



Presented by  **LEUPOLD®**

March 11 - 14, 2021
First Interstate Bank Center and
Deschutes County Fair & Events Center
Redmond, Oregon

EXHIBITOR'S MANUAL

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

**O'LOUGHLIN
TRADE SHOWS**
A DIVISION OF TO-RO ENTERPRISES, INC.

2021 CENTRAL OREGON SPORTSMEN'S SHOW[®]

March 11-14, 2021

Deschutes County Fair & Expo – First Interstate Bank Center

3800 SW Airport Way
Redmond, Oregon 97756

541-548-2711

Show Hours

Thursday, March 11th 12:00 pm to 8:00 pm

Friday, March 12th 12:00 pm to 8:00 pm

Saturday, March 13th 10:00 am to 8:00 pm

Sunday, March 14th 10:00 am to 4:00 pm

Show Office: 541-504-5626

Produced by:

O'LOUGHLIN TRADE SHOWS, INC.

PO Box 80750
Portland, Oregon 97280-1750

Phone: 503-246-8291
Toll Free: 800-343-6973
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thesportshows.com

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SHOW PREPARATION

Schedule

FINAL PAYMENT REMINDER - November 6th, 2020

Final Payment was due on or before November 6th, 2020. Please make arrangements as soon as possible if your balance is outstanding. Your exhibitor credentials will not be given out until payment has been received in full and must be picked up at the show office during move-in.

MOVE-IN DAYS – Tuesday, March 9th & Wednesday, March 10th

Move-in will be from 12:00 pm to 8:00 pm Tuesday, March 9th and from 8:00 am to 8:00 pm Wednesday, March 10th. All exhibits must be in place no later than 8:00 pm on Wednesday, March 10th. **No vehicular traffic will be allowed in the building after that time. There will be no placing, moving, altering or dismantling of a display after 9:00 am on Thursday, March 11th. If you cannot adhere to this schedule, please contact Show Management immediately.**

If you have any display items that requires special handling due to size, weight, etc., and feel there will be problems during your move-in, please contact Show Management now. The show does not supply hand-trucks, dollies, brooms or vacuums.

All boats must be completely drained outside. No boats are allowed in the building with water in them. Pets are not allowed in the building. City ordinance prohibits any pets being loose in the buildings unless they are part of a show display. Please do not bring children to move-in or move-out, as you are personally responsible if they are injured or if they damage another person's property.

Fork Lift Services

O'Loughlin Trade Shows **does not** provide fork lift services for move-in or move-out. Due to insurance policies along with the facility requirements all fork lift service **must be contracted in advance through the Show Decorator**. Please contact: Oregon Party Rental at 541-923-5500 or Fax 541-550-3866.

Exhibitor Early Admittance

One (1) hour prior to show time, the Deschutes County Fair & Expo-First Interstate Bank Center and the Show Office will be open. Electrical power will be turned on at this time. **You must have your Wrist Bands, Exhibitor Work Passes or Tickets in order to enter the show at this time.** If you have a circumstance that requires admittance at an earlier time, you **MUST** sign the early admittance list by stopping by the Show Office prior to the show closing the night before. To enter the buildings before public show hours, come through the Exhibitor's Entrance located at the South Security Gate.

Show Office

The Show Office is located in the lobby of the First Interstate Bank Center and the telephone number will be 541-504-5626, effective Tuesday, March 9th. The Show Office **will not page** any individual or firm **during public show hours**. The Show Office hours are from 8:00 am to 8:00 pm during the week of the show. No office supplies, stationery, cleaning equipment, etc. will be available at the Show Office.

Ordering Show Services

DECORATOR

The Show will be using blue & white drapes down stairs and red and white drapes upstairs. If you would like special color drapes other than those furnished by Show Management, you will be charged by the Show Decorator. **The Show Decorator is Oregon Party Rental. You may contact them at 541-923-5500** for rental of drapes, carpets, furniture, sign-making, and cleaning of displays. Please be advised; if not ordered in advance, services and equipment will be subject to "floor order" rates. See attached decorator kit. [Please click here to download this form.](#)

ELECTRICAL-LIGHTING

Each booth and bulk space is furnished with one (1) fused 120-volt duplex receptacle outlet of up to 5 amps capacity without charge. **For additional electrical or lighting requirements, contact Hollywood Lights at 503-232-9001.** If not ordered in advance, services and equipment will be subject to "floor order" rates. [Please click here to download this form.](#)

TELEPHONES

The Deschutes County Fair & Expo—First Interstate Bank Center will install individual business telephones if you desire. **To inquire, please call 541-548-2711.** Your order must be placed **15 days in advance** of the show. Please advise the Show Office of your exhibit telephone number so we may forward any calls that come in for you.

AUDIO-VISUAL

If you have any additional audio and visual needs, please contract Audio Visions Plus at 541-312-6464. [Please click here to download this form.](#)

INTERNET ACCESS

Free internet access is available at the Deschutes County Fair and Expo-First Interstate Bank Center. Please call Bend Broadband Technical Support at 541-312-6600 Option 1 for instructions on how to access the WIFI at the Expo Center.

HOTELS

The Redmond area “Host Hotels” are:

Redmond Comfort Suites

2243 SW Yew Avenue
Redmond, Oregon 97756
541-504-8900

Super 8 Motel

3600 SW 21st Place
Redmond, OR 97756
541-548-8881

Eagle Crest Resort

1522 Cline Falls Highway
Redmond, OR 97756
541-923-9654

Additional Hotels

Motel 6

2247 S. Hwy 97
Redmond, OR 97756
541-923-2100
For Reservations Call 800-4-Motel 6

Sleep Inn & Suites

1847 N. Hwy 97
Redmond, OR 97756
541-504-1500

Please reference the Central Oregon Sportsmen’s Show. Make your reservations **early**.

