OR FAIR

3. TO OPERATE EXHIBITS AND TRADE SHOWS

4. TO ERECT AND/ OR OPERATE A TENT OR CANOPY:

Tents with a square footage over 200 square feet and canopies with a square footage over 400

5. TO USE OPEN FLAME DEVICES:

Use of open flame devices, i.e., torches, candles, glass blowing, forges, stoves, barbecues and all cooking operations, etc.; will require approval of the Fire Marshal or his/her designee.

6. TO USE FLAMMABLE PAINTS:

Flammable paints shall not be applied or stored without approval of the Fire Marshal or his/her designee.

ADDITIONAL REQUIREMENTS (Fire Marshal Approval is required for all activities listed)

COMMERCIAL FOOD PREPARATION:

The commercial preparation of food, either in temporary or permanent locations, shall be conducted in accordance with the International Mechanical Code (IMC) and the International Fire Code (IFC). Ventilating hood and duct systems will be IMC Type I or Type II, depending on the food products being prepared. **IFC Section 609 and Section 2404.**

Demonstration of commercial cooking is limited to using one electrical heat source in a 10 foot by 10 foot area. The heat source cannot exceed 400 degrees Fahrenheit. Solid or gel type fuel (Sterno) shall be limited based on the recommended manufacturer's design for the warming fixture. If the manufacturer's paperwork is not available, then the Fire Marshal shall make the determination on the amount of (Sterno) fuel that can be used.

APPENDIX A
Continued

FLAMMABLE LIQUIDS:

Gasoline or liquefied petroleum gas portable containers will **not** be allowed inside any structure, tent, canopy or temporary membrane structure. Storage areas shall be approved by the Fire Marshal. Outside use and storage shall be a minimum of 20 feet from a building and approved by the Fire Marshal. **IFC Section 102 and IFC Section 3801**

NATURAL GAS USE:

Natural gas is allowed to be used for fuel for heating and cooking. Approval from the local gas purveyor and Fire Marshal is required. A flex gas (CSST) line shall be used to connect to the meter. This line is limited to 4 feet in length. Flex gas (CSST) line is not allowed along the ground or suspended in air. Gas piping shall be supported at a maximum of every 6 feet. It shall be protected in traffic areas from displacement. Gas piping shall be tested on site and approved by the building division. A flex gas (CSST) line may be used as a final connection from the appliance to the gas piping. The length of this flex line shall not exceed 6 feet. Each supply of gas shall have its own shut-off. The gas meter may be used for the shut off if a permanently attached handle is available for use. Each appliance shall have a shut-off located in an accessible location.

ELETRICAL HEATERS:

Portable electrical heaters are not permitted in a building unless approved by the Fire Marshal and the owner of said building or his/her representative.

IFC SECTION 305.1

SMOKING PROHIBITED:

The Fire Prevention Bureau's Office shall enforce a no smoking policy in those areas specifically posted by the Fire Marshal or his/her designee.

IFC SECTION 310

BARBECUES:

Barbecues, portable or pit require approval of the Fire Marshal or his/her designee.

INDOOR LOCATION:

Barbecue pits used for commercial cooking operations in buildings shall be constructed as commercial food heat-processing equipment in accordance with the International Mechanical Code.

Used barbecue coal ash shall be put into an approved container, labeled "**HOT BARBECUE COALS ONLY**" and stored in an approved location.

OUTDOOR LOCATIONS:

Barbecue pits or equipment in outdoor locations shall be constructed of concrete or approved non-combustible materials.

Barbecues shall not be located within 10 feet of combustible walls or roofs or other combustible material.

At least one, 2-A 20 BC fire extinguisher shall be available within 20 feet of the barbecue. Extinguisher shall not be inside another temporary stand.

APPENDIX A
Continued

Used barbecue coal ash shall be put into an approved container, labeled "**HOT BARBECUE COALS ONLY**" and stored in an approved location.

Barbecues shall not be installed or placed inside unless the structure is approved by the Fire Marshal and a permit has been issued allowing this.

FIRE LANES AND HYDRANTS:

Fire lanes shall be maintained to a minimum unobstructed width of 20 feet. Overhangs or other like material shall not obstruct the vertical clearance of a fire lane less than a minimum of 13 feet 6 inches.

