

# Memo

**To: Diane Centeno  
Sarah Just**

**From: Randy Capriotti**

**Date: January 11, 2022**

**Re: 2021 International Fire Code Requirements for Events at the Turning Stone Resort Casino  
Event and Convention Center**

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Below is the requested summary of the various fire and safety code requirements for events that will take place in the Turning Stone Resort Casino Event/Convention Center. The applicable code is the 2021 International Building Code, including the 2021 International Fire Code. The summary below supersedes and replaces all prior guidance (versions and revisions) previously provided the Oneida Indian Nation Fire Marshal. This guidance is in effect until December 31, 2022. Below is intended to be a summary/guide, please contact me directly with any questions regarding an event or any specific code requirements

## **1. EVENT FLOOR PLANS**

All show and/or event floor plans must be submitted to the Fire Marshal within seven (7) days prior to the event for review and approval. Any modifications to the final approved floor plan require Fire Marshal approval.

## **2. EXITS**

Exit doors, loading dock doors and fire doors may not be obstructed, locked, blocked or held open, except by an approved smoke detection device. Items may not be placed within fifteen (15) feet of a means of ingress or egress doorway (i.e., automobiles parked in front of doorways, displays, barricades placed across sidewalks, or any similar obstruction).

Exit signs may not be obstructed from view by booths, decorations or any objects/ hanging materials (i.e., drapes and curtains, etc.).

## **3. FIRE FIGHTING AND EMERGENCY EQUIPMENT**

Firefighting and emergency equipment and the view of accompanying signage in the Event Center and Atrium area are not to be obstructed by exhibition material (maintain a three (3) foot clearance). This includes the loading dock area.

#### **4. EXHIBITION BOOTH CONSTRUCTION AND DECORATIONS**

Exhibition booth construction shall be substantial and fixed into position in specified areas for the duration of the event. Booths are to be constructed of noncombustible or limited-combustible materials. Wood is to be greater than ¼ inch nominal thickness or wood not greater than ¼ inch thickness and shall be treated fire retardant wood meeting the requirements of NFPA 703.

All display fixtures such as tables, racks, or shelves are to be designed and installed properly to support the product or marketing materials to be displayed. Use of extension cords must be kept to a minimum.

Draperies, curtains, and other similar furnishings, decorations and other combustible materials shall be flame resistant in accordance with NFPA 701 for textiles and films along with Underwriter's Laboratories 1975 for foamed plastics. All decorative lighting must be listed by an approved testing laboratory.

Use of extension cords shall be in compliance with the 2021 International Fire Code (IFC) section 603.6.

Vendors are required to provide proof of fire rating for all materials used in the exhibition.

#### **4. AISLES**

Event and Convention Center aisles are to be kept clear and free of obstructions throughout the duration of the event. No chairs, easels, signs, etc. shall be placed beyond the booth area into the aisles.

#### **5. DISPLAY OF MOTOR VEHICLES**

Vehicles on display inside the Event Center shall not contain more than one-quarter (1/4) of a tank of fuel or five (5) gallons of fuel per vehicle, whichever is less. All fuel tank openings are to be locked and sealed to prevent the escape of vapors. Refueling or removing fuel from the vehicle on/or in the premise is strictly prohibited.

Vehicle batteries are to be disconnected or protected by a built in safety feature, which disables powers from the battery to the rest of vehicle.

Vehicles are not be moved during event hours. The starting of internal combustion engines is not permitted other than to move the vehicle in and out of the Event Center. An extra set of keys must be provided to the Security Department in case of an emergency. Exhibitors will provide proof of liability insurance for any vehicles to be displayed prior to entering the building.

If applicable, propane bottles or tanks must be removed from the vehicle before being brought into the Event Center. If the propane tank/bottle is new and has never contained LPG, or is used, and has been professionally purged, then it may be allowed into the Event Center with a letter from the exhibitor to the Fire Marshal, certifying that the container is gas-free.

The on-site use of flammable or combustible liquids for cleaning, polishing, or enhancing appearance of exhibitor display vehicles is prohibited.

## **6. COOKING AND BAKING APPLIANCES**

Cooking and baking appliances shall be on non-combustible surfaces and separated horizontally from combustible material display or storage by at least five (5) feet. Cooking ranges, deep –well cooking equipment and any type of open flame cooking (including sternos) shall be protected by an automatic fire suppression system or at least two (2) 20lb BC portable fire extinguishers. **The use of deep fryers with fatty oils is prohibited due to ventilation parameters. This will eliminate the use of the Type “K” fire extinguisher. Type “BC” will be sufficient for above uses.** The Fire Marshal will require a test of all cooking equipment prior to event opening.

## **9. LIQUID PROPANE**

Fire Marshal approval must be obtained for the use of liquid propane (LP) gas in the Event Center. The maximum size LP gas container is 4.25lbs/1 gallon tank (water capacity of 10.11 pounds) and secured in place to prevent any unnecessary movement.

## **5. ELECTRICAL EQUIPMENT**

Electrical equipment shall be listed equipment (U.L., F.M., etc.). Electrical wiring shall be in accordance with the National Electrical Code (NEC). Only 14 gauge wire or greater is required for all connections. All extension cords must be three (3) wire/grounded.

## **6. OPEN FLAME**

Operation of any open flame, heat producing, or smoke emitting devices or materials is prohibited unless written approval is received from the Fire Marshal. Use of candles is also prohibited unless prior approval from the Fire Marshal is obtained.

## **10. HAZARDOUS MATERIALS**

The use of compressed gases, flammable or combustible liquids, hazardous chemicals or materials inside the Event Center is prohibited except for demonstration by special permit issued by the Fire Marshal. There shall be no storage of flammable/combustible liquids or gases inside the building.

## **11. FIREWORKS/PYROTECHNICS**

Events that have fireworks or pyrotechnics in their planning or production must submit a Pyrotechnics Display Application within seven (7) days of the scheduled event to the Fire Marshal for approval. The Oneida Indian Nation Pyrotechnics Display Application is available at <https://www.oneidaindiannation.com/wp-content/uploads/2018/08/Pyrotechnics-Display-Application.pdf> Use of fireworks or pyrotechnics is prohibited unless approved by the Fire Marshal.

## **12. FINAL SHOW/EXHIBIT APPROVAL**

The show or exhibit will not be permitted to be open to the public until all identified hazards have been alleviated.

Please do not hesitate to contact at (315) 335-4617 if you have any questions or concerns regarding the above guidelines.