

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.

DALLAS BUILDING INSPECTION

This guide provides some of the basic regulations and requirements concerning required permits issued by Building Inspection, for an event held at Fair Park including The State Fair of Texas. It is not possible to cover all regulations. If you have a specific question or concern, please contact City of Dallas, Building Inspection Division, Southeast District Office.

1. General

- a. The owner, agent, or lessee of a structure has the duty to ensure that permits are obtained by properly qualified persons before work is started, and the owner, owner's agent, or lessee shall be subject to the penalties provided in this chapter for failure to obtain a proper permit.
- b. Exhibitors/vendors are responsible for assuring that each of their structures are designed and built in accordance with the general requirements below. When inspections are performed, the inspectors are focusing on the minimum code with amendments, 'general' structural integrity and stability. Structures are required to be approved by inspection before any use or occupancy.
- c. The following list is not meant to be exhaustive, but is meant to be suggestive of work typically requiring permits issued by Building Inspection for an event held at Fair Park including the State Fair of Texas. All temporary structures are required to be, safe, structurally sound, stable and must be designed and built as per all applicable Federal, State and local building codes, regulations, and policies.

2. Building Permit Requirements

- a. *Temporary Structures Requiring Building Permits:

- i. Miscellaneous Structures

- ☐. Greenhouses
- ☐. Gazebos
- ☐. Pavilions
- ☐. Trellises
- ☐. Arbors
- ☐. Canopies
- ☐. **Special Exhibit structures
- ☐. ii. Reviewing Stands
- ☐. Grandstands/Bleachers
- ☐. Observation Stands and Towers
- ☐. iii. Stages and Platforms

☐. *The Dallas Fire and Rescue Department provides permits and inspections for all tent structures located on property under the control of the Park and Recreation Board.

**Special Exhibit structures are treated like buildings and are required to be permitted and inspected by Building Inspection. These special structures like buildings are used or intended for supporting or sheltering any use, occupants, or occupancy.

Note: Special Inspection (Engineer) approval may be required on any temporary structure, or tie downs of temporary structures

b. Temporary Structures Not Requiring Building Permits

STRUCTURES ERECTED FOR A PERIOD NOT EXCEEDING 30 DAYS AND WHICH MEET ALL OF THE FOLLOWING CRITERIA ARE EXEMPT FROM PERMIT REQUIREMENTS:

i. Miscellaneous structures that cover an area of 120 square feet or less, including connecting areas or spaces with a common means of egress or entrance which are used or intended to be used for the gathering of less than 10 persons;

ii. Miscellaneous Structures not exceeding 12 feet in height;

iii. Miscellaneous structures that include stages, platforms, reviewing/observation stands/towers that are not more than 30 inches above grade, not over any basement or story, and not part of an accessible route; **OR**

iv. Stages, platforms, reviewing/observation stands/towers that are part of conveyance mounted equipment.

c. To obtain a Building Permit for an event held at Fair Park including the State Fair of Texas
FP Revised 03-20-2012 **Page 2 of 5**

i. Temporary structure permits must be obtained by a contractor who is registered as a general contractor with the City of Dallas.

1. Completed permit application form.

2. Two (2) copies of a site plan:

a. Drawn to a standard scale and dimensioned.

b. Minimum drawing sheet size: 11" X 17"

c. Indicate location of proposed temporary structures on the property and location of adjacent structures.

d. Show setbacks from adjacent property lines and distance from temporary structures, including guy wires and stakes, to all other structures.

3. Two (2) copies of the construction plans drawn to a standard scale of:

a. Manufactured Temporary Structures. Include engineering documents, assembly instructions and specifications.

b. Constructed Temporary Structures. Construction drawings of a stage are to be signed and sealed by a State of Texas Registered Professional Engineer. Drawings must show structural details, including the design load, exit stairs, handrails and guardrails.

Exception - The Temporary Structure may be field certified by a State of Texas Registered Professional Engineer in lieu of submitting certified construction drawings at permit application. The certification must be submitted to the Inspector at the time of the field inspection. The temporary structure must comply with all applicable provisions of the Codes. An electrical permit must be obtained for temporary electrical wiring, including a generator.

☐. A plumbing permit must be obtained for temporary plumbing work.

☐. A mechanical permit must be obtained for certain mechanical work.

☐. Temporary Structures must be set up and inspected **no later than the Friday** before commencement of the public event.

