



CHATHAM FIRE PREVENTION
135 DEPOT ROAD
CHATHAM, MA 02633
BUSINESS: 508-945-2324
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GUIDELINES FOR EXHIBIT HALLS PUBLIC ASSEMBLY EVENTS

- Fire Lanes must be kept clear. The entry driveway typically provides access to the fire hydrant, sprinkler connections and a functional position to advance hose lines. This area cannot be compromised.
- Maintain clear pathways to all marked exits. Remove anything that presents an impediment to a clear exit or creates a trip hazard resulting in slower evacuation. Additional exit signs may be required.
- Exit Corridors/Aisles – keep all displays to one side and maintain a 48” clear path.
- Do not hide or obstruct access to fire pull boxes or fire extinguishers.
- Avoid use of extension cords as they become damaged, frayed or result in overloading circuits. All cords or power strips must be plugged into outlets (not other extension cords) and must be listed by UL or other recognized testing agency.
- Contact the fire department for an inspection prior to opening to the public. Maintain safe conditions following this inspection for the duration of the event. Conduct a periodic walk through to assure the conditions are maintained as they were at the beginning of the event.
- Samples of paper used for displays must be treated with flame retardant. Certificates and samples (strips 2”X12” of each roll to be used) must be presented in advance for testing.
- Seating shall follow this MA building code guide: 12” between rows (increase by 0.3” for every every seat greater than 14 seats up to 22” maximum) measured from seat back to front of seat in next row. Dual access rows (aisles at both ends) shall not exceed 100 seats. Single access rows (dead end rows abutting walls) shall not exceed 30 feet. Aisles 48” wide (or 36” if under 50 seats) should be provided at the front, back, sides and/or center and intermediate breaks for access to side exits or exits aisles. Please ask for assistance with room layout for safe egress and capacity.
- **USE OF PYROTECHNICS OR THEATRICAL SMOKE IS STRICTLY REGULATED AND REQUIRES ADDITIONAL PERMITS.** Contact the fire department well in advance of the event.
- The use of flammable gases by artisans will require a fire department permit (527 CMR 14) in advance of such use. A fire extinguisher with a minimum rating 1A 10BC shall be immediately available where gases are to be used.
- If the conditions present an unreasonable danger to the public a paid fire department detail may be required.