EXHIBITOR INSURANCE

As per the Terms and Conditions section of the contract of which you signed, each exhibitor shall secure and maintain liability insurance, see item 18 on the back of contract. Shahinian Insurance Inc., is pleased to offer exhibitors/vendors discounted exhibitor liability insurance while participating in any O’Loughlin Sportsmen’s show. This program is affordable and easy to purchase. To expedite coverage please call Shahinian Insurance Inc., at 800-457-2231. [Please click here to download this form.](#)

COVID SAFETY PROTOCOLS

Our number one priority is the health and safety of everyone - community, exhibitors, attendees and staff. The following easy-to-meet safety protocols have been put into place in our effort to create a zero transmission environment.

- Mandatory face masks - **EVERYONE** will be required to wear protective face coverings at this show.
- Redesigned floor plan to include wider aisles and cross aisle to ease of traffic flow and assure that social distancing standards are maintained.
- Limited booth staffing to two persons maximum 8'x10' booth, unless family members.
- Limit personal contact; no handshakes, fist bumps, high fives, etc.
- Suggest hand sanitizer and cleaning supplies in booth.
- Possible curtains between the booths to act as a barrier. (Show is providing these curtains.)
- Physical distancing - everyone will be required to maintain a minimum distance of six feet from others at all times.
- Hand washing/sanitizing - COVID compliant hand sanitizer stations will be made readily available throughout the facility. Health and hygiene reminders will be placed throughout that will include frequent hand washing that is vital to prevent the spread of COVID.

EXHIBITOR PASSES, TICKETS

Exhibitor Credentials – Wrist-Bands & Work Passes

Exhibitors will be provided Exhibitor Wrist Bands which are designed to wear around either wrist for the duration of the show- and One-time Exhibitor Work Passes. The wrist band **must** be securely attached around the wrist in order for the gate attendant to allow you entry into show. **No Exceptions!** If new wrist bands are used by persons other than those immediately connected with staffing of exhibits, those persons will be asked to leave.

The number of Exhibitor Wrist Bands and One-time Exhibitor Work Passes will be issued as follows: the first 8'x10' booth space will receive two (2) Exhibitor Wrist Bands and four (4) One-time Exhibitor Work Passes; one (1) additional wrist band for each additional 8'x10' of space will be issued thereafter. The One-time Exhibitor Work Passes will be valid for this show only!

Bulk, Outside and Larger space exhibitors: your sales representative will be contacting you to request the number of staff members working your exhibit space. The number of Exhibitor Wrist Bands and One-time Exhibitor Work Passes will be agreed upon at this time with your sales representative.

We **do not** mail Exhibitor Wrist Bands and Work Passes. Both forms of credentials must be picked up at the Show Office Tuesday and Wednesday during move-in hours. **Wrist Bands and One-time Exhibitor Work Passes will not be issued until exhibitor space is paid in full.**

Please Note: After Noon opening day, March 11th, no more Exhibitor Wrist Bands or One-time Exhibitor Work Passes will be issued unless prior arrangements with Show Management have been made ahead of your late arrival time. If you need additional passes you will have to purchase Guest Passes at the Show Office during show hours.

Organizations, Associations And Non-Profits

No more than 6 people per day and only 2 people at the booth at any given time! A list of the staff working your booth **must** be broken down by day. ID will be required for entrance to the show at the Will Call booth located at the Main Gate. This list must be submitted to the Show Office or to your sales rep during regular move-in hours **before** the opening day or mailed to our office prior to the show. Your sales representative will provide you a form that lists time slots for each of the show days.

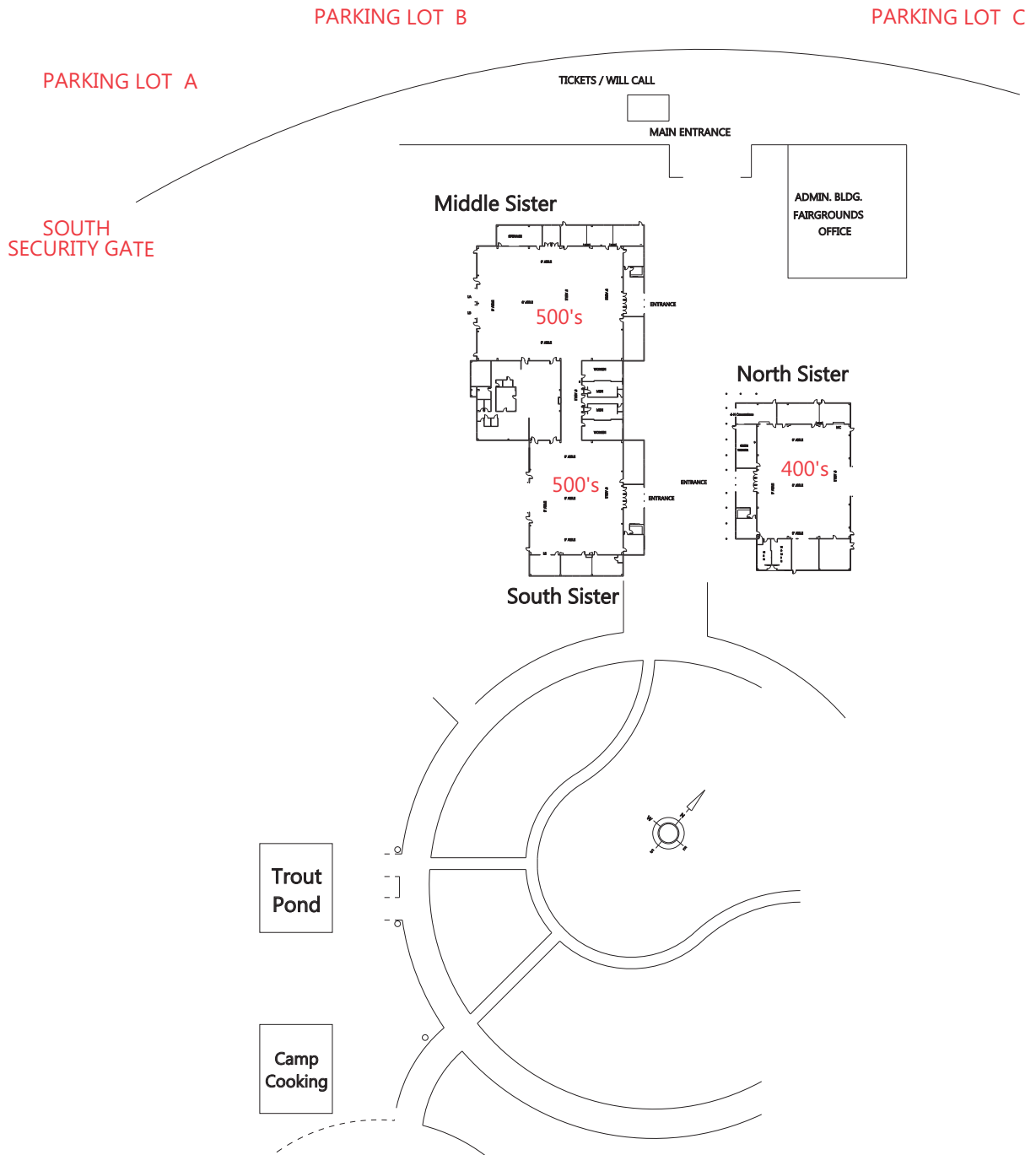
[Click here to download this form.](#)