Fifteen (15) feet of fire lane on all sides of a hydrant located on an access road shall be maintained clear and free of any obstructions including the parking of vehicles. A minimum of 3 feet of clearance shall be maintained around the circumference of all hydrants.

IFC SECTION 502 AND IFC SECTION 508

OBSTRUCTION OF FIRE SAFETY SYSTEMS:

Exit doors, aisles, exit ways, exit lights, stairways, hose cabinets, fire extinguishers, fire hydrants or any other fire suppression appliances shall not be concealed or obstructed by any decorative material, displays, fixtures, structures or demonstration equipment.

IFC SECTION 509.2 and IFC SECTION 1003.6

DUMPSTERS:

Commercial dumpsters and containers with an individual capacity of 1.5 cubic yards or greater shall not be stored or placed within five feet of combustible walls, openings or combustible roof eave lines without specific approval of the Fire Marshal or his/her designee.

IFC SECTION 304.

TENTS, CANOPIES AND TEMPORARY MEMBRANE STRUCTURES:

Tents, canopies and temporary membrane structures shall comply with **IFC Section 24** and Appendix C of these requirements. (Note: Temporary, site-constructed, wood structures, shall comply with standards listed in Appendix C).

NOTE: OPEN FLAME DEVICES, ELECTRIC STOVES, HOT PLATES AND ANY OTHER FORM OF EQUIPMENT USED FOR THE PREPARATION OF FOOD OR ANY OTHER REASON SHALL NOT BE USED AND ARE NOT PERMITTED WITHIN THE CONFINES OF A TENT, CANOPY OR TEMPORARY MEMBRANE STRUCTURE UNLESS THE TENT CONFORMS TO THE DEFINITION OF A "COOK TENT". See definition.

(Exception: This requirement *may* be waived if "firewatch" personnel are on scene, all required setbacks are available and the tent, canopy or temporary membrane structure is *not* open to the public. This exception shall be approved on a case by case basis by the Fire Marshal. **A PERMIT IS REQUIRED**

APPENDIX A
Continued

COMPRESSED GAS CYLINDERS:

Compressed gas cylinders, in service or in storage, shall be adequately secured (chained) to prevent falling or being knocked over. Ropes, cords, rubber and other combustible material will not be approved for this purpose. Compressed gas cylinder or tank protective caps or collars shall have the caps or devices in place except when the containers, cylinders or tanks are in use or are being serviced or filled.

IFC SECTION 3003.

FIRE EXTINGUISHER REQUIRED:

An approved, minimum 2A-10 BC rated fire extinguisher, or larger, shall be available at each temporary stand. Extinguishers shall serve for only one stand. The Fire Marshal may waive this requirement if the temporary stand is less than 200 square feet and no heating, cooking, electrical or other possible ignition source is located under the temporary stand.

An approved **40BC rated fire extinguisher** shall be provided to protect all cooking and food processing. An approved **K-Type fire extinguisher** shall be required for deep fat frying utilizing vegetable oil. **IFC SECTION 906**

COMBUSTIBLE WASTE:

Combustible waste matter shall not be allowed to accumulate in or near any stand. **IFC SECTION 304.**

EQUIPMENT CONFINED:

All equipment, mechanical or otherwise, shall be installed, maintained and secured within the confines of the stand, i.e., refrigerators, freezers, cookers, etc.

LIQUID AND GAS FUELED VEHICLES AND EQUIPMENT:

Display of liquid and gas fueled vehicles and equipment inside an assembly occupancy shall be in accordance with **IFC 314** and shall meet the following requirements:

- (a) Batteries shall be disconnected with the ends taped in an approved manner.
- (b) Vehicles or equipment shall not be fueled or defueled within any building.
- (c) Fuel tanks shall not be more than 1/4 full nor exceed 5 gals, whichever is less, and fuel systems shall be inspected for leaks.
- (d) Fuel tanks shall be locked or sealed to prevent escape of vapors.
- (e) The location of vehicles or equipment shall not obstruct or block exits.

FAILURE TO COMPLY WITH ANY OF THE ABOVE REQUIREMENTS OR ANY OTHER REQUIREMENTS OF THE PUYALLUP MUNICIPAL CODE CONSTITUTES CAUSE FOR APPROPRIATE LEGAL ACTION.

