

## Welcome to the State Fair of Texas<sup>®</sup>!

This year's theme "All aboard for food and fun!" is a tip of the hat to hospitality, good eats and non-stop good times, *Texas style*. It's also a nifty tie-in to a new route to Fair Park, along DART's Green Line. The availability of the new transit line will provide an inexpensive, hassle free commute and parking experience for many fair visitors.

This Guide was developed for you and/or your staff. Hopefully, it will prove to be an invaluable tool. We have tried to include information that will answer most of your questions. Please read the **Rules and Regulations** section with care. We ask that you keep the Guide in your exhibit area for quick reference.

If you have any questions, the Exhibit's Department staff is here to assist you. Please do not hesitate to call on us. Let us work together to ensure a safe and successful Show for all.

Thank you for being a participant in our 2009 State Fair of Texas.

Sincerely,

Peggy Sloan  
Vice President, Exhibits



## IT'S SHOW TIME

### EXHIBITING TIPS THAT CAN INCREASE YOUR SALES

- ☺ Tastefully decorate your booth. Customers are drawn to a well-lit attractive booth. Carpet adds dimension and color. Professionally skirted tables produce a neat crisp display and provide storage area.
- ☺ Professional unique signs will help people remember who you are and where you are located within the show.
- ☺ The appearance of booth personnel can lure customers to your exhibit space or drive them away. Refrain from reading, watching TV or eating in your exhibit area. This sends the message that you are busy and do not want to be disturbed.
- ☺ Greet people with a friendly smile. If feasible, demonstrate your product.

## TABLE OF CONTENTS

ADDRESSES .....	23
ADMINISTRATIVE OFFICES.....	17
BANKING .....	21
BUILDING MANAGER .....	17
COMPLIMENTARY CREDENTIALS .....	15
DIRECTIONS TO THE FAIR GROUNDS.....	26
ELECTRICAL GUIDELINES .....	8
GUIDELINES FOR ELECTRICAL CONTRACTORS .....	8
FIRE DEPARTMENT REGULATIONS.....	11
HEALTH DEPARTMENT REGULATIONS.....	4
HOURS OF OPERATION .....	19
INSURANCE REQUIREMENTS .....	13
MAPS	
FAIRGROUNDS.....	24
DALLAS THOROUGHFAIRS .....	25
MOVE-IN INFORMATION.....	17
MOVE-OUT INFORMATION.....	19
PLUMBING & MECHANICAL INSTALLATIONS REGULATIONS .....	6
RULES & REGULATIONS .....	1
SALES TAX.....	21
SECURITY .....	20
SHIPPING & RECEIVING PROCEDURES.....	23
TELEPHONE SERVICES .....	22
WILL CALL .....	16

## EXHIBITOR RULES AND REGULATIONS

The State Fair of Texas (“SFT”), in its sole and absolute discretion, reserves the right to interpret these EXHIBITOR RULES AND REGULATIONS (“Rules”) and to settle and determine all matters, questions or differences in regards thereto, or otherwise arising out of, connected with, or incident to the annual State Fair of Texas in Fair Park (the “Fair”). SFT further reserves the right to determine, in its sole and absolute discretion, any unforeseen matters or controversies not covered by these Rules, as amended from time to time.

All Exhibitors are required to enter into a written agreement with SFT. In the event of a conflict between the written agreement and these Rules, the written agreement will apply.

1. Disregard of any of these Rules by an Exhibitor may subject the Exhibitor to forfeit any and all rental fees, deposits, or other moneys or consideration paid to SFT, or forfeit any and all rights and privileges under the written agreement between SFT and Exhibitor.
2. Exhibitors shall comply with all applicable federal, state and municipal laws, regardless of whether such laws are set forth in these Rules. As used herein the word “laws” means statutes, regulations, rules, judicial orders, and other legal pronouncements having the effect of law. Special attention should be given to Texas state laws and Texas Department of Transportation regulations governing exhibiting motor vehicles, automobiles, motorcycles, etc. ([www.dot.state.tx.us](http://www.dot.state.tx.us)).
3. SUBLETTING OF EXHIBIT BOOTH/SPACE TO A THIRD PARTY BY AN EXHIBITOR IS STRICTLY PROHIBITED. The exhibit booth/space must be occupied and used only by the contracting party executing a written agreement with SFT. All signage displaying Exhibitor’s company/brand name must be the same as the entity that entered into a written agreement with SFT for the exhibit space, or a reasonable derivative thereof.
4. Exhibits should be constructed in a good and workman-like manner, and appear neat and orderly. Inventories of merchandise, goods and supplies must be stored neatly out of the sight of Fair patrons. Maintenance and clean-up of the exhibit booth/space during the Fair is the responsibility of the Exhibitor. Exhibitor is responsible for removing all packing materials, bulk trash and other refuse from the exhibit booth/space to the nearest trash dumpster. Please do not ask SFT cleaning staff to clean your exhibit booth/space or remove your trash.
5. All merchandise, goods, and items to be distributed from the exhibit booth/space must be approved in writing by SFT. Adhesive stickers, helium balloons, and Frisbees are not allowed to be distributed by Exhibitors. Additionally, SFT will not approve any items that may, in its sole and reasonable discretion, be offensive to Fair patrons.
6. SFT will not accept, or be responsible for accepting or storing, any inventory, merchandise or goods shipped to an Exhibitor.
7. Exhibitors are strictly prohibited from soliciting cash donations, contributions or other charity from the exhibit booth/space.
8. Distribution, sampling, promoting of products or services outside of the contracted exhibit booth/space (as defined by SFT) is strictly prohibited.
9. Exhibitors that take orders from Fair patrons to sell floor samples will not be permitted to remove such floor samples until after the closing of the Fair.