“Be My Guest” Tickets

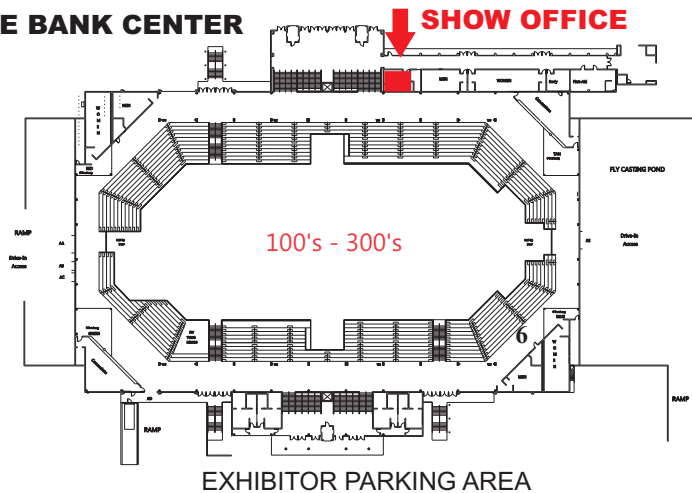
You, the exhibitor, may purchase these discounted tickets for any interested customers who would like to return to your display to further discuss your products, services, etc. The tickets will be available at the Show Office all show days for \$5.00 each. **No Refunds.**

Will Call Instructions

1. Wristbands, Passes or Special Guest Tickets must be placed in a sealed envelope. O'Loughlin Trade Shows has printed a “Will Call” envelope available at the Show Office or use one(s) that you have furnished. No loose wristbands, passes or tickets will be accepted.
2. Each envelope is for a single pick-up and **all** contents will be given to the person requesting the envelope with proper ID.
3. The person's name **and** company who is to receive the wristbands, passes or tickets is to be **printed** on the envelope.
4. No wristbands, passes, tickets will be held in the Show Office after move-in. You are entirely responsible for their distribution. The Show Management will not be responsible for wristbands, passes or tickets once they have been picked up and signed for.
5. Will Call is located at the Main Entrance of the Deschutes County Fair and Expo Center-First Interstate Bank Center and is open one (1) hour prior to Show opening.



FIRST INTERSTATE BANK CENTER



EXHIBITS

Exhibitor Specifications

DISPLAY REGULATIONS

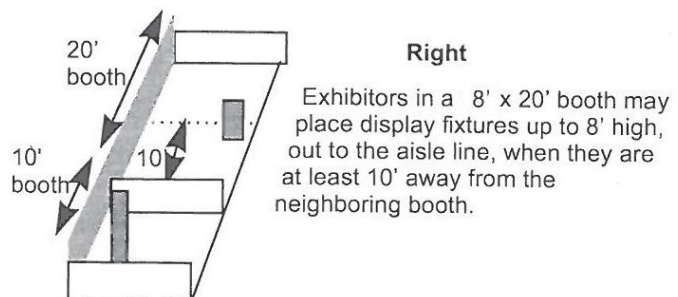
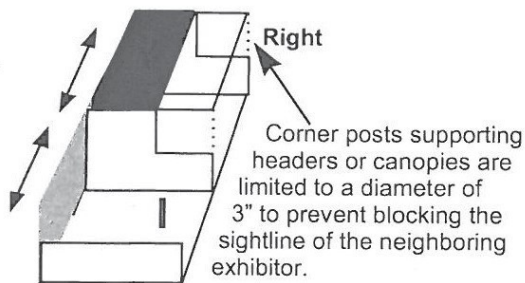
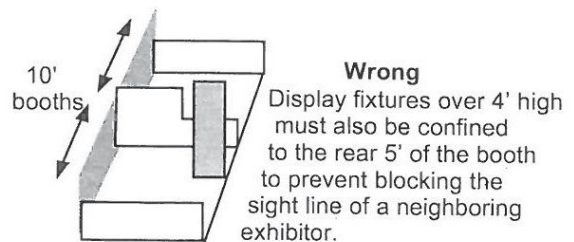
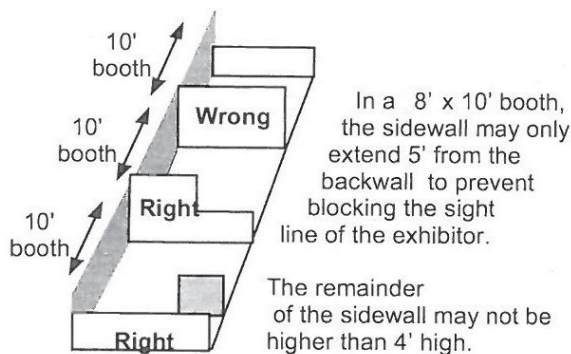
Standard Booth Definition: One or more standard 8' x 10' booth(s) in a straight line. Each booth is furnished with one (1) 5 amp electrical outlet.

