



May 22, 2025

Dear exhibitor,

This letter is to inform you of fire regulations that will be enforced regarding canopies and tents inside Lake Oswego's fire district. You are on the list to participate with the "Festival of Arts" held in late June. Fire department personnel will be conducting fire safety inspections throughout the event again this year. Here are some of the safety requirements that the fire department will be looking for to promote another safe year:

- Canopies, including sidewalls, must be treated or made of flame retardant material. Written certification must be kept on site. (Most canopies have labels on them that state this information)
- Smoking and open flame are NOT permitted in and around canopies.
- At least one approved fire extinguisher shall be located in each canopy.
- Hay, straw, saw dust or similar combustible materials shall not be stored inside or within 30 feet of any canopies unless treated with an approved flame retardant.
- Temporary membrane structures, tents and canopies shall be adequately braced and anchored to prevent weather related collapse.
- The Fire Marshal or City Electrical Inspector shall approve temporary electrical.
- Tents where cooking is performed shall be separated from temporary structures, other tents and canopies by a minimum of 20 feet. All other tents will meet separation requirements as approved by the Fire Marshal.
- When cooking with oil, a type-K fire extinguisher will be required.
- All LPG tanks shall be outside and 5' away from any tents. **LPG tanks shall be secured from tipping or falling over.** Safety release valves shall be pointed away from the tent or canopy.
- Every tent and canopy shall have at least one approved exit.

Please contact the fire prevention division at the Lake Oswego Fire Department if you have any questions.