

## For more information contact:

- Pendleton Fire Dept.: 541-276-1442
- tyler.nokes@ci.pendleton.or.us
- Pendleton Police Dept.: 541-276-4411
- http://ppd.pendleton.or.us/
- Pendleton City Hall: 541-966-0207
- www.pendleton.or.us
- Umatilla Co. Health Dept.: 541-278-5432
- Main Street Cowboys: 541-278-9332
- www.mainstreetcowboy.org
- Round-up Association: 541-276-2553
- www.pendletonroundup.com
- Or. State Fire Marshal: 503-373-1540
- www.oregon.gov/OSP/SFM/
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The information contained in this brochure was taken from the 2007 Oregon Fire Code and the Oregon Fire Code Technical Advisory No. 08-01



## PENDLETON FIRE AND AMBULANCE

**Chief: John Fowler**  
**Fire Marshal: Tyler Nokes**  
911 SW Court Ave.  
Pendleton, OR 97801

**Phone: 541-276-9171**

**Fax: 541-276-9171**

**Email: Tyler.Nokes@ci.pendleton.or.us**

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## PENDLETON FIRE AND AMBULANCE

# Pendleton Round-up Vendor's Guide

*Prevent Fires Before They Start!*

A regulations guide for vendors during the Pendleton Round-up. This guide is specific to vending tents/canopies or similar structures and trailers.

*This guide is not all-inclusive and other codes and conditions may apply.*

Telephone: 541-276-1442

## Vendor's Guide

### Permits/Licenses:

At this time the Pendleton Fire Dept. does not require permits for events and fairs. However, permits and licenses are required by the City of Pendleton. Call 541-966-0207 for more information.

The Umatilla County Health Dept. requires a "Temporary Restaurant License". Call 541-278-5432 for more information.

### Smoking:

There shall be **NO SMOKING** inside buildings, livestock areas, barns, tents, canopies, or exhibit booths.

1) **NO SMOKING** signs shall be conspicuously located to meet the intent of this guideline.

2) Designated smoking areas are allowed and shall have non-combustible floor coverings and suitable non-combustible ashtrays. All smoking areas shall be approved by the Pendleton Fire Marshal.

### Open Flames:

Candles, torches, and other open flame devices used for decorative, ceremonial, or demonstrative purposes shall comply with the following:

1) Decorative flaming devices that use Class 1 or 2 liquids or LP gas are strictly prohibited.

2) Candles and open flame devices are strictly prohibited in areas of assembly

3) Open flames shall not be utilized in areas where flammable items such as tablecloths, displays, and merchandise are present.

**Exception:** When flame is enclosed and where the opening on top does not pose an ignition hazard.

4) Candles and open flame devices are prohibited in areas where people stand, or in an aisle or exit.

***A Round-up VENDORS PERMIT is required by the City of Pendleton. Contact City Hall at 541-966-0207***

***Contact the Umatilla County Health Dept. regarding food handling. 541-278-5432***

### Decorative Materials:

All fabric or material used for decoration shall be fire resistive, or treated with an approved fire retardant. If treated, documentation or product used, when it was treated, and how it was treated are required. Tablecloths, merchandise, and displays are not considered decorations. Decorative wood less than ¼ inch shall be flame retardant.

### Fire Extinguishers:

Fire extinguishers are required in **every** booth or exhibit.

1) The minimum size fire extinguisher shall be a **2A:10BC** for general use.

2) Fire extinguisher application for cooking will be found in the section titled Cooking.

3) All employees in the concession stand/

booth shall be familiar with the use and location of the fire extinguisher. 4) All fire extinguishers shall be tagged as being serviced within the past 12 months.

5) Fire extinguishers shall be made readily visible and accessible.

### Exiting and aisles:

Exiting and aisles shall comply with the following :

1) Each concession stand/booth shall have a **minimum of one exit** leading directly out of the area without exiting through another concession stand/booth, display, or enclosed area.

2) Aisles and exits shall be kept clear and free of obstructions.

3) Exit doors shall not be covered with drapes or similar impeding their visibility.

4) Aisles and exits shall be illuminated at dusk and night.

5) Exit signs are required when two exits are provided or when the occupant load exceeds 50.

6) Aisles and exit access from concession stands/booths and low occupant load areas require a minimum of 36 inches of width and 80 inches in height. Aisles between concession stands/booths and display items shall be no less than 44 inches in width.

# PENDLETON Round-Up

## Waste/Trash:

Combustible waste material shall not accumulate and a waste collection and removal plan shall be established. Waste receptacles/containers shall comply with the following:

- 1) Adequate non-combustible waste receptacles shall be onsite and distributed strategically.
- 2) Combustible waste receptacle, i.e. commercially made cardboard receptacle, maybe used with the approval of the Fire Code Official.
- 3) Waste receptacles shall not be placed near an exit, in an exit path, under an open stairway, or near any heat source.
- 4) Waste containers exceeding 55 gallons (57 L) shall maintain a distance of 5 feet from any tent, membrane or combustible structure.