Display rules and regulations specify what an exhibitor can and cannot do with their booth space. These are based on the physical characteristics of the Exhibit Hall, the intent to be equally fair to all exhibitors and the concern for the safety of all attendees. Show management has provided the following design layouts to make sure each exhibitor is within show guidelines. A quick review of these booth regulations can save you costly and potentially embarrassing changes on site.

Booth Design

- Booth back walls may not exceed 10' height, plus 2' for signs (the backside of any such signs must be properly covered).
- All display fixtures over 4' in height and placed within 10' of an adjoining exhibitor must be confined to an area that is at least 5' from the aisle. The back of any such sidewalls must be covered so as not to appear unsightly.
- Exhibitors using canopies or false ceilings over their exhibit may use vertical supports up to 3" in width in the corner of their space. Vertical supports that are strictly decorative will not be permitted if in conflict with the rules stated above.
- Nothing may be suspended from the ceiling in a standard booth.

Intent: Each exhibitor is entitled to a reasonable sight line from the aisle regardless of the space size. Exhibitors with larger space (30' or more) should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others.



Bulk Space

No space dividers or drapes are furnished.

Proper Aisle Flow

The aisles are property of the Show Management, and must be free for easy flow of traffic throughout the entire show. Aisles must not be obstructed at any time.

Sound

Noise level from any demonstrations or sound systems **must be kept to a minimum**. Under **no** circumstances 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 show. **No exceptions!!!**

Signage

No signs are to be hung over the aisles as they are the property of the Show Management. **No helium balloons.**

Merchandise Sales

If you are selling items that are to be hand carried, please issue your customer a **Bill of Sale**. This will serve as proof of ownership in the event of questioning by a doorman.

Exhibitor Restock and Early Admittance

Everyone is allowed entry into the show (1) hour prior to show time on a daily basis. **You MUST sign the early admittance list the night before at the show office if you need additional time more than the (1) hour prior time allowed. Entry is at the South Security Gate.**

Extension Cords

Extension cords shall not be used as a substitute for permanent wiring. **Minimum 14 gauge extension cords shall be used to extend electrical service. Fire Marshal regulations, no exceptions!**

- Extension cord shall only be used with portable appliances while such appliances are in immediate use.
- Extension cords shall be plugged directly into an electrical outlet and shall, except for approved multi-plug extension cords, serve only **one** portable appliance.
- The amperage of the extension cords shall not be less than the rated capacity of the portable appliance supplied by the cord.
- Extension cords shall be maintained in good condition without splices, deterioration or damage.
- The extension cords shall be grounded when servicing grounded portable appliances.

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 UPC 2505.2 and shall meet the following requirements:

- Batteries shall be disconnected in an approved manner.
- Vehicles or equipment shall not be fueled or have fuel removed within any building.
- Fuel tanks shall not be more than ¼ full nor exceed 5 gals., whichever is less, and fuel systems shall be inspected for leaks.
- Fuel tanks shall be locked or sealed with tape to prevent escape of vapors. **UPC Section 2505.2.3.4**
- 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 Redmond municipal code constitutes cause for appropriate legal action.

All boats must be completely drained outside. No boats are allowed in the building with water in them.

Walls and Floors

Please do not attach any type of tape, tacks or nails on the walls or floors in any of the Deschutes County Fair & Expo-First Interstate Bank Center buildings.

Pet Clean-Up

If you are planning to be accompanied by your dog or pet, please be responsible and clean-up waste discharged anywhere on the Deschutes County Fair & Expo-First Interstate Bank Center. Your effort is appreciated!

Pets are not allowed in the buildings. City ordinance prohibits any pets being loose on the Deschutes County Fair & Expo-First Interstate Bank Center grounds unless they are part of a show display.

Please do not bring children to move-in or move-out as you are personally responsible if they are injured or if they damage another person's property.

PARKING

Exhibitor Parking

Attention Exhibitors: During Show hours there will be **no parking on the grass** anywhere inside the Expo Grounds. **No Exceptions!**

Free parking is available in the designated Exhibitor parking areas. (See Floor Plan – page 4)

North, South & Middle Sister Exhibitors: Parking is available by the main entrance of the Show in parking lots B & C. (See Floor Plan - page 4)

First Interstate Bank Center Exhibitors: You must park behind the Events Center's south side lot. Both your Exhibitor Credentials and Exhibitor Parking Pass must be shown at the South Security Guard House to gain access to this parking lot. Credentials and Parking Passes must be picked up at the show office during move-in hours.