APPENDIX B

ELECTRICAL EQUIPMENT AND WIRING

USE OF TEMPORARY WIRING:

Special Events: Temporary wiring for electrical power and lighting installations is allowed for a period not to exceed 90 days for Christmas decorative lighting, carnivals and similar purposes, and for experimental or development work.

ABATEMENT OF ELECTRICAL HAZARDS:

Electrical wiring, devices, appliances and other equipment which are modified or damaged and constitute an electrical shock or fire hazard shall not be used.

ELECTRICAL MOTORS:

Electrical motors shall be maintained in a manner free from accumulation of oil, dirt, waste and other debris which will interfere with required motor ventilation or create a fire hazard.

EXTENSION CORDS:

GENERAL:

Extension cords shall not be used as a substitute for permanent wiring.

Minimum 14 gauge extension cords shall be used to extend electrical service.

1. Extension cord shall only be used with portable appliances while such appliances are in immediate use.
2. Extension cords shall be plugged directly into an electrical outlet and shall, except for approved multi-plug extension cords, serve only **one** portable appliance.
3. The ampacity of the extension cords shall not be less than the rated capacity of the portable appliance supplied by the cord.
4. Extension cords shall be maintained in good condition without splices, deterioration or damage.
5. The extension cords shall be grounded when servicing grounded portable appliances.
6. Extension cords and flexible cords shall not be affixed to structures, extend through walls, ceilings, floors, under doors or floor coverings, or be subject to environmental or physical damage.

VIOLATIONS NOTIFICATION:

NON-APPROVED, MULTI-PLUG ADAPTERS, EXTENSION CORDS AND OTHER ITEMS THAT ARE BEING USED ILLEGALLY WILL BE DISCONNECTED AND GIVEN TO THE OWNER OR OPERATOR TO BE REMOVED FROM THE AREA. IF THE OWNER OR OPERATOR IS NOT PRESENT WHEN THE VIOLATION IS FOUND, THE ITEM OR ITEMS MAY BE DISCONNECTED, MARKED "NOT APPROVED" AND LEFT TO BE REMOVED.

APPENDIX B
Continued

POWER TAPS:

1. Power taps shall be of the polarized or grounded types and shall be listed.
2. The power taps may be directly connected to permanently installed receptacles, or extended by the use of one 50' extension cord that is rated at a minimum of 14 gauge.
3. Power tap cords shall not extend through walls, ceilings, floors, under doors or floor coverings, or be subject to environmental or physical damage.

ACCESS TO SWITCHBOARDS AND PANELBOARDS:

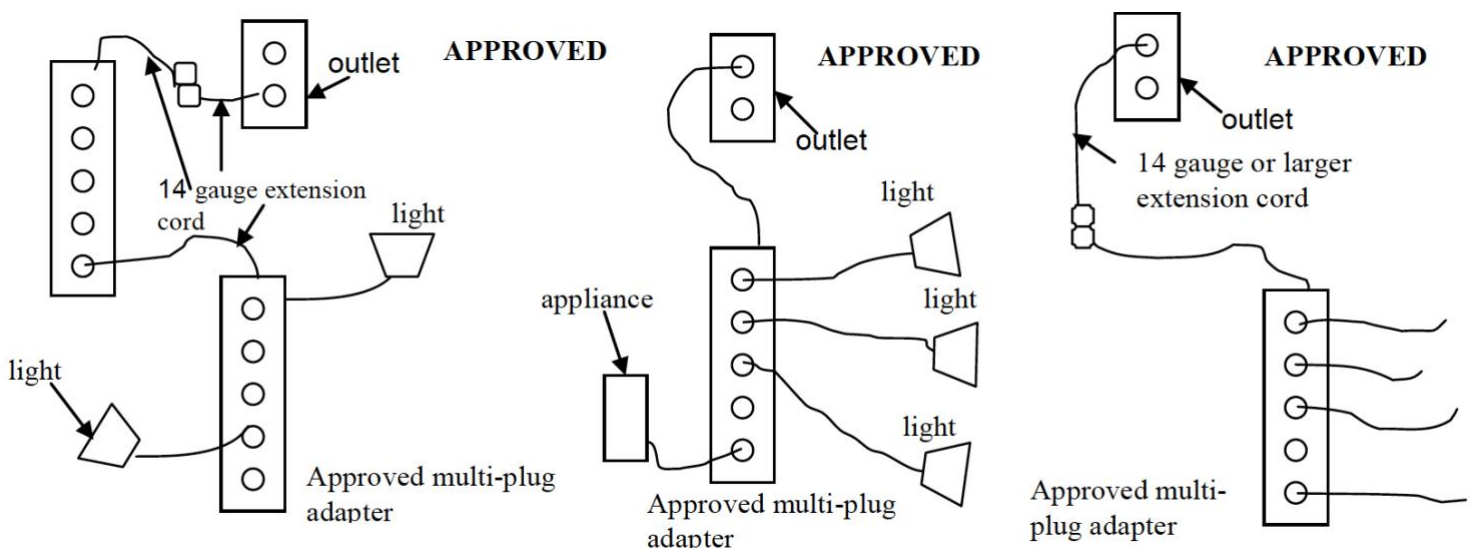
A clear and unobstructed means of access with a minimum width of 30 inches and a minimum height of 78 inches shall be maintained from the operating face of the switchboard or panel board to an aisle or corridor.