10. Any glass, ceramic, pottery or breakable items distributed by Exhibitor must be properly packaged (i.e., boxed, bubble wrapped, etc.) to prevent breakage and decrease exposure to other patrons.
11. SFT requests that all Exhibitors maintain a reasonable return/refund/exchange policy for patrons during the Fair. If refunds are not offered by Exhibitors, signage must be prominently displayed in the exhibit booth/space stating that refunds are not offered. SFT does not support or condone a "No Refund" policy by Exhibitors.
12. Exhibitors are required to staff their exhibit booth/space during operating hours of the entire Fair (10:00 a.m. to 10:00 p.m. Friday thru Monday and 10:00 a.m. to 9:00 p.m. Tuesday thru Thursday), unless a deviation is approved in writing by SFT. Any unattended or abandoned exhibit booth/space will be closed by SFT, removed from the Fairgrounds, and SFT will cancel the written agreement with Exhibitor and seek all legal remedies.
13. Smoking is not permitted in any buildings or tents within Fair Park during the Fair. No Smoking signs will be posted in accordance with local laws. Smoking will not be permitted in any exhibit booth/space.
14. The use of amplified sound is discouraged by SFT. If used by Exhibitor, the sound will be regulated by SFT so as not to be offensive to surrounding exhibitors. If any entertainment is proposed for presentation in the exhibit booth/space, Exhibitor must secure the prior written approval of SFT. Televisions within the exhibit booth/space for personal use of the Exhibitor are to be kept out of the site of Fair patrons.
15. All exhibit space is to be restored to the same condition and returned to SFT as when Exhibitor moved in. Any type of floor covering which involves the use of mastic is not permitted in any of the Fair Park buildings without special written permission from SFT's Exhibits Department. Additionally, Exhibitors may not paint any floors or walls within their exhibit booth/space. The cost of labor and material to restore the exhibit space is the responsibility of Exhibitor.
16. All signs, banners, and/or advertisement must be affixed only to the back wall of the contracted exhibit space and approved in writing by SFT. Signage is not permitted on counters, tables or exhibit fronts. No signs, banners, wires, advertisements, decorations or obstruction of any kind may extend from or to the ceiling, across the aisles, walks, thresholds, or streets of the buildings or area in which the contracted exhibit space is situated. No structure or material of any kind whatsoever may extend higher than eight feet (8') above the ground or floor level, unless prior written approval is obtained from SFT's Exhibits Department. All signs must be professionally printed. **NO HANDMADE SIGNS ARE ALLOWED.**
17. All indoor exhibits are to be arranged so they do not obstruct the general view or hide the exhibits of others. Various indoor exhibit booths are provided with an eight-foot (8') tall back wall/drape and two (2) three-foot (3') side walls/drapes. Side-walls that extend eight-foot (8') tall cannot extend further than five-foot (5') from the back wall. If Exhibitor plans to construct a custom indoor exhibit which is not in accordance with these specifications, then such plans must be submitted in writing to SFT's Exhibits Department for approval.
18. Sweepstakes, contests, and/or drawings from the exhibit booth/space must be approved in writing by SFT and comply with all applicable federal, state, and municipal laws. For informational purposes, a sample of the entry form must be on file with SFT's Exhibits Department. If a sweepstakes, contest or drawing is being conducted on SFT property without SFT approval, SFT will close the exhibit space, and reserves the right to cancel its written agreement with Exhibitor.

19. Any unusual prices or discounts advertised during the Fair must be honored by the Exhibitor, and deliveries must be made as promised. SFT does not condone unlawful or deceptive business practices, and Exhibitors engaging in such activities will have their exhibits closed, and SFT will cancel its written agreement with such Exhibitors. Consumer complaints will be documented by SFT in the Exhibitor's file, and forwarded to the proper governmental or consumer affairs authorities. Additionally, complaints regarding questionable or deceptive business practices will be taken into consideration when SFT determines whether or not an Exhibitor is invited to participate in future Fairs.
20. Outdoor exhibits utilizing tents must use self-standing framed tents. No stakes can be installed into the pavement. Exhibitors or their tent contractors must check in with SFT's Exhibits Department before installing any tents. All tents must comply with local laws, including Dallas Fire Code.
21. SFT employees are strictly prohibited from accepting gifts, merchandise, entertainment or other favors from Exhibitors. Please be aware of this policy and understand that SFT values the business and personal relationships with all Exhibitors.
22. SFT owns certain names, domain names, logos, trademarks, service marks, copyrights and other intellectual property (hereinafter "Marks"), and owns or has certain merchandising rights in and to the Marks, and all goodwill associated with or symbolized by the Marks. Exhibitor is hereby notified that State Fair is the owner of certain registered Marks, including the following: STATE FAIR OF TEXAS®, BIG TEX®, BIG TEX® (figure), TEXAS STATE FAIR®, SFT® (logo), PAN AMERICAN LIVESTOCK EXPOSITION®, RED RIVER CLASSIC®, SUMMER PLACE®, HERITAGE HALL OF HONOR®, INTERNATIONAL CHALLENGE CUP®, TEXAS SKYWAY® and COTTON BOWL®. Exhibitor is strictly prohibited from using these Marks without the prior written consent of SFT.
23. While SFT provides reasonable security for Fair Park during the Fair, additional security or safekeeping of Exhibitor's inventory, merchandise, goods, displays, and other items is the sole responsibility of Exhibitor. SFT will not be liable for loss of any inventory, merchandise, goods, displays or other items from the exhibit booth/space. If you notice any missing or damaged items, report the information immediately to the Dallas Police Department within Fair Park and the SFT Building Manager. The on-grounds Dallas Police can be reached at (214) 421-8830.
24. Exhibitors are not permitted to bring animals within Fair Park unless they are part of an authorized show or exhibit that has been approved by SFT in writing. Service animals for the physically challenged are an exception to this rule.
25. Invasive medical testing/screening of any kind by Exhibitors within Fair Park or on SFT property is strictly prohibited.
26. Exhibitors are strictly prohibited from carrying a weapon or firearm within Fair Park or within the exhibit space, unless such person is licensed by the State of Texas to carry a concealed handgun and complies with such laws. Unlicensed persons carrying a firearm onto Fair Park premises will be subject to a Class A misdemeanor, punishable by up to 1 year in jail and a \$4,000 fine.
27. SFT will not tolerate sexual harassment or discrimination in any form. Exhibitor will be responsible for the actions of their personnel, employees, vendors and contractors. Any incidents involving harassment or discrimination of any kind should be reported to SFT Exhibits Department.

## **HEALTH DEPARTMENT GUIDELINES FOR EXHIBITS**

Exhibitors planning to provide any food or drink for the public must apply to the City of Dallas Health Department for necessary permits. **Contact Michael Ramdhan, Sanitarian Supervisor, Food Protection and Education Division at (214) 670-8083.** Health Department representatives will be stationed on the fairgrounds throughout the run of the fair to enforce the following guideline requirements.

### **Food Handler Certification**

All personnel that handle or prepare foods must be certified by the City of Dallas Health Department. Certification requires satisfactory completion of food handlers training classes conducted by the City of Dallas Health Department. The cost to attend the training class is \$25.00.

### **Foods**

Only foods listed on the permit, and approved, will be permitted. Only minimum food handling or preparation will be allowed.

### **Structure**

Flooring inside the booth area is required to be concrete or plywood only. No carpet, soil, or grass will be allowed.

### **Hand wash facility Requirements**

All booths that handle or prepare un-packaged foods are required to have five (5) gallons of potable water to be used as follows:

Hand washing facility must be provided with flowing water to be used for hand washing and a collection bucket for waste water. Coffee urns or bottled water with spigots work well for this purpose. Soap and disposable paper towels must be available in each booth. Disposable gloves are encouraged to be used; however, using gloves is not a substitution for proper handwashing.

