

TOWN OF TIVERTON, RHODE ISLAND

Fire Prevention Office

EVENT/EXPOSITION CHECK LIST

Below is a check list of items needed to host an event/exposition. Please know this list is not exclusive and will alter and may change depending on event/exposition.

NO EVENT/EXPOSITION SHALL OCCUPY ANY FACILITY WITHOUT APPROVED PLANS

The following items are required for **ALL** events:

- Date(s), times and type of event
- Contact information for event manager, to also include the building owner information
- Floor plans are required to be submitted to the Tiverton Fire Prevention office at least 30 days prior to the event. Plans shall show all details of the proposed event/exposition. (**HAND DRAWN PLANS WILL NOT BE ACCEPTED**)
- Names and Certificate of Crown Managers (1-Crown Manager per 250 persons)
- All curtains, drapes and decorations must meet NFPA 701 compliance (certificates required need to be furnished to the Tiverton Fire Prevention Office)
- Exhibit booths need to be constructed according to NFPA 101 Chapter 13.7.5.3.4 (2018 edition)

The following item(s) **MAY** be required for an event:

- Firefighter detail(s) may be required at the discretion of the Tiverton Fire Chief.
- The following shall be protected by automatic extinguishing systems:
 - (1) Single-level exhibit booths exceeding 300 ft² (28 m²) and covered with a ceiling
 - (2) Each level of multilevel exhibit booths, including the uppermost level where the uppermost level is covered with a ceiling
- Fire extinguishers are required in booths where there will be cooking and food warming devices

Please know that this list is just some of the highlights required for an event/exposition. We are always ready to work closely with the event manager, you and your staff to make your event a success.

You can always reach out to the Tiverton Fire Prevention Office if you have any questions.