



INDIANA STATE **FAIRGROUNDS** & EVENT CENTER

VENUE AND SAFETY GUIDELINES

(Guidelines provided by the Indiana State Fairgrounds)

ELECTRICAL HAZARDS

Electrical Panels

Electrical panels must not be blocked. There must be a minimum of 36 inches of clearance in front of electrical service equipment (IFC 605.3)

Extension Cords/Surge Protectors

All event staff, exhibitors, and vendors must adhere to the following:

- Only grounded extension cords are allowed
- Extension cords shall not be run through doorways, under bedding/mulch, under floor coverings, or anyway damage may occur (IFC 605.5)
- Extension cords must be maintained in good condition without splices, deterioration, or damage (IFC 605.5.3)
- Multi-plug adapters are not allowed (IFC 605.4)
- Surge protectors and power strips are not to be plugged together
- Surge protectors and power strips must be plugged directly into an outlet, not an extension cord

EMERGENCY PROCEDURES

Response to Any Emergency

Any and all emergencies should be reported to Fairgrounds Security immediately by calling (317) 927-7520. Our trained staff will respond appropriately to the situation. Fairgrounds Security may dispatch on-site medical, fire, or law enforcement resources or call 911.

Due to the size and various events on the Fairgrounds, it is important for the Security team to speak with 911 to help them navigate the Fairgrounds and provide the best response possible. With responders on-site during events, notifying Fairgrounds Security may provide a quicker response than notifying 911. If a patron or event staff notifies 911 of an emergency, it is important to immediately call Fairgrounds Security so Security may assist the emergency responders.

Incident Reports

Fairgrounds Security must document any incident that involves an ISFC staff, ISFC guest, or event staff. This may include a vehicle accident, theft, medical emergency, minor medical incident, use of fire extinguisher or fire, property damage, etc. It is mandatory to notify Fairgrounds Security of any incident.

A written request must be received in order to release a copy of an incident report. It may be done via email (securityreports@indianastatefair.com) or sent to the Contracts Office (1202 E. 38th Street, Indianapolis, IN 46205). Please allow 7 business days for a report to be considered final.

EVACUATION PROCEDURES

It may become necessary at any time to evacuate an ISFC buildings or grounds of all persons. Fairgrounds Management may require an evacuation due to a nearby hazard not directly related to the event. If this happens while guests are in the facility for an event, the role of event staff is critical in conducting an expedient, safe, and thorough evacuation.

Event staff should direct all guests and persons unfamiliar with the buildings out of the facility. Event staff should follow standard crowd management procedures and the instructions of ISFC staff. All persons (event staff, guests, and show personnel) should be directed to the nearest accessible exit.

Event staff should make sure all exits and pathways are open and clear throughout the course of the event. All items such as tables, chairs, turnstiles, etc. should be moved out of the flow of traffic. In an emergency, all exit doors should be opened to expedite egress.

Personnel stationed near the back of house areas should check and clear all office areas. All doors should be closed after a room has been checked.

Emergency Evacuation Review:

1. Know the exits in your building/area (primary, secondary, and tertiary)
2. Stay calm at all times
3. Guide guests to exits
4. Do not use elevators
5. Ensure that your area is totally evacuated
6. Give special attention to those with special needs

EXHIBITOR/VENDOR DISPLAYS

Display Vehicles

Any vehicles on display (including cars, trucks, golf carts, ATVs, boats, RVs, etc.) must adhere to the following requirements (IFC 314.4):

- Fuel tanks must have less than ¼ tank of gas or less than 5 gallons of fuel (whichever is least).
- Fuel tanks and fill openings are closed and sealed to prevent tampering
- Battery must be disconnected
- Fueling and de-fueling cannot take place inside any building
- Vehicle keys must remain in the venue at all times
- Vehicles cannot block exits or aisles

Cooking Devices

No open flame, propane-powered devices, or charcoal devices are allowed inside. The only cooking devices allowed are electric-powered warming devices such as crockpots and coffee makers. “Sterno” heaters (alcohol gel) smaller than 8 ounces are also allowed.