**Note : Special Hand Washing requirements for potentially hazardous foods (raw food products) offered for sampling will require hot and cold running water.**

### **Utensil washing & Sanitation**

- (1) One bucket with two (2) gallon capacity of soapy water solution is to be used for washing utensils on an emergency basis in each booth.
- (2) A second bucket with two (2) gallon capacity containing 50ppm bleach solution for utensil sanitization on an emergency basis in each booth. (Sanitizer test strips must be provided).

All utensils must be taken to a three (3) compartment sink location to be washed, rinsed and sanitized at least daily.

All waste water from buckets must be disposed of into a sanitary sewer.

Wiping cloths must be stored, between uses, in an approved sanitizer solution at the proper concentration. If chlorine is used as the sanitizer, a solution of 100 ppm is required. (Sanitizer test strips must be provided).

### **Food Protection and Handling**

- Food handling personnel must wash their hands as frequently as necessary, even though disposable gloves may be used.
- Food employees shall avoid contact of exposed ready-to-eat food with their bare hands by use of suitable utensils such as deli tissue, spatulas, tongs, or single-use gloves.
- Smoking, eating or drinking in an exhibit booth is strictly prohibited.
- All food, food containers, utensils, napkins, straws, or single service articles must be stored at least six (6) inches off the floor.
- Food preparation must be located in the rear of the booth. All cooking demonstrations must be designed to protect the food from direct consumer contamination.
- All food must be dispensed in single portion quantities. Potato chips, cookies, nuts, etc. in a large bowl for pickup by attendees is strictly prohibited.
- Displays which have open single portion food on display for an extended period of time will require a sneeze guard. Foods that are placed on a table top for immediate pickup by attendees will not require a sneeze guard (limited to no more than 15 portions).
- Any booth which is dipping ice cream must:
  - (1) Have an individual scoop for each flavor and the scoop must remain in the ice cream at all times. **OR**
  - (2) Be equipped with a dipper well which has constant running water.
- All potentially hazardous food products must be maintained at 41°F or below or 135°F or above at all times. Mechanical refrigeration is required. No ice chests will be allowed. **RAW CHICKEN AND SEA FOOD IS STRICTLY PROHIBITED.**

Animals are prohibited in the booths or within 50 feet of open food.

## Plumbing & Mechanical Installations Regulations

A permit is required for all plumbing and mechanical work and the permit along with the stand or booth address will be posted on booth or stand that is visible from the street or drive. A State of Texas licensed plumber or Texas Department of Licensing and Regulation Mechanical Contractor Licensed and registered with the City of Dallas as a plumbing or mechanical contractor must do all work. Any personnel observed performing plumbing or mechanical work where licenses are required shall be reported to the Texas State Board of Plumbing Examiners or Texas Department of Licensing and Regulation. This complaint will include the un-licensed person and his/her employer.

It is the responsibility of the Exhibitor to hire a licensed Plumbing & Mechanical Contractor to perform the work. PLEASE provide your Contractor with a copy of the Guidelines for Plumbing & Mechanical Contractors.

### Guidelines for Plumbing & Mechanical Contractors.

Plumbing & Mechanical Contractors must obtain a permit from the City of Dallas. The permit must be posted in the booth. **When applying for a permit Contractors will be required to give full street address and space number.** The following code provision of the 2003 International Plumbing Code (IPC) and the International Mechanical Code (IMC) will apply to all plumbing and mechanical installations for the State Fair of Texas:

1. Indirect waste shall be required for ice bins and food preparations sinks and shall have a minimum of twice (2X) the diameter of the drain pipe but no less than a one (1") inch air gap at the point of discharge into the indirect waste receptor.
2. **All** potable water connections below grade shall be protected by "Dual Check Backflow Preventer" equivalent to a "Watts #07-S" with ridged potable water connection at its outlet as close to grade as possible. (Texas Commission Environmental Quality (TECQ), Rules and Regulations Public Water Systems Chapter 290, Backflow Siphonage 290.44)
3. Potable water connections under constant pressure shall be protected by a "Pressure Type Vacuum Breaker" equivalent to a "Combraco Series 40-500".
4. Any hose bib, potable outlet above grade or plumbing fixture designed for the attachment of a water hose not used under constant pressure, shall be equipped with a "Listed" non-removable vacuum breaker.
5. Connection to the potable water system, drainage system and all associated piping shall comply with the applicable provisions of the 2003 IPC, all associated work to install the system **must be performed by a licensed plumber** who has been issued a permit prior to the start of work.
6. All installations shall include the appropriate use of materials and back-flow prevention assemblies, where required. **(Non-Potable Water Garden hoses are not acceptable for connecting to the Potable Water System or drainage systems).**
7. All soft drink dispensers connected to the potable water supply shall be equipped with a testable "Reduced Pressure Principle Backflow Preventer (RPZ), the drain on the RPZ shall run to an approved location. This device shall be installed according to the 2003 International Plumbing Code and tested in compliance with the **Texas Commission Environmental Quality (TCEQ)**

regulations and tested by a certified Backflow Tester.

**Note: A permit is required for the installation and backflow testing of the RPZ and tested by a certified tester. The tester shall provide an original test report to the City of Dallas at the time or prior to final approval of the permit and issuance of the “Certificate of Occupancy”.**

8. **All** Cooking facilities such as solid fuel or gas or electric char-broilers, deep-fat fryers, rotisseries, grills and ranges that are inside buildings, shall be equipped with a “Type I” Vent-a-Hood System **(No fuel gas releases will be given without all required inspections completed)**
9. Any equipment installed within tents is required to comply with the same plumbing/mechanical code provisions as facilities within buildings.

**Exception:**

That a commercial kitchen hood will not be required within tents that are open on three (3) sides, with adequate clearances above the cooking surface to combustibles. The required horizontal clearance for cooking equipment to combustibles shall not be less than eighteen (18”) inches for any installation regardless of location, unless such appliances are listed for reduced clearances. The eighteen (18”) inches of required clearance may be reduced to three (3”) inches, provided the combustible material is protected with material as specified for one (1) hour construction.