The **GRAPHICS** below are presented to give a visual understanding of approved methods of temporary wiring for lights and appliances at fairs, carnivals and shows. Also, remember the following parameters:

1. Extension cords that are less than 14 gauge in size will not be allowed to extend electrical service.
2. Extension cords shall supply power to one plug only.
3. Approved multi-plug adapters/power taps with a testing laboratory's label amped on them or attached to them, are allowed. The word "**APPROVED**" means the unit has been tested and approved for its intended use by a nationally recognized testing laboratory such as Underwriters Laboratories or Factory Mutual. Adapters must have over current protection that will activate and shut off the current if the adapter is overloaded.

This arrangement is approved for temporary installation only for fairs and shows for a limited time

If you are unable to reach the outlet with the plug connected to the appliance, you will require an extension cord of 14 gauge or larger. (Larger would be 10 or 12 gauge.)



FAILURE TO COMPLY WITH ANY OF THE ABOVE REQUIREMENTS OR ANY OTHER REQUIREMENTS OF THE PUYALLUP MUNICIPAL CODE CONSTITUTES CAUSE FOR APPROPRIATE LEGAL ACTION.

APPENDIX C

TEMPORARY USE OCCUPANCIES OR OPERATIONS FIRE AND LIFE SAFETY REQUIREMENTS

TENTS, CANOPIES AND TEMPORARY MEMBRANE STRUCTURES

DEFINITIONS:

TENT:

Any structure, enclosure or shelter constructed of canvas or pliable material supported by any manner except by air or the contents it protects. (**Plastic material will not be allowed for roof cover or side enclosure cover unless it is certified as being flame retardant and will not melt and drip under fire conditions.**)

COOK TENT:

2404.15 Cooking tents. Tents where cooking is performed shall be separated from other tents, canopies or membrane structures by a minimum of 20 feet and will not be open to the public. **IFC SECTION 2404**

An approved **40B rated fire extinguisher** shall be provided to protect all cooking and food processing. An approved **K-Type fire extinguisher** shall be required for deep fat frying utilizing vegetable oil. **IFC SECTION 906**

CANOPY:

Any temporary structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents it protects and is open, without side walls or drops, on 75 percent or more of the perimeter. (**Plastic material will not be allowed for roof cover or side enclosure unless it is certified as being flame retardant and will not melt and drip under fire conditions.**)

TEMPORARY MEMBRANE STRUCTURE:

Any air-inflated, air supported, cable, or frame-covered structure as defined by the IBC, which is erected for less than 180 days and not otherwise defined as a tent, canopy or awning.

AWNING:

A shelter supported entirely from the exterior wall of a building.

Exits from tents and temporary membrane structures in excess of 200 square feet and canopies in excess of 400 square feet shall comply with **IFC SECTION 24 TABLE 2403.12.2**

Tents, canopies and temporary membrane structures of any size shall comply with the following standards as well as all other requirements of these rules and regulations as apply:

In the event the flame-retardant application is performed by other than a "CERTIFIED" commercial applicator, a "Flame Retardant Verification Statement" shall be completed **prior** to the issuing of any permits.