Inflatables & Amusement Rides

Inflatable structures are allowed with prior permission from ISFC management. Non-amusement inflatables are those that are not weight-bearing such as advertising structures or games. Amusement inflatables are those utilized for weight-bearing such as a bounce-house or obstacle course.

Amusement inflatables must adhere to the following requirements:

- Structure must be properly anchored according to manufactured specifications
- If the structure utilizes more than one blower, each blower must be plugged into a different power source
- Only electric-powered blowers are allowed

Amusement rides are any mechanical device that carries or conveys passengers through a fixed or restricted course within a defined area. Before ISFC approval is considered for amusement rides, special approval must be sought through the IN State Fire Marshal’s Office.

FIRE CODE REQUIREMENTS

The following is a brief list of the most common code violations. This does not constitute the entire Indiana Fire Prevention Code, but rather it is intended as a check list of the most common problems encountered.

1. Exits

- a. All exits are to be kept clear and unobstructed.
- b. Exit aisles are to be kept clear.

- c. Exit signs are to be unobstructed and visible.
- d. Drapes and other items are not to be hung over exit doors.

2. Fire Protection Equipment

- a. Fire alarm pull stations are not to be blocked or obstructed.
- b. Fire alarm strobes are not to be blocked or obstructed.
- c. Fire extinguishers are not to be blocked or obstructed.
- d. Fire hose and hose connections are not to be blocked or obstructed.

3. Electrical

- a. Only heavy duty extension cords are allowed (no light weight i.e. brown, white, etc. cords are allowed).
- b. Only one (1) piece of equipment is to be plugged into an extension cord.
- c. Extension cords are not to be run through doorways, under floor coverings or anywhere it might get damaged.
- d. Multi-plug adapters are not allowed.
- e. Listed surge protectors/power taps and over current protection (fuse or circuit breaker) are allowed.
- f. Surge protectors are not to be plugged together.
- g. Surge protectors are to be plugged directly into an outlet. They are not allowed to be plugged into an extension cord.
- h. A minimum of a 30-inch clearance must be maintained to ALL electrical panels located in the building.
- i. Any temporary wiring shall comply with the requirements of the Indiana Electrical Code. (for example, any wiring done for temporary lighting, equipment displays, etc.)

4. Vehicles – All vehicles on display inside a building shall comply with the following requirements.

- a. Basic rules to follow include:
 - i. Fuel tanks must have less than ¼ tank of gas or contain less than 5 gallons of fuel, whichever is less. Vehicles fueled by LP gas may not be used during show hours.
 - ii. Fuel caps must be taped shut.
 - iii. Hot lead battery cables must be disconnected, taped, and secured.
 - iv. Fueling and de-fueling cannot take place on ISFC property.

5. Miscellaneous

- a. Propane tanks are not allowed inside buildings.
- b. ALL compressed gas cylinders are to be secured at all times to prevent being tipped or knocked over.
- c. Smoking is PROHIBITED in all buildings and within 8 feet of any venue entrance.

FIRE PROTECTION

Fire Extinguishers

Fire extinguishers are provided by ISFC throughout buildings as required and are inspected regularly. If you use a fire extinguisher, notify Fairgrounds Security right away so an incident report can be taken and the fire extinguisher can be replaced.

- Fire extinguishers are not to be blocked or obstructed
- Areas where cooking involves solid fuels or vegetable/animal oils and fats (i.e. fryers) shall be protected by a Class K rated portable fire extinguisher located within 30 feet of the cooking area (IFC 904.11.5)
- Fire extinguishers shall be installed, serviced, maintained, and tagged on an annual basis. ISFC maintains facility fire extinguishers (IFC 906.2); this same requirement applies to extinguishers owned by the event organizer or exhibitors.

Pull Stations & Strobes

- Fire alarm pull stations are not to be blocked or obstructed. Do not place drapes or any objects in front of pull stations
- Fire alarm strobes are not to be blocked or obstructed. Do not place drapes or any objects in front of pull stations

Firewatch

Any event that requires the fire alarm system to be temporarily disabled or delayed requires the need for firewatch (IFC 901.7). Such events might include those utilizing pyrotechnics, haze, or other special effects. Firewatch are certified firefighter personnel contracted by ISFC.