10. All fuel gas piping including stops and flex connector to the point of connection to the appliance shall be tested with a 6 psi diaphragm test gauge with a test pressure of 3 psi for minimum of 15 minutes.
11. Maximum length of any Listed and approved appliance fuel gas connector may not exceed 3 (3) feet in length and may not penetrate any appliance cabinet wall or partition.  
**Exception: Gas clothes dryers and free standing ranges may have 6 ft. Listed range connectors. This exception does not apply to cook tops or burner units.**

**Note:** Inspections will originate from our Southeast District office, 725 N. Jim Miller Rd. Jimmy Etti-Williams, District Manager, may be reached by calling (214) 670-8160. For plumbing/mechanical compliance questions call Mark Daniel, Senior Plumbing/Mechanical Inspector (214) 671-0853 or Lonnie Erwin, Chief Plumbing/Mechanical Inspector at (214) 948-4464.

## Electrical

All Exhibitor booths have at least one (1) 20 amp electrical supply providing the ability to plug in two (2) 110 volt devices. If you require more power than that provided, you must notify the Exhibits Department to determine if it is possible for you to obtain additional power at your location. If additional electrical power/ wiring can be obtained at your location, it is the responsibility of the exhibitor to hire an Electrical Contractor registered in the City of Dallas to perform the work and secure a permit with the correct address, etc. before any work is to be performed. Note: To avoid a citation and or a notice to discontinue use, the City of Dallas ordinance(s) prohibits the use, or occupancy of a booth, stand, or similar location in which a permit is required prior to inspection approval. **PLEASE** provide your Electrical Contractor with a copy of the **Guidelines for Electrical Contractors** included in this booklet. Any cost incurred is also the responsibility of the exhibitor.

### Summary

**Ungrounded metal cased light fixtures with 2-wire cords will not be allowed. Grounded metal cased light fixtures with 3-wire cords will be allowed. All splices shall be in junction boxes with covers. Exposed electrical wiring must be out of reach and free from exposure to physical damage. Where extension cords are allowed they shall be listed for extra-hard usage of grounding type. Damaged electrical equipment, devices and appliances must be repaired or replaced (switches, receptacles, lights, etc.). All electrical equipment devices and appliances shall be listed and labeled by a nationally recognized Testing, Listing and Labeling Organization such as U.L., or C.S.A. Generators require an Electrical Permit.**

### Guidelines for Electrical Contractors

Electrical Contractors must obtain an electrical permit from the City of Dallas. The permit must be posted and be visible from the outside of the booth, tent, etc when closed or covered.

**When applying for a permit Contractors will be required to give full street address and space number.** The street address and space number are located on the Exhibitor's Contract. We ask that the Electrical Contractor leave tags, labels or business cards on their electrical equipment should the City of Dallas Electrical Inspectors or the State Fair of Texas Electrician need to contact the Electrical Contractor. **DO NOT COMMENCE WORK WITHOUT A PERMIT to avoid being issued a citation.**

General Requirements Below:

See the current adopted edition of the NEC® for other specific requirements.

1. Electrical panelboards, load centers and disconnects exposed to damp/wet locations shall be approved for that location or be suitably protected.

2. Electrical panelboards, load centers and disconnects shall be located to allow working clearances of 36 inches deep by 30 inches wide and permit at least a 90 degree opening of equipment doors or hinged panels.

3. Electrical panelboards and load centers shall contain a main circuit breaker or be provided with a fused disconnect switch or circuit breaker located within sight and within 10 feet of the operator's station. All switches and circuit breakers shall be located so that they may be operated from a readily accessible place and installed so that the highest position will be no more than 6 feet 7 inches above the floor.

4. Electrical equipment and outlets exposed to damp/wet locations shall be approved for that location or be suitably protected.

5. All 125 volt 15 and 20 ampere receptacle outlets installed in the following locations shall be GFCI protected: Commercial Kitchens whether outdoor or indoor, and outdoor tents, outdoor exhibits, outdoor concession stands, wet or damp locations. Receptacles that only facilitate quick disconnecting and reconnecting of electrical equipment shall not be required to be provided with GFCI protection. These receptacles shall be of the locking type.

6. All 125 volt 15 and 20 ampere receptacle outlets installed in wet locations shall have an enclosure (i.e.: "in-use" / "bubble" cover) that is weatherproof whether or not a cord is inserted.

7. All cords installed shall be listed for "extra hard usage". Extension cords shall not be run under carpet/rugs unless designed and listed for the purpose.

**Damp/Wet Locations:** Shall include but not be limited to Booths, Exhibits, Concessions, Tents and Rides that are open or partially open to the weather during normal periods of operation or exposed to dampness/wetness during clean-up.

## **HOW TO GET AN ELECTRICAL PERMIT**

### **WHEN IS A PERMIT FOR ELECTRICAL WORK NOT REQUIRED AT THE STATE FAIR?**

Chapter 52 of the Dallas City Code, states:

-maintenance, repair, relocation or replacement of any existing light fixture, receptacle, switch, ceiling fan, circuit breaker or other electrical device or equipment where no change in electrical service or service disconnect is involved, if the value of the work does not exceed \$1,000.

### **WHO CAN OBTAIN A PERMIT FOR ELECTRICAL WORK AT THE STATE FAIR?**

Electrical permits must be obtained by a contractor who is registered as an electrical contractor with the City of Dallas.

### **WHAT ARE THE PROCEDURES FOR OBTAINING A PERMIT AT THE STATE FAIR?**

1. Must be a registered electrical contractor with the City of Dallas Building Inspection Division
2. Apply for, secure a permit and pay required fees.
3. Do work in accordance with Chapter 56 of the Dallas City Code.
4. Request for inspection

### **WHERE DO I GO TO OBTAIN A PERMIT AT THE STATE FAIR?**

Permits for electrical work can only be obtained at the Southeast Division of Building Inspection which is located at 725 N. Jim Miller Rd.

**HOW LONG DOES IT TAKE TO OBTAIN A PERMIT AT THE STATE FAIR?**

Normally, a permit for electrical work is issued while you wait. However, if you have three or more permits, you will be asked to drop off the applications with a contact name and number. In most cases, you will be contacted the next day when they are ready. Limiting the amount of applications allows us to process your permits in a timely manner.

**WHAT IS THE COST?**

The cost for permits differs depending on several variables and the value of the work. Consult our fee schedule which is available at our office or on our website.

All permits and inspections will originate from the City of Dallas, Building Inspection, Southeast District Office, 725 N. Jim Miller Road Suite "A" Dallas, Texas 75217. You may reach Floyd Allen, Senior Electrical Inspector (214) 670-8479 or Cary Pritchett, District Manager (214) 670-8178, for general information call (214) 670 - 8160.

## FIRE DEPARTMENT REGULATIONS

The following are BASIC RULES pertaining to exhibits taken from the Dallas Fire Department's Exhibit Hall Fire Regulations. This brief outline does not by any means cover completely the ordinances and regulations contained in the Dallas Fire Code, but it does provide basic rules governing exhibits in buildings open to the public.