FLAME RETARDANT TREATMENT AND STANDARDS:

The sidewalls, drops and tops of all tents, canopies and temporary membrane structures shall be of flame retardant material or shall be made fire retardant in an approved manner. When used on floors or passageways floor coverings, bunting, flammable decorations or effects, including sawdust, shall be made fire retardant in an approved manner.

An approved certification shall be retained on the premises indicating the following:

- (1) Names and address of the *owners* of the tent or air-supported structure.
- (2) Date fabric was last treated with flame-retardant solution.
- (3) Trade name or kind of chemical used in treatment.
- (4) Name of persons and firm treating materials.
- (5) Name of testing agency and test standard by which the fabric was tested..**IFC Section 2404.4**

GENERAL:

No such stand shall be located within two (2) feet of any side property line or public sidewalk, within ten (10) feet of any permanent building, nor within fifty (50) feet of any gasoline pump, oil storage tanks, or premises where flammable liquids are kept.

Overhangs from temporary stands that fold down or lower shall not project out over any public sidewalk or public way.

Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within Twenty (20) feet of the tent, canopy or membrane structures while open to the public unless approved by the Fire Marshal.

If allowed by the Fire Marshal, all cooking appliances which produce grease laden vapors shall have approved ventilating hood and duct systems and shall be protected by an approved automatic fire extinguishing system. (Exception: Cooking appliances in the open air with no covering or roof.)

SITE-BUILT, WOOD STRUCTURES:

- (1) When a temporary stand is to be occupied and utilized for the purpose of food preparation where heat of any kind is required, the construction of the stand shall meet the minimum requirements listed below and in addition, other requirements of the **IFC** when required by the Fire Marshal.
- (2) No such stand shall be located within two (2) feet of any side property line or public sidewalk, within ten (10) feet of any permanent building, nor within fifty (50) feet of any gasoline pump, oil storage tanks, or premises where flammable liquids are kept.
- (3) No foundation is required for less than 400 square feet.

**APPENDIX C
Continued**

FLOOR FRAMING:

<u>Joist Size</u>	<u>Spacing</u>	<u>Maximum Span</u>
2 x 6	24"	8'6"
	16"	9'11"
2 x 8	24"	11'3"
	16"	13'1"

- 1/2" plywood sub-floor minimum for 16" joist spacing
- 3/4" plywood minimum for 24" joist spacing

WALL FRAMING:

- 2 x 4 studs minimum
- 3/8" plywood minimum for stud spacing of 16"
- 1/2" plywood minimum for stud spacing of 24"
- Openings in walls to be supported with appropriately sized headers.

ROOF/CEILING FRAMING:

- 2 x 6 rafters at 24" spacing will span 11'5"
- 2 x 6 rafters at 16" spacing will span 13'11"
- 3/8" plywood may be used with rafters spaced at 16"
- 1/2" plywood may be used with rafters spaced at 24"
- Roofing materials per code based on roof pitch.

Awnings, overhangs and any other appurtenances shall be at least eight feet above any public walkway or sidewalk.

Roof coverings of fabric, canvas, or other material shall be certified as being flame retardant. This certification shall be in writing from the manufacturer or other recognized agency.

TRAILERS, MOTORHOMES, OTHER VEHICLES AND PRE-BUILT STRUCTURES THAT CAN BE TRANSPORTED TO A SITE AND USED AS A TEMPORARY STAND:

GENERAL:

No such trailers, motor-homes, other vehicles and other pre-built structures shall be located within two (2) feet of any side property line or public sidewalk, or within ten (10) feet of any permanent building. Such stand shall not project into a public walkway and shall not be erected or installed within fifty (50) feet of any gasoline pump, oil storage tanks, or premises where flammable liquids are kept.

They shall meet all requirements of these rules and regulations including required licenses, permits, Appendix A, B, and C.

FAILURE TO COMPLY WITH ANY OF THE ABOVE REQUIREMENTS OR ANY OTHER REQUIREMENTS OF THE PUYALLUP MUNICIPAL CODE, CONSTITUTES CAUSE FOR APPROPRIATE LEGAL ACTION.