

# Vendor Safety Compliance Requirements

## For all Exhibitors of the MATRA 2018 Conference

You must read, understand and comply with the following requirements imposed by the city of Hershey, PA and MATRA. As an Exhibitor, you are responsible for providing the necessary equipment to comply with these regulations unless otherwise stated. Failure to do so may result in the loss of use of your designated space.

- **TRAFFIC SAFETY:** Special events shall not cause undue traffic congestion or accidental potential given anticipated attendance, and the design of adjacent streets, intersections, and traffic controls. All participants must obey pedestrian and vehicular traffic laws. **An unobstructed width of not less than 24 feet wide shall be required for emergency access. This width may be reduced to 18 feet if approved by the Fire Marshal. An unobstructed vertical clearance of not less than 13 feet 6 inches access roadway shall be maintained for emergency vehicle access at all times.**
  - Additional access requirements may be stipulated based upon the location of the event in conjunction with surrounding buildings, etc.
- **TENTS: No parking is allowed within 20 feet of any tent.** The area must be clearly identified to indicate the “No Parking” zone. **Two exits must be provided to address Fire and Safety codes, and fire extinguishers shall be provided at a rate of one for every 500 square feet.**
  - Temporary membrane structures, tents, canopies, air-supported, or air-inflated structures shall comply with the principal building setbacks for the property and shall not be located within **20 feet** of lot lines, buildings, other temporary membrane structures, other tents and canopies, parked vehicles or internal combustion engines. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure, tent or canopy.
  - **NO** liquid and gas-fueled vehicles and equipment can be used within tents, air-supported, air-inflated or tensioned membrane structures. temporary membrane structures or canopies shall be in accordance with the following requirements:
    - No compressed natural gas (CHG<sub>3</sub>) or liquefied petroleum gas (LPG<sub>3</sub>) may be used inside a tent. CHG<sub>3</sub> or LPG<sub>3</sub> must be 50 feet away from any tent and in a secured manner.
      - ❖ Generators and other combustion power sources shall be separated from tents, air-supported, air-inflated or tensioned membrane structures, temporary membrane structures or canopies by a minimum of **20 feet**.
  - All trash to be disposed of at takedown. Large trash dumpsters will be available. Hole plugs will be handled by MATRA via a vendor.
- **PORTABLE FIRE EXTINGUISHERS:** Fire extinguishers will be needed as required by the Fire Marshal. All cooking operations will require a minimum of one **10 lb.** ABC extinguisher.
- **NO SMOKING:** Smoking shall not be permitted in temporary membrane structures, tents and canopies or in adjacent areas where combustible materials are stored or used.
- **OPEN or EXPOSED FLAMES:** Open flames or other device emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved device shall not be permitted

inside or located within **20 feet** of the tent, air-supported, air-inflated or tensioned membrane structures while open to the public unless approved by the code official.

- **AIR SUPPORTED & INFLATED STRUCTURES:** The design and construction of the fabric envelope, the method of anchoring, and inflation systems for air-supported and air-inflated structures shall be in accordance with the Building Code.
- **SECURITY:** Exhibitors are responsible for safeguarding their goods, materials, equipment and exhibits at all times. MATRA is not responsible for items left in booths unattended. MATRA will provide a nightly security starting on Monday at 5:00pm through Thursday morning at 8:00am.
- **SAFETY:** Standing on chairs, tables or any rental furnishings are prohibited. MATRA will not be responsible for injuries or falls caused by improper use of furnishings. Exhibitors are responsible for setting up and tearing down their exhibit space and must have proper liability and workman's comp insurance for anyone working or assisting this process. Tent installations must be performed by ACTIVE MATRA member companies only.
- A copy of the issued permit shall be kept on site of the event and be available for review by City and State officials.
- The permitted event may be stopped, and the Permit revoked on the spot for any violation of Pennsylvania State Laws, City of Hershey ordinances, Public Safety issues, Public Nuisance, or if the event is not set up per approved drawing.

After reading these requirements, please sign and return, keeping a copy for your records.

\_\_\_\_\_ Company Name

\_\_\_\_\_ Company Representative

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

FAX FORM NO LATER THAN OCTOBER 26th TO:  
MATRA at 302-234-0274