1. Submit plans to the fire marshal before erecting a structure as a display inside an exhibit building unless the decorative and construction materials are non-combustible or flameproof.
2. All curtains, drapes or decorations must be non-combustible or flameproof.
3. Any merchandise or material attached to drapes or table skirts must be non-combustible or flameproof.
4. Fire lanes shall be clear of obstructions and barricades at all times
5. Automotive vehicles and equipment may be displayed if:
  - a. Fuel level is 5 gallons or 1/4 of tank capacity - whichever is less.
  - b. Fuel tanks are locked or sealed.
  - c. Battery cables are disconnected and taped off.
  - d. Ignition keys are removed and at display location.
  - e. Vehicle operation is limited to brief parade type displays specifically approved by fire marshal.
6. Internal combustion power sources:
  - a. Location must be approved and inspected by the fire marshal prior to use.
  - b. Must be isolated from contact with the public by physical guards, fencing or enclosure.
  - c. "NO SMOKING" signage posted and visible to the public.
  - d. Provide an accessible fire extinguisher with a rating of not less than 2-A:10-B:C
  - e. Fuel tanks shall be of adequate capacity to permit uninterrupted operation during normal operating hours.
  - f. Generators producing 30 amps or more require an Electrical Permit.
7. Refueling internal combustion power sources must follow these procedures:
  - a. Authorized display personnel must contact Exhibit's Department at least one day in advance to obtain permission for Refueling Company to enter the fair grounds.
  - b. Refueling shall only be conducted before 8:00 a.m.
  - c. Refueling shall be conducted only in the presence of the fire marshal and authorized display personnel. There is a mandatory \$50. per hour fee for standby Fire Department personnel. Only company checks or money orders payable to the City of Dallas will be accepted. Driver license is required.
  - d. **Failing to comply could result in a citation and up to a \$200. fine.**
8. The storage of combustible shipping containers must be confined to areas approved by

fire marshal.

9. The use, display, or storage of liquid propane gas, flammable liquid, or flammable gas must be approved by the fire marshal in writing.
10. The use of open flames, burning, or smoke-emitting materials as part of an act, display, or show is prohibited.
11. The use of welding and cutting equipment for demonstration purposes must be by permit from the fire marshal.
12. The use of compressed gas cylinders must be approved by the fire marshal and cylinders must be firmly secured in an upright position.
13. All commercial type cooking appliances shall be equipped with ventilation hoods and approved automatic extinguishing systems. All other cooking devices shall have adequate separation from combustibles by spacing or non-combustible shielding.
14. The use of any gas fired appliance must be approved by the fire marshal; the use of salamander stoves is prohibited.
15. Sawdust and shavings shall be kept flame retardant.
16. The storage of hay and straw must be approved by the fire marshal.
17. Tent structures in excess of 399 sq. ft. and canopies in excess of 400 sq. ft. must obtain a permit from Dallas Fire-Rescue Department. **Primary Contact:** Shakiel Moore 214 670-9317 **Alternate Contact:** Monica Turner 214 671-9315

These are BASIC RULES and every exhibit must comply prior to opening.

## INSURANCE REQUIREMENTS

### 1. Workers' Compensation or Occupational Accident Insurance coverage

All exhibitor personnel working on State Fair property must be provided insurance coverage (no exceptions). Proof of such coverage must be provided to State Fair in one of the following forms:

- A **certificate** evidencing proof of Workers' Compensation insurance coverage.
- A **complete copy** of the Occupational Accident Insurance policy. **Minimum Limits:** \$200,000 medical expenses and disability benefits of at least \$100 for 26 weeks.

In either case the named insured must **exactly** match the Lessee-Exhibitor (entity) listed on the Exhibits Contract.

### 2. Commercial General Liability Insurance

A **complete copy** of the Commercial General Liability (CGL) **policy** must be submitted as proof of coverage. **Complete copy** includes the **declaration pages** showing the named insured, the policy period, the policy limits, the **schedule of forms and endorsements and copies of all the forms and endorsements shown on the schedule**.

COVERAGE: General Aggregate, including the following coverage: all premises and business operations, products and completed operations liability, personal and advertising injury liability, contractual liability, contingent liability (including coverage for independent contractors), fire legal liability, and golf cart liability (if applicable).

MINIMUM LIMITS: \$1,000,000 per occurrence for bodily injury (including death), personal and advertising injury, and property damage; \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate; \$50,000 fire legal liability

The following additional items will be reviewed when evaluating compliance of insurance coverage with State Fair requirements:

- The named insured on the proof of insurance must match exactly the legal business name shown on the Exhibits Contract.
- "State Fair of Texas, its officers, directors and employees, the City of Dallas, and the Park and Recreation Board of the City of Dallas" shall be included as an insured under the CGL policy, using standard ISO additional insured endorsement, or a substitute providing equivalent coverage. State Fair requires the **actual additional insured endorsement** or **acceptable wording included in the policy forms**.
- The CGL policy shall be "Occurrence Form" only ("Claims Made" forms

are not acceptable), with a provision that defense costs are paid in addition to and do not deplete any policy limits. The insurance coverage afforded by this policy for the benefit of the additional insureds will be primary and no contribution shall be permitted from any insurance or self-insurance maintained by the additional insureds.

- The carrier must be licensed to transact insurance in the State of Texas.
- The insurance carrier must be rated by A.M. Best Company with at least an "A-" rating with a Financial Size Category (FSC) of VIII or better.
- The policy cannot have any exclusion that would limit the indemnity as set forth in the Exhibits Contract (i.e. Assault & Battery)
- The policy cannot have a deductible in excess of \$1,000
- The policy shall have an endorsement issued by the insurer affording ten (10) days prior notice to State Fair and all named insureds in the event of cancellation, non-renewal, modification, material change or reduction in coverage.

## **COMPLIMENTARY CREDENTIALS**

There are two (2) types of Complimentary Pedestrian Gate Credentials. Complimentary Credentials are for Exhibitors and/or employees.

1) **SEASON PASS** (best option if same person working most days of show)

- Issued in the Company name
- Can be used each day of the show by any employee of the Company.
- Quantity determined by the size of the leased space
  - 100 sq. ft. = 4 Season Passes
  - 200 sq. ft. = 5 Season Passes
  - 300 sq. ft. = 6 Season Passes
  - 400 sq. ft. and over = 7 Season Passes

2) **DAILY PASS** (best option if utilizing temporary employees or different employees to work each day)

- Issued only upon written request.
- Daily pass is a onetime use credential to be used by employee of the Company. The credential is surrendered at the Pedestrian Gate.

