



Special Event Guidelines

P.O. Box 159090 Dallas, TX 75315

Phone: 214-670-8400, Fax: 214-670-8907

APPLICATION AND CONTRACT

1. This form is a *special event guidelines/ application*, not a contract. The facilities/sites are rented “as is” and applicant should view them as soon as possible.
2. Applicant understands other events may occur in Fair Park simultaneously. Fencing and traffic from other events may cause an impact, but every effort will be made to minimize conflicts.
3. Applicant understands that **two signed original contracts** must be returned to the Fair Park Administration Sales/Events Office.
4. Applicant understands that failure to meet the contractual requirements will result in the cancellation of the event and forfeiture of monies paid.

FEES AND CHARGES

1. Applicant has received a copy of the Fair Park Administration site/facility directory and rental rates. A move-in and move-out fee may be charged per day, per facility/site.
2. All outstanding debts by the applicant to the City of Dallas must be paid in full before consideration of any event and facility/site rental.
3. Event deposit is due in certified funds when the contract is signed by the applicant. Balance of rent is due in certified funds 30 days prior to event.
4. Additional requested services, supplies, and support will be paid in full at event settlement. Event settlement is due in certified funds or cash at the end of each event day.
5. The Executive General Manager may, at his/her discretion, charge a percentage of the gross ticket sales for gated events for any facility/site and add that amount to the rental fee.
6. All tickets/coupons must be approved by the Fair Park Business Office before commencing ticket/coupon sales.
7. There is a charge to fill, operate and maintain pools, fountains and Esplanade for each event.
8. Applicant will pay for all crowd management (security and emergency medical) and cleaning cost at the facility/ site/ parking lot.

INSURANCE

1. Applicant understands that a Certificate of Insurance with all required coverage must be provided to Fair Park Administration, subject to approval of City of Dallas Risk Management.
2. Insurance shall identify the City of Dallas Park and Recreation Board, Fair Park, the State Fair of Texas and their respective officers, employees, and elected representatives as **additionally insured**.
3. If amusement rides are used, applicant must submit a Certificate of Insurance listing each ride to Fair Park Administration subject to approval of Risk Management, and Certificates of Inspection to Fair Park Administration for each ride prior to move-in date.

VISITOR SAFETY – FIRE/EMERGENCY/CROWD MANAGEMENT

1. Applicant must submit a FIRE/SITE PLAN to Fair Park Administration subject to approval of the Dallas Fire Department.
2. Applicant must submit a CROWD MANAGEMENT PLAN to Fair Park Administration subject to approval of the Dallas Police Department. Applicant will be required to use the Fair Park exclusive crowd management contractor Platinum Event Services to provide event security, law enforcement, ticket-takers, ushers, and emergency medical personnel.
3. Applicant will be required to submit event fencing plans (if used) to Fair Park Administration for approval. Applicant will pay for all fencing costs.

FOOD & BEVERAGE CONCESSIONS, CATERING AND NOVELTIES

1. Applicant will be required to use an exclusive Fair Park Food and Beverage Concessionaire to sell and pour alcohol during the event. The City of Dallas receives a percentage of all food and beverage sales directly from Fair Park Concessionaires. Concessionaires are required to use City of Dallas reporting forms.
2. Applicant may use a caterer of their choice. The event may be subject to a catering fee of 10% payable to the City of Dallas. All food and beverage preparation must meet all applicable health and fire codes.
3. Applicant’s event may be subject to a fee of 15% of novelties sold, payable to the City of Dallas.

PARKING AND TRAFFIC

1. **Events at Fair Park are subject to paid parking at any time.** City of Dallas will manage paid parking services through its parking traffic management contractor. You may request to lease trams from the city parking vendor, subject to their availability.
2. City of Dallas will provide traffic control when a parking fee is charged. The City of Dallas retains all parking revenues. The parking rate is \$10.00 per car for guests attending a Fair Park Administration booked event.