Propane and Compressed Gas

Compressed gas tanks must be stored outside of buildings and have valves pointed away from doors and tents/canopies. All compressed gas tanks must be secured to prevent falling or being knocked over while in use or storage (IFC 3003.3).

Propane tanks are not allowed inside buildings during public events. This includes those attached to forklifts, vehicles, or used for cooking devices.

Smoking

Smoking is prohibited indoors and within 8 feet of an entrance (IFC 310.1, 310.2). Vapor cigarettes and pipes (e-cigarettes) are prohibited in all buildings and within 8 feet of an entrance.

FIRST AID

Emergency Medical Services (EMS), consisting of a minimum of one ambulance and crew, will be on-site whenever public events warrant the need on the Fairgrounds. The EMS crew will not be dedicated to a single event, but will cover all events occurring on the Fairgrounds.

Any event requiring a dedicated EMS crew, either at the show promoter's request or by ISFC requirement, will be billed accordingly for this service.

Should a guest need medical assistance during an event, the following procedures are to be followed:

1. Do not move the person, but stay with them.
2. Alert ISFC Security , giving the exact location of the person needing assistance.
3. Until help arrives, do the following:
 - a. Stay with the injured person
 - b. Keep space around injured person
4. ISFC Security will complete an incident or accident/injury report.
 - a. If the injured person chooses not to be assisted by first aid, ISFC Security will record all information pertaining to the incident.
5. Do not discuss the incident/accident or its causes with anyone but ISFC management.

The Indiana Farmer Coliseum has a First Aid station in the venue, event level during Coliseum events (near section 207).

INSURANCE REQUIREMENTS

The Indiana State Fair Commission requires Junior Achievement of Central Indiana to obtain evidence of insurance with the following limits from all JA JobSpark community partners participating at the event:

- \$1,000,000 Per Occurrence Bodily Injury and Property Damage
- \$1,000,000 Personal and Advertising Injury
- \$5,000,000 General Aggregate
- \$1,000,000 Products and Completed Operations Aggregate
- \$1,000,000 Commercial Automotive Liability - Coverage with minimum liability limits of \$700,000 per person and \$1,000,000 per occurrence.

Workers Compensation - In compliance with any and all statues requiring such coverage in the State of Indiana, covering employees, volunteers, temporary workers and contract workers.

Please reference "RE: JA JobSpark event to be held September 29 – 30, 2016 at the Indiana State Fair Grounds" and include the following as additional insured parties:

Junior Achievement of Central Indiana, Inc.
9449 Priority Way West Drive
Suite 100
Indianapolis, IN 46240
ATTN: Alyssa Andis

Junior Achievement USA
One Education Way
Colorado Springs, CO 80906
ATTN: Roma Borland

Indiana State Fair Commission
1202 E. 38th Street
Indianapolis, IN 46205
ATTN: Michelle Leavell

LOST CHILDREN/PERSONS

In the event of a lost child or person, ISFC staff and/or event staff should contact Fairgrounds Security immediately.

PARKING

Parking for persons with disabilities is located in the Exposition Hall Lot, Lot 1, Lot 5, Midway Lot, Infield Lot, and the Administration Building Lot. Access to these areas is from Gate 1 on 38th Street and Gate 6 on Fall Creek Parkway. Depending on the event, the parking lot west of the Communications Building is also reserved for persons with disabilities.

PROHIBITED USE ITEMS

Any damage identified by the ISFC in relation to the show promoter's event (show promoter, its agents, staff, exhibitors and contractors) shall be the responsibility of the show promoter and any repair expenses incurred by the ISFC will be billed back to the show promoter.

1. The following items are prohibited from being inserted or placed on any ISFC venue ceiling, door, floor, post, tree, wall, or perimeter fencing. ISFC staff will remove these items and expenses for removal and venue repair will be charged back to the show promoter.

- a. Tape
- b. Stickers
- c. Nails
- d. Tacks
- e. Staples
- f. Hooks
- g. Screws
- h. Helium or Mylar balloons
- i. Permanent markings such as paint and ink
- j. Sale Bills/Flyers
- k. Spray Adhesive/Glue
- l. Noisemakers
- m. Other objects identified deemed unacceptable by ISFC staff

2. The following vehicle and equipment is prohibited:

- a. Metal track-type or metal wheel equipment is not allowed inside ISFC buildings.
- b. Loading equipment (i.e., front-end loaders or backhoes) with teeth in loading buckets.