☐. Written authorization from Park and Recreation Department is required if a temporary structure is to be erected on city park property or in Fair Park.

3. Electrical Permit Requirements

a. 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 flexible extension cords are allowed they shall be listed for extra-hard usage of grounding type. Where used outdoors, cords shall also be listed for wet locations and shall be sunlight resistant. 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.

b. Electrical Permits Required for work in or on the following

- i. Temporary Structures including but not limited to Booths, Tents, Stages, Exhibits, etc.
- ii. Amusement Rides

iii. Electrical Contractors shall be registered with the City of Dallas in order to obtain a permit.

c. Guidelines for Registered Electrical Contractors

i. Electrical Contractors shall first obtain a permit before performing Electrical work. The following is a 'typical' list of items, but not all-inclusive, which will be required for an event held at Fair Park including the State Fair of Texas. This list is exemplified by, but is not limited to, the following requirements. New requirements are underlined. Reference: Current Adopted Edition of the National Electrical Code®.

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

☐. 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.

☐. Electrical panelboards and load centers shall contain a main circuit breaker or be provided with a fused disconnect switch of circuit breaker located within 10 feet of the operator's station. All switches and circuit breakers shall be located that they may be operated from a

FP Revised 03-20-2012 Page 3 of 5

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 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 three (3)-wire and 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 limited to Booths, Exhibits, Concessions, Temporary Structures and Rides that are open or partially open to the weather during normal periods of operation or exposed to dampness/wetness during clean-up.

4. Plumbing Permit Requirements

a. Plumbing Permits Required for work in or on the following

- i. Temporary Structures including but not limited to Booths, Tents, Stages, Exhibits, etc.
- ii. Amusement Rides

Note: Plumbing Contractors shall be registered with the City of Dallas before obtaining permits.

b. Plumbing Work not Requiring Permits

i. Maintenance, repair, or replacement in kind of accessible traps on lavatories, sinks, or replacement of parts in kind of plumbing fixtures where no change in "rough-in" is involved, except that a permit is required for the replacement of boilers; Stopping of leaks in pipes, drains, valves or plumbing fixtures if the repair does not require rearrangement of valves, pipes, or fixtures. **A Permit is required for water heater replacement.**

c. Guidelines for Registered Plumbing and Mechanical Contractors

i. Plumbing Contractors shall first obtain a permit before performing Plumbing work. The following is a 'typical' list of items, but not all-inclusive, which will be required for a Special Event held at Fair Park including the State Fair of Texas. Reference: the current adopted International Plumbing Code (IPC) and the International Mechanical Code (IMC).

☐. 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.

☐. 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)

- 2. Potable water connections under constant pressure shall be protected by a "Pressure Type Vacuum Breaker" equivalent to a "Combraco Series 40-500".
- 2. 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.
- 2. Connection to the potable water system, drainage system and all associated piping shall comply with the applicable provisions of the 2006 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.
- 2. 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).
- 2. 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 2006

FP Revised 03-20-2012 **Page 4 of 5**

International Plumbing Code and tested in compliance with the Texas Commission Environmental Quality (TCEQ) regulations and tested by a certified Backflow Tester.

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)

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".

- 2. Any equipment installed within tents is required to comply with the same plumbing/mechanical code provisions as facilities within buildings.
- 2. **Exception:** That a commercial kitchen hood will not be required within tents that is 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.
- 2. 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.
- 2. 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.
- 2. **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.

5. Permit Processing:

- a. All required permits regarding an event held at Fair Park including the State Fair of Texas, are only to be obtained at the City of Dallas Building Inspection Division, Southeast District Office.
- b. Layout of the event is required to process a permit. The layout shall detail all Temporary Structures, Exhibit's, Amusement Rides, Generators and Buildings to be used for the event.
- c. Normally, a permit for temporary structure 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 at one time allows us to process your permits in a timely manner.
- d. Permit Application: the following is required:
 - i. Street number and name (Enter in the ADDRESS space)
 - ii. Indicator/Plat Number/Designator (Assigned by Fair Park/State Fair of Texas, enter with the ADDRESS)
 - iii. Exhibitor/Vendor/Concessionaire Name (Enter in the OWNER/TENANT space)
 - iv. Booth, Stand, Tent, Exhibit, Ride, Building, Stage, etc. Name (Enter in DBA space)
 - v. Applicant Name, Address and Phone Number (Enter in APPLICANT space)
 - vi. Contractor Name, assigned number and Pin (Enter in CONTRACTOR NAME and PIN space)
 - vii. Work Description (Enter in the WORK DESCRIPTION space)

viii. **For telephone assistance, call 214-670-8160.** Our helpful staff will answer your general questions or route you to appropriate staff for technical questions. For direct access to the *Interactive Voice Response System*, call 214-670-5313 or access the system from our website www.dallascityhall.com.