SITE/ FACILITY DIRECTORY

Exhibition Venues

FACILITY	DESCRIPTION	USE	SPACE/ CEILING HT	DAILY RATE
AUTOMOBILE BUILDING	Long Hall, Column Free Art Deco Exterior- Monuments Production Offices w/ Private Restrooms Heat/ Air	Exhibitions, Tradeshows Performances, Markets Conventions, Galas, Festivals, Indoor Sports, Car Shows, Concerts, Antique Shows, Fairs	84,000 sq ft. 20'6" to Beam 34' to Ceiling	\$6,500 Fri-Sun \$2,500 Mon-Thu
CENTENNIAL HALL	Large Hall, 3 Main Areas- 11,250 sqft. each Art Deco Exterior- Monuments Production Offices w/ Private Bath Heat/ Air	Exhibitions, Tradeshows Performances, Fairs, Conventions, Galas, Festivals, Indoor Sports, Car Shows, Concerts, Antique Shows, Markets	94,000 sq ft. 18'6" to Beam 32'10" to Ceiling	\$6,500 Fri-Sun \$2,500 Mon-Thu
EMBARCADERO	Exhibit Hall 2005 Renovations Complete Vaulted Art Deco Portico Lobby Entrance Heat/ Air	Exhibitions, Fairs, Performances, Parties, Galas, Markets, Seminars, Meetings, Art Exhibits	27,000 sq ft. 15' 6 to Beam 24' 5" to Ceiling	\$2,500 Fri-Sun \$1,500 Mon-Thu
FOOD & FIBER BUILDING	Exhibit Hall Vaulted Art Deco Portico Art Deco Interior Production Offices Heat/ Air	Exhibitions, Fairs, Performances, Parties, Galas, Markets, Seminars, Meetings, Art Exhibits	25,000 sq ft. 20' 6" to Ceiling	\$2,500 Fri-Sun \$1,500 Mon-Thu
TOWER BUILDING & ROTUNDA	Exhibit Hall w/ columns Vaulted Art Deco Rotunda 179' Tower-With Gold Leaf Trim Production Offices Storage Rooms Heat/ Air	Exhibitions, Ceremonies, Tradeshows Performances, Fairs, Conferences, Galas, Parties, Antique Shows	40,000 sq ft. 15' 8" to Ceiling	\$3,000 Fri-Sun \$1,500 Mon-Thu

*ALL facilities may be subject to move-in and move-out fees. Prices Effective October 1, 2009.

*There are over 9,000 parking spaces at Fair Park. All parking revenues are retained by the City of Dallas



SITE/ FACILITY DIRECTORY

Fair Park Attendance/ Maximum Capacity Chart

	Square Footage	Bathroom Stalls	Reception	Theatre Style	8x10 booths	10x10 booths	Banquet 60"
Centennial Hall	94,000	24 men 20 women	8000	N/A	529	423	6500
Automobile Building	84,000	58 men 47 women	7600	8000	475	380	6000
Tower Building	40,000	6 men 14 women	3000	3500	225	180	2200
Embarcadero	27,000	16 men 17 women	2000	2200	152	122	1650
Food & Fiber Pavilion	25,000	11 men 18 women	2000	2000	141	113	1500

OFFICIAL FOOD & BEVERAGE CONCESSIONAIRES

The following establishments have been awarded exclusive contracts to provide food & beverage services at Fair Park in Dallas.

PERMANENT ASSIGNMENTS

<p>Automobile Building WEISS ENTERPRISES INC. Alan/ Shirley Weiss Phone: 214-565-1511, 469-628-1941 Fax: 214-426-6915</p>	<p>Food & Fiber Pavilion ED CAMPBELL COMPANY Ed Campbell Phone: 214-426-4866 Fax: 214-426-4603</p>
<p>Tower Building LA-KAM INTERNATIONAL Larry & Karen Munson Pager: 214-908-2916 Mobile: 214-325-5022</p>	<p>VELASQUEZ CATERING Stephen Velasquez, III Phone: 214-692-8896, 214-202-1607</p>
<p>Centennial Hall FIESTA ENTERPRISES Justin Martinez Phone: (metro) 817-996-9968 Fax: (metro) 817-549-0102</p>	<p>Old Mill Inn Restaurant & Bar ED CAMPBELL COMPANY Ed Campbell Phone: 214-426-4866 Fax: 214-426-4603</p>
<p>Fair Park Coliseum ED CAMPBELL COMPANY Ed Campbell Phone: 214-426-4866 Fax: 214-426-4603</p>	<p>Cotton Bowl Stadium ED CAMPBELL COMPANY Ed Campbell Phone: 214-426-4866 Fax: 214-426-4603</p>

Fair Park concessionaires are permitted by the City to operate festival concession operations on the Fair Park grounds. Call Sales Manager for details and percentage information.