**If additional Complimentary Season Credentials or Daily Passes are required for staffing purposes, a written request must be submitted to the Vice President of Exhibits no later than September 1. The request must include the number of individuals required to staff the booth and their work schedule. Only a reasonable request will be given consideration.**

If we are unable to fulfill your request for additional Complimentary Credentials, you may purchase them at a discounted price.

## **VEHICLE PERMITS** **PEDESTRIAN GATE CREDENTIALS**

**There is no complimentary parking.** Vehicle credentials must be purchased. The cost for VEHICLE PERMITS and discounted PEDESTRIAN GATE CREDENTIALS will be sent under separate cover.

## **CREDENTIAL PICK-UP**

**CREDENTIALS ARE NOT MAILED.** After September 7 credentials will be available for pick-up. The Credential office is located in the State Fair of Texas Administration Building. Please call 214-421-8801 to verify your credentials are available for pick-up. **Please pick-up your credentials by 5:30 p.m. on Thursday, September 24. If you fail to pick-up your credentials you will have to pay the admission fee to enter the fairgrounds beginning September 25.**

## **CREDENTIALS RULES AND REGULATIONS**

- 1) Credentials cannot be exchanged after the order has been processed.
- 2) The State Fair of Texas will **not** be responsible for lost, stolen, or mutilated credentials.
- 3) **Replacement parking stickers will not be issued.**
- 4) Any vehicle parked in an unassigned area will be towed and credential will be reclaimed and voided.
- 5) Admittance credentials received under Exhibit Contract may not be sold. Any Exhibitor found selling credentials will have their contract canceled immediately.
- 6) Duplication of State Fair of Texas credentials constitutes fraud. Anyone found duplicating stickers or tickets will be prosecuted.
- 7) **Credentials can not be passed thru the fence to someone outside the fairgrounds.** Anyone caught passing credentials through the fence will have their credential confiscated.

## **“STATE FAIR OF TEXAS” - WILL CALL**

Hours: 7 a.m. to 7 p.m. beginning Friday, Sept. 26.

Located on ACE Parking lot between First Ave. & Second Ave.

Directions:

### **I-30 eastbound:**

Exit 47 (Fair Park - Second Ave.)  
Merge to the left lane on Second Ave.

### **I-30 westbound:**

Exit 47C (Fair Park – First Ave.)  
Veer right to Fair Park – Exposition Ave.  
Turn right on Ash and remain on Ash  
past First Ave.



## **MOVE-IN INFORMATION**

**You are required to have your booth ready for the public by 9:00 a.m., Friday, September 25.** Below are the dates and hours your area will be available for move-in. You can begin moving in during the hours and dates shown for your area. If your exhibit requires additional installation time, please contact the Exhibit Departments. We will try to accommodate your request.

### **CENTENNIAL, EMBARCADERO, & GRAND PLACE**

Monday, September 21 thru Thursday, September 24, Hours: 8:30 a.m. to 10:00 p.m.

### **CRAFTS PAVILION & GATEWAY PLAZA PAVILION**

Wednesday, September 23 & Thursday, September 24, Hours: 8:30 a.m. to 10:00 p.m.

### **COLISEUM MARKET PLACE**

Tuesday, September 22 thru Thursday, September 24, Hours: 8:30 a.m. to 10:00 p.m.

### **NIMITZ DRIVE**

Thursday, September 24, Hours: 8:30 a.m. to 10:00 p.m.

### **OUTSIDE DISPLAYS, NIMITZ COURT**

Friday, September 18, Hours: 8:30 a.m. to 10:00 p.m.

### **PENNSYLVANIA - LAGOW ENTRANCE GATE**

*Exhibitors contracted to open September 25*

Thursday, September 24, Hours: 8:30 a.m. to 10:00 p.m.

*Exhibitors contracted to open October 7*

Wednesday, October 7. Hours: 7:00 a.m. to 9:00 a.m.

**Dates for 12 day runs:** September 25 thru October 6  
October 7 thru October 18.

## HOURS OF OPERATION FOR EXHIBITORS

**FRIDAY, SEPTEMBER 25 THROUGH SUNDAY, OCTOBER 18  
(24 DAYS)**

**FRIDAY THRU MONDAY - 10:00 A.M. TO 10:00 P.M.  
TUESDAY THRU THURSDAY - 10:00 A.M. TO 9:00 P.M.**

Personnel manning booths can enter buildings at DESIGNATED DOOR, **one (1) hour before the building is open to the public**. The Building Manager will have the designated door information available during move-in.

- 1. EVERYONE, INCLUDING EXHIBITORS, WILL BE ASKED TO CLEAR THE BUILDING IMMEDIATELY AT: 10:00 P.M. FRIDAY THRU MONDAY  
9:00 P.M. TUESDAY THRU THURSDAY**
2. Exhibitors that need to make repairs or restock before 9:00 a.m. must schedule time with Building manager the day before.

## MOVE-OUT INFORMATION

1. UNDER THE TERMS OF YOUR EXHIBIT CONTRACT, ALL EXHIBITS AND DISPLAYS MUST REMAIN IN PLACE UNTIL 10:00 P.M. ON SUNDAY, OCTOBER 18. THE DATES AND HOURS OF OPERATION ARE ADVERTISED TO THE PUBLIC AND WE MUST PRESENT A FINISHED SHOW UNTIL CLOSING. ANY EXHIBITOR WHO STARTS TEAR DOWN BEFORE 10:00 P.M. WILL NOT BE INVITED TO RETURN THE FOLLOWING YEAR
2. Exhibitors may remove their exhibit and materials after 11:00 p.m. Sunday, October 18 (closing night of the Fair). Due to the volume of people moving out it would be prudent to remove as many valuables as possible closing night. Please be aware the Fair is not responsible for any losses or damages.
3. Materials can not be taken from the park without a PASS OUT SLIP. Instructions regarding the distribution of the PASS OUT SLIP will be provided to booth personnel.
4. Floor samples that are sold during the show cannot be picked up until Monday, October 19. PASS OUT SLIP will be required.
5. The buildings are rented for many purposes and must be cleared out promptly for this reason. **Buildings will be open from 8:30 a.m. to 4:00 p.m. ONLY.** Please make plans to have all your display materials moved out of the park by the following dates:

CENTENNIAL, EMBARCADERO, GRAND PLACE, & MARKET PLACE IN COLISEUM –  
Tuesday, October 20, at 4:00 p.m.

CRAFTS PAVILION, GATEWAY PLAZA PAVILION, NIMITZ DR. & PENNSYLVANIA - LAGOW  
ENTRANCE GATE -- Monday, October 19, at 4:00 p.m.

OUTDOOR DISPLAYS -- Friday, October 23, at 4:00 p.m.

## SECURING EXHIBIT AREAS

The security of your display and merchandise is important to the management of the STATE FAIR OF TEXAS.