NOTE: Permit applications that are incomplete or do not provide the required information, correct information or incomplete will not be processed.

6. Fees: Permit fees differ depending on several variables and the value of the work. Consult our fee schedule which is available at our office or on our website www.dallascityhall.com

- a. \$150 Plan Review may be charged on Building Permits
- b. \$75 Reinspection fee will be assessed if the work is not ready, inaccessible or if corrections are not made.
- c. \$200 Concealment fee if work is concealed without approval
- d. \$250 Same Day Inspection Service fee (after 7AM – before 2PM)
- e. \$300 After Hours Inspection Service fee (Weekends, workdays after 4:30PM and before 8:00AM)

FP Revised 03-20-2012 **Page 5 of 5**

7. Inspections:

- a. It is the duty of the person doing the work (Contractor Registration Member of record) authorized by a permit to notify (request inspection) Building Inspection that the work is ready for inspection.
- b. It is the duty of the permit applicant to cause the work to remain accessible and exposed for inspection purposes. Neither the building official nor the city shall be liable for any expense entailed in the removal or replacement of any material required to allow inspection.
- c. For inspections call the IVR @ 214-670-5313, 24 hours. You will need your 'contractor's authorization' page of the permit, validation number and final inspection type.
- d. 7AM deadline for 'no charge' same day inspections. Other fees may apply.
- e. Locations not accessible or not ready will be charged re-inspection fees. It is the duty of the person requesting the inspection required by the codes to provide access to and means for inspection of the work.
- f. Where a permit is required, whether it is a Booth, Exhibit, Concession, Ride, Stand, Structure, Tent, , etc.; two items shall be posted visible from the outside when closed and open:
 - i. Permit
 - ii. Sign with the assigned Indicator, Plat Number and Designator.
- g. Locations that do not have the proper or correct postings will not be inspected or approved for use/occupancy and can delay your opening.
- h. To avoid additional fees, all inspections for an event held at Fair Park including the State Fair of Texas shall be performed and approved no later than Friday before commencement of an event held during a weekend.

8. Contact Information: District Office Hours of Operation 8:00 AM – 4:30 PM

4:00 PM TRANSACTION DEADLINE NO EXCEPTIONS!

- a. Southeast District Office
 - i. Main 214-670-8160
 - ii. Fax 214-670-8102
 - iii. Cary Pritchett, District Manager 214-670-8178
 - iv. Joel Cruce, Senior Building Inspector 214-670-8327
 - v. Charles Green, Senior Electrical Inspector 214-670-8479
 - vi. Charlie Smith, Senior Plumbing/Mechanical Inspector 214-670-8113
 - vii. IVR - *Interactive Voice Response System* 214-670-5313
 - viii. Web site: www.dallascityhall.com

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 combustible materials 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:** Lieutenant Andrea Shaffner 214 671-9317 **Alternate Contacts:** Chief Inspectors, Shakietha Moore 214 670-6803 and Monica Turner 214 671-9315.

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

HOURS OF OPERATION FOR EXHIBITORS

**FRIDAY, SEPTEMBER 30 THROUGH SUNDAY, OCTOBER 23
(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.**

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 and Saturday
9:00 P.M. MONDAY 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.

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.

AT & T has provided telephone service for State Fair of Texas participants in the past. If you choose AT & T as your service provider, you can contact them as follows:

**Land Line service
DSL/HSI –
ISDN or T1 lines –**

Cindy Morrison
AT&T Business Office
Corpus Christi, Texas
CM9391@att.com

It will be to your benefit to place your order for land lines before, September 1. Orders for special telephone line services i.e. ISDN, DSL, T1 lines, should be placed no later than, August 1.