RV Parking

Overnight RV Park: The RV park lot is located at the South Security Gate. The fee is \$45.49 for a 30 amp and \$49.91 for a 50 amp, tax included - per night with the full hookup capabilities. Provided is water and dump. Also included is Wi-Fi, and showers/laundry are on site. Please arrange to pay in advance and pick up overnight parking passes at the Deschutes County Fair & Expo-First Interstate Bank Center Administration's Office. The Expo Center's phone number is 541-548-2711.

Showers and Laundry

The Deschutes County Fair and Expo-First Interstate Bank Center also provides showers and laundry services for those exhibitors using the RV Park and Dry Camp. The showers and laundry services will be available at 8:00 am daily.

If you have any further questions regarding to parking, please contact the Deschutes County Fair & Expo-First Interstate Bank Center at 541-548-2711.

FACILITY

Receipt of Exhibits

ADVANCED SHIPMENTS – March 1st thru March 5th

Oregon Party Rental will accept all shipments between Monday, March 1st and Friday March 5th 2021. It **must** be addressed to:

Exhibitor Name
Booth Number and Building
Oregon Party Rental
2152 SW Jericho Ln.
Culver, OR. 97734

DIRECT SHIPMENTS – March 8th thru March 10th

The Deschutes County Fair & Expo Center **will not** accept any shipments prior to March 8th, 2021. It **must** be addressed to:

Exhibitor Name
Central Oregon Sportsmen's Show
Booth Number and Building
C/O Oregon Part Rental
Deschutes County Fair & Expo – First Interstate Bank Center
3800 SW Airport Way
Redmond, OR 97756

All shipments are to be **prepaid** and consigned to Oregon Party Rental and must be scheduled to arrive during Exhibitor move-in days. If you have any questions, please call Oregon Party Rental at 541-923-5500.

PALLETS

The Deschutes County Fair & Expo – First Interstate Bank Center **will not discard** pallets you want to leave behind. You are responsible for your pallets and will be charged \$5.00 for each pallet left behind in your exhibit space.

SWEEPING

The Deschutes County Fair & Expo- First Interstate Bank Center's crew will sweep the building at 9:00 am on opening day, March 11th. It is mandatory that all packing cases are removed and vitally important you observe this "clean up" deadline, as debris not ready for removal by this hour will be picked up at your expense.

Neither the Deschutes County Fair & Expo Center or Show Management have brooms or vacuum cleaners available.

SMOKING

Smoking is prohibited in the Deschutes County Fair & Expo-First Interstate Bank Center buildings by law.

LIQUOR & FOOD

Only licensed caterers and selected concessionaires may bring or serve foods, alcoholic or other beverages on the premises of the Deschutes County Fair & Expo-First Interstate Bank Center. If you have any questions, please contact Butch Graham at the Deschutes County Fair & Expo-First Interstate Bank Center at 541-548-2711 – Ext.1071.

MUSIC

You must not play music in any form without the proper license of copyrighted music. You, the Exhibitor, shall protect, defend, indemnify and hold harmless the Show Management and Deschutes County Fair & Expo-First Interstate Bank Center from and against any and all claims, damages, losses and expenses including attorney fees arising out of or resulting from performance of live or recorded music or other copyrighted works with the exhibit, or the offices, contractors, licenses, agents, employees, guests, invitees or visitors of Exhibitors.

STORAGE

You are expected to arrange for storage of empty crates off premises at your own expense. Fire Marshal Regulations prohibit the storage of boxes, crates, packing materials etc. and not more than one day's supply of literature in your display.

SOUVENIRS

The Show Management requests that you do not distribute yardsticks or other items in that category in order to avoid possible injury. Due to building regulations, no helium inflated balloons or gummed stickers are allowed in the building.

WATCHMEN

The Show Management will provide necessary watchmen during the life of the show. No other persons will be permitted in the building after the closing hour. Show Management and the Deschutes County Fair & Expo-First Interstate Bank Center cannot guarantee against loss of any nature (See your insurance policy). Be sure to pack away small and valuable items each night.

LIABILITY

You are solely responsible for the space you have leased. Please read the **TERMS AND CONDITIONS** on the back of your show contract. You have agreed to reimburse the Deschutes County Fair & Expo-First Interstate Bank Center for any damage to the floors, walls or equipment occurring in the space you have leased. Automobiles, trucks and similar conveyance shall have a drip pan or protective material under them to safeguard the floor from dirt, oil, stains etc. All matters not covered in these conditions are subject to the decision of the Show Management.

Note: No sprays on tires – it makes the floors slippery and presents a possible liability!

MOVE-OUT

Fork Lift Services

PLEASE NOTE: O'Loughlin Trade Shows **does not** provide fork lift services for move-in or move-out. Due to insurance policies and facility requirements all fork lift **services must be contracted in advance through the Show Decorator**. Please contact: Oregon Party Rental at 541-923-5500.