### **During Move -- In & Move -- Out**

- Become acquainted with the Building Manager, Security Guard and other vendors.
- Access to the Building/Pavilion should be limited to Exhibitors.
- Advise the Building Manager of any suspicious person(s) or behavior.
- Doors will only be opened as needed for loading and unloading.
- If you are the last Exhibitor to leave an area of the Building/Pavilion, inform the Building Manager so that area can be secured.
- Adhere to move-in & move-out hours. (see MOVE-IN & MOVE-OUT)
- Do not leave valuable items unattended.

### **Starting with the opening day**

- The Building Manager is scheduled to open only one (1) entrance at 9:00 AM. **All booth personnel and deliveries must use the designated entrance.**
- Should you need access to your booth prior to 9:00 AM, you must make arrangements with the Building Manager the day before.
- Booth must be manned when building is open to the public.
- A few minutes before closing time the Building Manager will begin closing the Building and advising the Fair guests.
- **ALL EXHIBITORS ARE TO LEAVE THE BUILDING/PAVILION WHEN IT CLOSES TO THE PUBLIC.**
- **PLEASE DO NOT CONTINUE TO CONDUCT BUSINESS AFTER CLOSING.**
- The fairgrounds will be closed to everyone between 12:00 mid-night and 6:00 a.m. The City of Dallas Police patrols the fairgrounds during these hours.

There is a security guard assigned to exhibit areas as follows:

### CENTENNIAL BUILDING

Monday, September 21 – Tuesday, October 20 - 24 hours  
Tuesday, October 20 Building Closes at 4:00 p.m.

### EMBARCADERO & GRAND PLACE

During move-in a guard will be present each evening beginning Monday, September 21, 4:30 p.m. until 9:00 a.m. the next day. Guard service will end Friday, September 25, 9:00 a.m.

### EMBARCADERO & GRAND PLACE (security continued)

During move-out a guard will be present 24 hours beginning, Sunday, October 18, 9:30 p.m. ending Tuesday, October 20, 4:00 p.m.

### CRAFT AND GATEWAY PLAZA PAVILIONS

During move-in a guard will be present 24 hours beginning, Wednesday, September 23, 8:30 a.m. until Friday, September 25, 9:30 a.m.

During the show, Friday, September 25 – Saturday, October 17, a guard will be present from 9:30 p.m. to 12:00 mid-night each evening & 6:00 a.m. to 9:30 a.m. each morning.

During move-out a guard will be present, Sunday, October 18, 9:30 p.m. to Monday, October 19, 4:00 p.m.

#### EAST PARK/GATEWAY PLAZA

Friday, September 18 – Thursday, September 24, 8:30 a.m. to 8:00 p.m.

#### COLISEUM MARKET PLACE

During move-in a guard will be present each evening beginning Tuesday, September 22, 4:30 p.m. until 9:00 a.m. the next day. Guard service will end Friday, September 25, 9:00 a.m.

During move-out a guard will be present 24 hours beginning Sunday, October 18, 9:30 p.m. ending Tuesday, October 20, 4:00 p.m.

If you wish to employ security service at your own expense, you may do so. However, we ask that you inform the Exhibits Department.

#### **BANK ON FAIR GROUNDS**

- Not a check cashing facility - Available for change making purposes **only**
- Open 8:00 a.m. to 5:00 p.m.
- JOHN THOMPSON SERVICES BUILDING located in Gateway Plaza (see map in back of Exhibitor Guide)
- Entrance door is marked with a **red star**
- Not open to the public

#### **STATE SALES TAX**

State Sales Tax is to be charged on all applicable retail sales and your permit is to be posted at the sales location. Representatives from the State Comptrollers Department will enforce these requirements. For sales tax information or to obtain a sales tax permit please contact State of Texas Comptroller's Dept. 800 252-5555 or online at [www.window.state.tx.us](http://www.window.state.tx.us)

#### **TELEPHONE SERVICES**

**Orders for telephone service cannot be placed by calling the State Fair of Texas.** Please place your order directly with the Local Service Provider of your choice. Be prepared to give them a street address and advise if your display is in an outdoor area. (see Shipping & Receiving for addresses) **It will be to your benefit to place your order before September 1.** Orders for special telephone line services i.e. ISDN, DSL, T1 lines, should be placed no later than August 1. A T & T has provided telephone service for State Fair of Texas participants in the past. You can contact A T & T at 888 335-8618. \

## **SHIPPING & RECEIVING PROCEDURES**

### **U. S. POSTAL SERVICE**

- **DOES NOT DELIVER TO THE FAIRGROUNDS.**
- You must make arrangements to pick-up your shipment at the Juanita Craft postal station located (off grounds) at 3055 Grand Avenue in Grand Plaza approximately three (3) blocks from Grand Avenue entrance gate.

### **COURIER SERVICES**

- **Exhibitor must be present to accept the merchandise.**
- **Deliveries can not be accepted by State Fair personnel.**
- **ARRANGEMENTS SHOULD BE MADE WITH A LOCAL WAREHOUSE FOR STORAGE OF MERCHANDISE SHIPPED IN ADVANCE.**
- In most cases courier services are permitted to deliver directly to your exhibit area.

**It is “imperative” that packages are addressed correctly.** Please see page 1 of the Exhibits Contract for your display address and space number. The zip code for Fair Park is 75210. Example below:

<b>Recipient:</b>	Jane Doe
<b>Company:</b>	Exciting Enterprises
<b>Fair Park</b>	Fair Park
<b>Building:</b>	Embarcadero
<b>Address:</b>	1229 Admiral Nimitz Cir
<b>Space Number:</b>	Space #33
<b>Dallas, TX 75210:</b>	Dallas, TX 75210