## Tents, Canopies, and Membrane Structures:

- 1) The sidewalls, awnings, drops, and tops of booths, membrane structures, tents, and canopies shall be composed of flame resistant material or shall be treated with an approved flame retardant. The use of, non-treated tarpaulins is prohibited during the hours the event is open to the public. All tents and canopies shall have a permanently affixed label indicating the type of tent, size, fabric, or material type, a manufacturer's certificate, or a fabric sample.
- 2) When multiple tents or canopies are arranged or set side by side, the aggregate length shall not exceed the required 150 feet for fire department access without a 20 foot fire break.
- 3) A distance of 20 feet is required between cooking tents and canopies, and non-cooking tents, canopies, booths, or other structures.
- 4) All cooking or heating appliances used in tents shall be a minimum of 10 feet from the exits or any combustible materials.
- 5) Hay, straw, and similar combustible materials shall not be stored inside or within 30 feet of a tent or canopy being used for cooking or public assem-

bly. When hay, straw, or baled materials are utilized they shall be made fire retardant and approved by the Fire Code Official.

## Cooking:

Cooking includes the use of open flame cooking tops, fryers, skillets, WOKS, microwaves, ovens, barbeques, warming trays using open flames, and other specialty cookware.

Cooking equipment shall be installed and utilized in accordance to manufacturer's listings.

Each vendor booth where cooking is being conducted, indoors or outdoors, shall provide the following:

- 1) A readily accessible **4A-40B:C** rated fire extinguisher. Additional fire extinguishers of the same type and rating may be required to ensure that no employee will have to travel more than 30 feet to obtain a fire extinguisher.
- 2) A portable fire extinguisher having a "**K**" rating is required in addition to a 4A-40B:C in any food concession stand/booth indoors or outdoors where cooking appliances produce grease or smoke laden vapors.
- 3) When deep fat frying with a liquid depth of more than ¼

inch, a metal lid (or hard lid made from fire resistive material) that covers the entire cooking area shall be readily available.

Any cooking device that is **indoors, in a trailer, or in a combustible booth** and creates grease-laden vapors shall be provided with an approved hood and extinguishing system, or be the type with a self-closing lid or other form of self-extinguishment approved by the Fire Code Official.

All hood ventilating systems are required to be installed in accordance with the Oregon Mechanical Specialty Code and be cleaned prior to the start of the event and as often as needed to prevent the build-up of grease during the event.

## LPG-COMPRESSED FLAMMABLE GAS-

### Fire Extinguishers:

- **Required for all tents, canopies, and booths**
- **2A-10B:C for non-cooking tents/booths**
- **Cooking tents/booths (may need both):**
  - **4A-40B:C (all cooking booths)**
  - **K Class if cooking with pooled oils.**

## FUELS:

This section addresses propane, butane, natural gas, acetylene, and other compressed flammable gases.

- 1) The storage of liquefied petroleum gas (LPG) is prohibited inside all buildings, portable concessions, or tents.
- 2) All LPG tanks shall be located on the exterior of buildings, booths, portable concessions, or tents.
- 3) LPG tanks shall be a minimum of 10 feet from combustible vegetation and trash containers.
- 4) LPG tanks shall be located so they are not in contact with direct flame, high heat situations, or sparks. A clearance of no less than 20 feet is required between potential ignition sources and LPG tanks. The use of propane is prohibited in any basement environment

## Electrical:

*ALL tents, canopies, sidewalls, awnings, etc. must be composed of flame resistant materials AND labeled as such.*

All electrical equipment shall comply with the following:

- 1) All electrical equipment shall be listed or labeled and used in accordance with the listing or labeling instructions from the manufacturer.
- 2) Electrical wiring, devices, appliances and other equipment shall be **ONLY** used if in good working condition. Modified or damaged equipment shall **NOT** be used.
- 3) Open junction boxes and open-wiring splices shall be **PROHIBITED**. Approved covers shall be provided for all switch and electrical outlet boxes.
- 4) Outdoor public spaces or potentially wet environments shall have Ground Fault Circuit Interrupters (GFCI) installed in permanent wiring circuits. When **NO** GFCI are installed on permanent wiring circuits, removable GFCI cords or GFCI power tapes shall be used.
- 5) A minimum working space of 30 inches wide and 36 inches deep and 78 inches high shall be provided in front of all electrical equipment (electrical panels). **NO** storage of any material shall be located within the working space.

## Extension cord use shall comply with the following:

- 1) Extension cords shall **NOT** be a substitute for permanent wiring.
- 2) Extension cords shall be used **ONLY** with portable appliances.
- 3) Extension cords shall be plugged directly into an approved receptacle and shall serve only **ONE** portable appliance.

**Exception:** Approved multi-plug extension cords.

Extension cords shall **NOT** be affixed to structures, extended through walls, ceilings or floors, under doors or floor coverings nor shall such cords be subject to environmental damage or physical impact. Physical protection is required in public areas with foot traffic.

## FENCED EVENTS (BEER GARDENS AND CONCERTS):

- 1) **CONTACT FIRE MARSHAL**
- 2) Fenced areas with an occupant load of more than 50 people require at least two exits. Additional exits may be required depending on the occupant load.
- 3) Exits shall not be chained or locked and easily opened from the inside fenced area.
- 4) Exits shall be marked with an exit sign.
- 5) Egress and emergency lighting may be required at night or after sunset.
- 6) Exit doors/gates shall swing in the direction of egress travel.

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