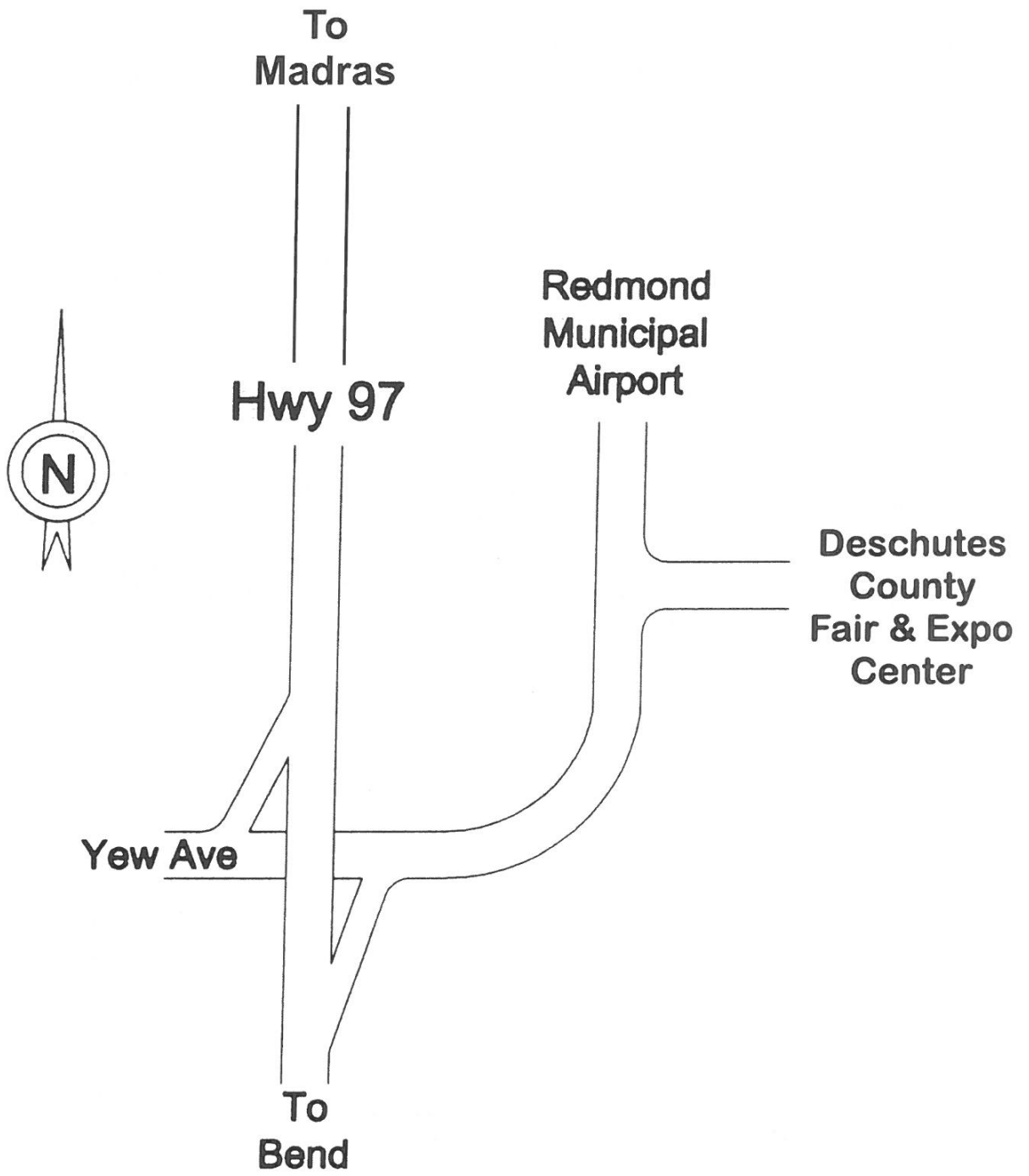
Specifications

Exhibits cannot be disassembled or moved out until the show is over. The public pays to see an entire show. You may begin move-out at approximately 4:30 P.M. on Sunday, March 14th.

Please do not bring children or pets to move-in or move-out, as you will be personally responsible if they are injured or if they damage another person's property.

No vehicles will be allowed in the building until the general public has been cleared. Please be courteous and do not block the truck entrances. Your patience is appreciated as some displays must be removed before any vehicles and/or trailers come in the building.

Please Note: Due to time restrictions and building use, all exhibits must be removed in their entirety no later than Noon, Monday, March 15th. **No Exceptions!**



LOCAL SERVICES

Following is a list of services in close proximity to the Deschutes County Fair & Expo –First Interstate Bank Center which is located at 3800 SW Airport Way, Redmond, OR 97756 - 541-548-2711

Banks

Selco Community CU	825 SW 17 th St	Redmond, OR	541-312-1859
Wells Fargo Bank	6147 SW 6 th St	Redmond, OR	541-548-4595
Bank of America	552 SW 6th St	Redmond, OR	541-548-6116
US Bank	314 SW 6th St	Redmond, OR	541-548-1071
Chase Bank	568 SW 5th St	Redmond, OR	541-548-2123

Additional ATM's

Fred Meyer	944 SW Veterans Way	Redmond, OR	541-504-5100
Safeway	1705 S Hwy 97	Redmond, OR	541-504-4160

Western Union

Fred Meyer's	944 SW Veterans Way	Redmond, OR	541-504-5100
Safeway	1705 S Hwy 97	Redmond, OR	541-504-4160

Post Office

USPS	618 NW Hemlock Ave	Redmond, OR	541-923-0829
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Copies

The UPS Store	946 SW Veterans Way-Ste.102	Redmond, OR	541-504-8600
C & L Copy Center	1210 SW Highland Ave	Redmond, OR	541-504-9334
Kinko's/FedEx	61 NW Oregon Ave #102,	Bend, OR	541-317-5915

Specialty Packaging, Shipping, Fax

The UPS Store	946 SW Veterans Way-Ste.102	Redmond, OR	541-504-8600
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Office Supply

Staples	63485 N Hwy 97 #C, Bend	Bend, OR	541-312-2880
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Hardware Stores

Ace Hardware	660 NE 3rd St. Ste. 1,	Bend, OR	541-389-9094
Parr Lumber	1311 SE Wilson Ave	Bend, OR	541-385-7277
Home Depot	300 NW Quince Ave	Redmond, OR	541-516-3990

Emergency or Medical Services

St. Charles Health System	1253 NW Canal Blvd	Redmond, OR	541-548-8131
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Redmond Fire and Rescue

341 NW Dogwood Ave.

Deputy Fire Marshal - 541-504-5016

Fire Marshal - 541-504-5006

FIRE & LIFE SAFETY INSPECTION FOR EVENTS

This is a checklist of code violations commonly found at public events; this list may not be complete as each event is different in nature, therefore, other code requirements may apply. Final approval of any event may be dependent on inspection/approval by Redmond Fire and Rescue. If you are concerned that your booth or display may not be code compliant or have questions please contact the Fire and Life Safety Division of Redmond Fire and Rescue.