## **FACILITY ADDRESSES**

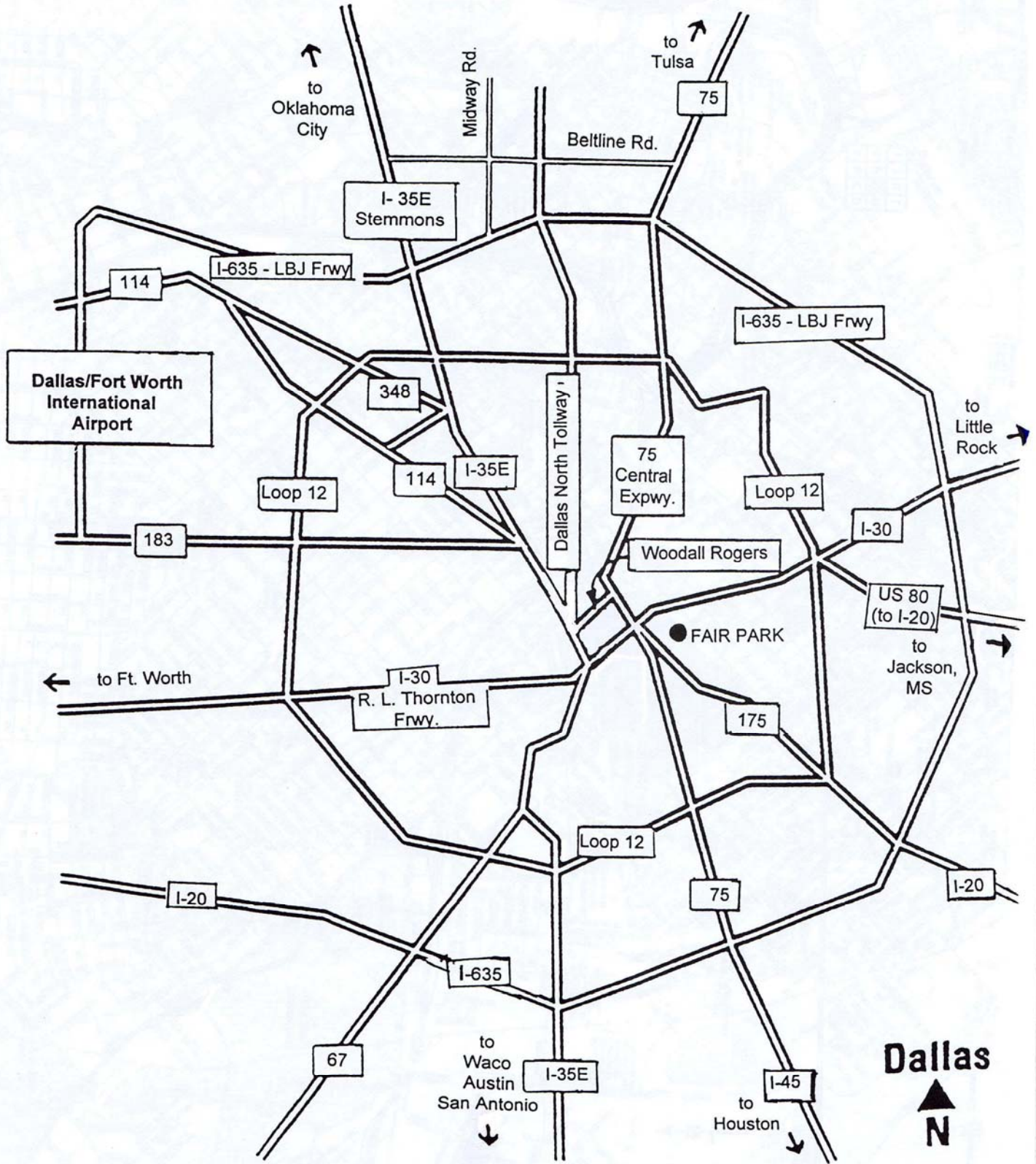
Addresses for Fair Park have been established for Emergency and other city service. i.e. Health, Electrical, Fire and Plumbing Departments. If you need to apply for a permit from any of the aforementioned departments, you must provide the address as it appears in the City of Dallas Addressing system. **Your display address appears on page one (1) of the Exhibits Contract.** Listed below are the addresses for most of the exhibit areas:

Automobile Building: 1010 1<sup>st</sup> Av.  
Centennial Building: 1001 Washington St.  
Centennial Terrace: 1147 Washington St.  
Coliseum Curve: 1601 Coliseum Dr.  
Coliseum Exhibit Terrace: 4043 Martin Luther King Blvd.  
Coliseum Market Place: 1438 Coliseum Dr.  
Craft Pavilion: 1147 Washington St.  
East Park Plaza: 1550 Coliseum Dr.  
Embarcadero: 1229 Admiral Nimitz Cir.  
Esplanade Terrace: 3939 Esplanade Pl.  
Gateway Pavilion: 1401 Coliseum Dr.  
Gateway Plaza: 1501 Coliseum Dr.  
Grand Place: 3701 Grand Av.  
Hall of State Terrace: 1151 Admiral Nimitz Cir.  
Nimitz Court: 1243 Washington St.  
Pan American Arena: 1322 Admiral Nimitz Cir.  
Pennsylvania/Lagow Entrance Gate: 4020 Pennsylvania Ave.

Contact the Exhibits Department at 214 421-8727 for addresses not listed.



# DALLAS THOROUGHFARES



Dallas  
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## **DIRECTIONS TO THE FAIR .....**

### **From Sherman-Plano-Richardson**

Take U.S. 75 (North Central Expressway) South toward Downtown Dallas. Take exit 284A to connect to Interstate 30 East (toward Texarkana), you can then take exit's 47A (Second Ave.) and 48A (Haskell; Peak; Carroll) to the east side of the park and 48B (Barry Ave./Munger) to the west side.

### **From Austin-Waco**

Take Interstate 35E North to Downtown Dallas. Take exit 428B to connect to Interstate 30 East (toward Texarkana), you can then take exit's 47A (Second Ave.) and 48A (Haskell; Peak; Carroll) to the east side of the park and 48B (Barry Ave./Munger) to the west side.

### **From Fort Worth-Abilene-Weatherford**

Take Interstate 30 East to Dallas. Follow the signs for Interstate 30 East toward Texarkana. After you pass Downtown Dallas, you can then take exit's 47A (Second Ave.) and 48A (Haskell; Peak; Carroll) to the east side of the park and 48B (Barry Ave./Munger) to the west side.

### **From Denton-Lewisville-Gainesville**

Take Interstate 35E South to Downtown Dallas and exit 427E. Immediately after taking the exit, move to one of the left two lanes which will put you on Interstate 30, Eastbound. Follow the signs for Interstate 30 East toward Texarkana. After passing Downtown Dallas, you can then take exit's 47A (Second Ave.) and 48A (Haskell; Peak; Carroll) to the east side of the park and 48B (Barry Ave./Munger) to the west side.

### **From Houston-Huntsville-Corsicana**

Take Interstate 45 North to exit 284A. Move to the right lane and follow the signs for Interstate 30 East. You can then take exit's 47A (Second Ave.) and 48A (Haskell; Peak; Carroll) to the east side of the park and 48B (Barry Ave./Munger) to the west side.

### **From Texarkana-Greenville-Rockwall**

Take Interstate 30 West toward Downtown Dallas. For the west side of the park take exit 49B (Dolphin Road) turn left on Dolphin. Turn right at the first signal light (S. Haskell Ave.) Turn left at first signal light (Crosstown which becomes S. Fitzhugh). For the east side of the park take exit 47C (First Ave.)