SAFETY

Show promoter shall carry out its obligations under the user agreement related to safety procedures, guidelines and legal code. The Commission has final and complete authority on any issues relating to safety, including but not limited to whether to cancel, delay, postpone, or modify the work for reasons of safety. Any cancellation, delay, modification, or postponement of the event by the Commission for reasons of safety shall not be a breach of the agreement by the Commission. The show promoter represents and warrants that it (and its employees, agents, subcontractors, officers and directors) shall promptly and completely comply with all safety decisions made by the Commission while on the Indiana State Fairgrounds relating to the event.

SAMPLING

It is understood that vendors may not do sampling unless prior permission has been given in writing from the ISFC. Certain authorizations may require a buyout. Under any circumstance, all food handling and safety regulations must adhere to Indiana State Board of Health rules. Food sampling as part of an event or vendor exhibit can be no larger than a 3 oz. portion.

SECURITY

The Indiana State Fairgrounds maintains 24-hour security on the premises. The security office can be reached anytime at (317)-927-7520.

Any and all emergencies and/or safety and security issues must be reported to the security office immediately. We ask that you notify our security office and let us call 9-1-1. This will allow us to better coordinate efforts with emergency responders coming onto the property. The Indiana State Police has jurisdiction on Fairgrounds property and Indianapolis Metropolitan Police has jurisdiction around the perimeter (outside of gates, off property).

TENTS & CANOPIES

The ISFC defines a tent or canopy as a structure, enclosure, or shelter with or without sidewalls, constructed of fabric or pliable material supported by any manner except by air or the contents that it protects. The ISFC reserves the right to inspect and deem unsafe any tent or canopy that does not fall under the inspection requirements of the IN State Fire Marshal's Office. Generally these structures are understood to be less than 400 square feet in size and do not contain an open or exposed flame.

Tents or canopies that are deemed unsafe by ISFC will be closed to the event, exhibitors, staff, and general public until properly and safely secured. If safe installation is not possible, the ISFC maintains the right to require the removal of unsafe tents or canopies.

Indoor Tent or Canopy

No tent or canopy shall be put up in a building with an automatic fire suppression system. If the tent or canopy is required, the vendor must adhere to the following requirements:

- No cooking or warming devices shall be located within the structure (including sterno cans, crockpots, microwaves, skillets, etc.)
- A fire extinguisher must be located within the structure

TOWING

Any vehicle that is improperly parked on the property is subject to being towed at the owner's expense. This includes, but is not limited to, vehicles parked in no parking zones, loading zones, marked ADA accessible spaces without the proper permits, on grass, along curbs or in roadways. The Fairgrounds parking staff will make every effort to notify the owner of the vehicle before it is towed. If the vehicle is not moved in a timely manner, it will be towed to a secure location on the property. To recover the vehicle, the owner must report to the security office in the Public Safety Center and pay a minimum \$35 impound fee. The impound fee for large trucks may be higher.

TRUCKS & TRAILERS

Enclosed box trucks and trailers of any kind are not permitted to be parked or dropped in parking lots adjacent to buildings on the property. Vehicles of this type will be permitted near buildings during load-in and load-out periods only. At all other times these vehicles must be parked in dedicated parking areas in the infield (11' clearance in West tunnel, 9' clearance in East tunnel), on the north side of the Fairgrounds east of the Department of Natural Resources building, or in the lots south of 38th Street. Availability of lots will be determined by the Parking Services Department. Vehicles parked outside these designated areas are subject to being towed at the owner's expense.

No trucks with more than a 2.5 ton rating will be permitted inside the buildings at the Indiana State Fairgrounds.

VEHICLES

Vehicles being used during a show (not on display) must follow specific guidelines.

- Anyone operating a motor vehicle (including golf carts) on the Fairgrounds must have a valid driver's license
- No fueled equipment is to be utilized or stored indoors while the event is open to the public (IFC 313.1). Only electric-powered equipment may be utilized indoors during show hours