Fire Lanes:

- ☐ Fire lanes shall not be obstructed in any manner, including parking of vehicles even for loading and unloading. Fire lane widths (minimum of 20') shall be maintained at all times. *OFC 503*

Obstruction of Fire Safety Equipment:

- ☐ All fire extinguishers, alarm pull stations, alarm horns/strobes, hydrants, and other fire appliances shall be visible and accessible at all times. Materials or objects shall not be placed near fire safety equipment in a manner that would prevent it from being immediately visible and usable. *OFC 509 & 906*

Tents and Canopies and other Structures – Obstructions to Fire Sprinkler System:

- ☐ In buildings protected with a fire sprinkler system: Tents, canopies, structures, or similar items that are over four feet in width shall not be used. *OFC 903 & NFPA 13 8.5.5.3.1*
- ☐ Items shall not be hung from the ceilings that could obstruct the sprinklers water distribution patterns. *OFC 903.3.3*

Exits:

- ☐ Exits shall not be obstructed in any manner. Nothing shall be placed within the required width of an exit path. All exits shall be visible and accessible at all times. *Reference OFC 1030*
- ☐ Exit doors shall be openable from the inside without the use of a key or any special knowledge or effort. Exit doors shall not be locked, chained, bolted, barred, latched, or otherwise rendered unusable. *Reference OFC 1008*
- ☐ Exit signs shall be readily visible from any direction. *Reference OFC 1030 & 1011*

Decorations:

- ☐ Decorative material used inside of buildings shall be flame resistant. Drapes and curtains shall be treated and maintained flame resistant. *Reference OFC 807*
- ☐ If you would like to use hay bales and/or any loose combustible materials, you will need prior approval from Redmond Fire and Rescue.

Candles and other Open Flames Devices:

- ☐ Open flames are prohibited unless they are pre-approved. Contact Redmond Fire and Rescue for approval prior to the event. *Reference OFC 308*

Heating Appliances:

- ☐ All heating and cooking appliances shall be installed per the Oregon Mechanical Code and manufactures installation instructions
- ☐ Portable, unvented fuel-fired heating equipment is prohibited. *Reference OFC 603*
- ☐ Portable, electric space heaters shall have 3 feet of clearance from anything that will burn. Space heaters shall be listed and labeled appliances plugged directly into an approved receptacle and shall have a tip over safety switch or high temperature shut off switch. *Reference OFC 605*

Cooking Inside of Buildings:

- ☐ All food preparation equipment, which produces grease-laden vapors (frying, deep fat frying, etc), shall be located under an approved exhaust hood equipped with a fire extinguishing system. A type K fire extinguisher will be required. *Reference OFC 609 & 904*
- ☐ A 2A10BC portable fire extinguisher is required if non-grease-laden vapor cooking occurs within a booth. *Reference OFC 906*

Cooking Outside of Buildings or structures:

- ☐ A 2A10BC portable fire extinguisher is required if non-grease-laden vapor cooking occurs. *Reference OFC 906*
- ☐ Commercial cooking equipment will only be allowed in approved locations, using approved equipment, and with prior approval from Redmond Fire and Rescue.

Liquid Petroleum Gas (Propane) and Helium Tanks Inside Buildings:

Listed/approved containers shall only be allowed in buildings under the following conditions:

- ☐ Portable propane containers are allowed to be used temporarily for demonstrations and public exhibitions.
- ☐ Propane containers shall not exceed a water capacity of 12 pounds.
- ☐ Where more than one such propane container is present in the same room, each container shall be separated from other containers by a distance of not less than 20 feet.
- ☐ Combustible materials shall at least be 10 feet from propane containers. *Reference OFC 6104*

- ☐ All compressed gas cylinders shall be secured to prevent falling. Cylinders shall be secured to a fixed object with one or more restraints or nested. *Reference OFC 5303.5.3*

Liquid Petroleum Gas (Propane) Outside Buildings:

- ☐ Propane cylinders less than 125 water gallons in size must be at least 5 feet from any structure. *Reference IFC 6104*
- ☐ Propane cylinders 125 to 250 water gallons in size must be at least 10 feet from any structure. (Not allowed under building eaves). *Reference IFC 6104*
- ☐ Propane cylinders must be set on a firm foundation or be adequately secured. Cylinders shall be protected from vehicular damage. *Reference IFC 6107 and standard 82-1*
- ☐ All compressed gas cylinders shall be secured to prevent falling. Cylinders shall be nested or secured to a fixed object with one or more restraints. *Reference OFC 5303.5.3*

Motorized Vehicle Displays:

Liquid or gas-fueled vehicles, boats, or other motor craft are allowed indoors under the following conditions:

- ☐ Batteries are disconnected.
- ☐ Fuel in fuel tanks does not exceed one-quarter tank or 5 gallons (whichever is least).
- ☐ Fuel tank fill openings are closed and sealed to prevent tampering. This can be done with tape around the cap.
- ☐ Fueling or defueling of vehicles, boats, or other motor craft equipment is not allowed in buildings.
- ☐ The location and arrangement of vehicles or equipment shall not block any exit or exit path. *Reference OFC 314 & 1030*

Electrical Wiring / Equipment:

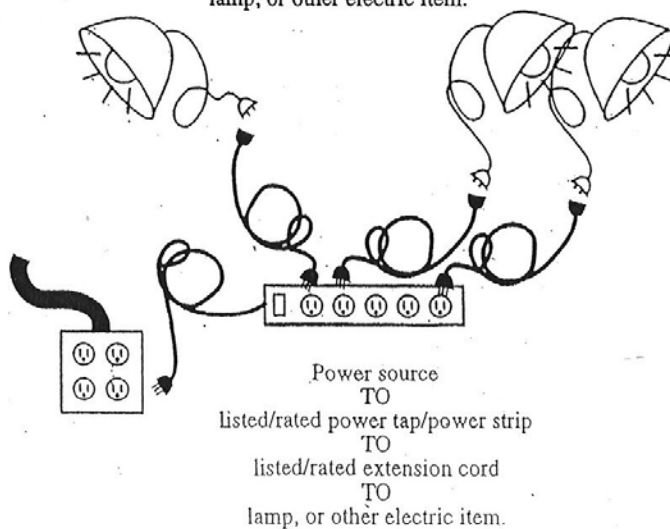
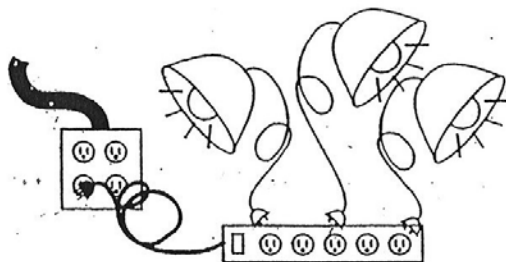
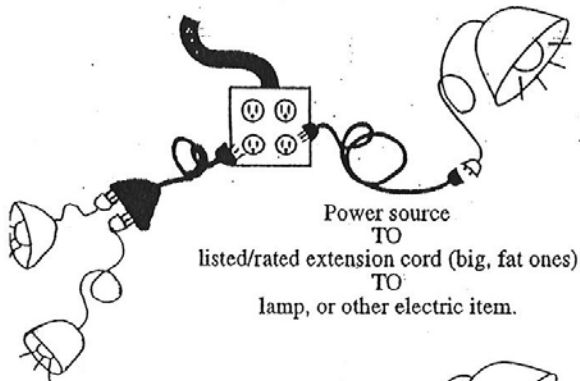
All electrical wiring and equipment shall comply with the electrical code.

Extension Cords:

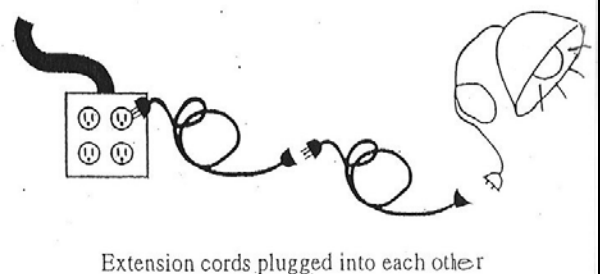
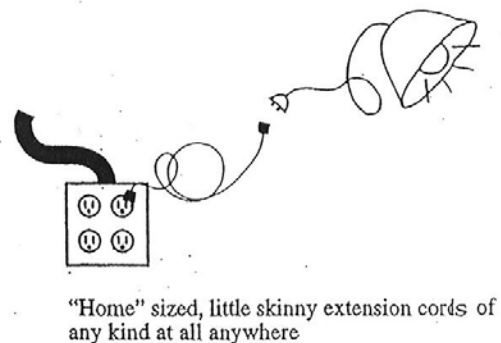
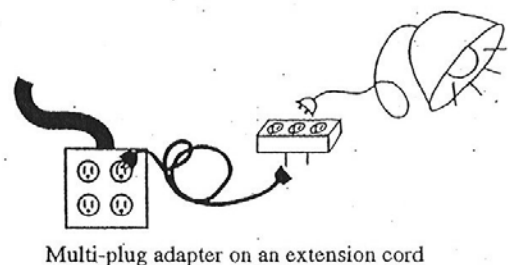
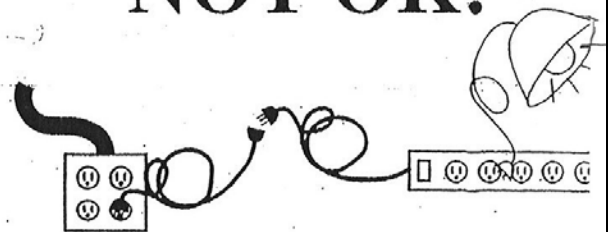
- ☐ Extension cords shall be plugged directly into an approved receptacle, power tap or multi-plug adapter and, except for approved multi-plug extension cords, shall serve only one portable appliance.
- ☐ Extension cords shall be maintained in good condition without splices, deterioration, or damage.
- ☐ The ampacity of the extension cords shall not be less than the rated capacity of the portable appliance supplied by the cord.
- ☐ Extension cords shall be maintained without any modifications as this voids the UL Listing of the cord. .
- ☐ Multi-plug adapters, such as cube adaptors, un-fused plug strips, or any other device not complying with the Fire Code or the Electrical Code shall not be used. *Reference OFC 605*

Follow the diagrams on the reverse side this page for the correct way to plug extension cords into receptacles.

OK!



NOT OK!



I have checked my display/booth for the listed Oregon Fire Code Violations and am in compliance:

Vendor: _____ Date: _____

Name: _____ Signature: _____