BROADBAND

Judy Collinsworth
**Major Account Executive
Texas Hospitality Division
Time Warner Cable Business
Desk: 469/464-4149
Cell: 214/289-4762
Fax: 469/464-4022
judy.collinsworth@twcable.com**

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:

Recipient:	Jane Doe
Company:	Exciting Enterprises
Fair Park	Fair Park
Building:	Embarcadero
Address:	1229 Admiral Nimitz Cir
Space Number:	Space #33
City, State Zip:	Dallas, TX 75210

FACILITY ADDRESSES

Addresses in Fair Park are established by the City of Dallas. When applying for permits or telephone services you must provide the address as it appears in the City of Dallas Addressing system. **Your display address appears on page one (1) of your Contract.**

State Fair of Texas, Fair Park, Dallas, TX 75210 Addresses

Area or Building	Space Range	Address
Automobile Building		1010 1st Ave.
Centennial Building		1001 Washington St.
Centennial Building Exhibit Hall		1001 Washington St.
Centennial Terrace	CT-#-E	1147 Washington St.
Coliseum Curve	CC-08-15-E	1601 Coliseum Dr.
Coliseum Dr.	C-01-07-E	1401 Coliseum Dr.
Coliseum Exhibit Terrace	CET-#-E	4043 Martin Luther King Blvd.
Coliseum Market Place		1438 Coliseum Dr.
Craft Pavilion		1147 Washington St.
East Park Plaza	EP-#-E	1550 Coliseum Dr.
Embarcadero		1229 Admiral Nimitz Cir.
Esplanade		3900 Esplanade PL
Esplanade Terrace	ET-#-E	3939 Esplanade PL.
Gateway Pavilion		1401 Coliseum Dr.
Gateway Plaza	GW-#-E	1501 Coliseum Dr.
Grand Place		3701 Grand Av.
Grand Place Terrace	GPT-#-E	1220 1st Ave.
Hall of State Terrace	HST-#-E	1151 Admiral Nimitz Cir.
Nimitz Court	NC-#-E	1243 Washington St.
Nimitz Drive	N-17-30-E	1300 Admiral Nimitz Cir
Nimitz Drive	N-04-07-E	1100 Admiral Nimitz Cir.
Nimitz Drive	N-08-16-E	1200 Admiral Nimitz Cir.
Nimitz Terrace	NT-#-E	1335 Admiral Nimitz Cir
Pan American Arena Concourse		1336 Admiral Nimitz Cir
Pan American Arena Concourse		1322 Admiral Nimitz Cir
Pennsylvania/Lagow Gate		4020 Pennsylvania Ave.
Truck Show Area	TSA-61-120-E	1101 1st Ave.
Truck Show Area	TSA-1-60-E	1102 1st Ave.
Viet Nam Memorial Terrace	VMT-#-E	950 1st Ave.

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

SERVICES

The following list is not a comprehensive list of services and facilities, and the State Fair of Texas does not endorse or guarantee the services or related charges of the listed exhibitors at the State Fair and is only provided to you as a courtesy. Certainly there are other entities that provide same or similar services.

ADVERTISING

Advocate Magazine
6301 Gaston Suite 820
Dallas 75214 214-823-5885

BANKING

Bank of America
3300 MLK Blvd. & Robert B. Cullum
Dallas 75226 214-565-5000

Comerica - Bank Texas
5201 East R. L. Thornton
Dallas 75223 214-630-3030

BUILDING MATERIALS

Home Depot
11255 Garland Rd.
Dallas 75218 214-328-1900

Lowe's Home Improvement Warehouse of Mesquite
4444 N. Galloway
Mesquite 972 613-6204

COPYING

Lucky 7 General Store
Located **On the Fair Grounds**
Nimitz Dr. 214 426-7327

Fast Signs
10225 N. Central Expwy
Dallas 214 890-4444

DECORATORS & EXHIBIT BUILDERS

Freeman Decorating Co.
8801 Ambassador
Dallas 75247 214-634-1463

Bill Reed Decorations
717 S. Goode Latimer
Dallas 75226 214-823-3154

Show Services
616 Jealousie Way
Cedar Hill 75104 800 737-8757
www.showservicesllc.com

Superior Exposition Services/
Fun Factory Events
3366 Miller Park South
Garland 75041 972-271-7444

Trade Group
1434 Patton Place
Carrollton, 800 343-2005

ELECTRICAL - CONTRACTORS

Harper Wood Electric
P. O. Box 565666
Dallas 75356 214-421-5207

ELECTRICAL - CONTRACTORS

Robert Pannell
Mobile 214 676-6512

Madden Electric Svcs, Inc.
7695 FM 35
Royse City 75189 972 877-7953

STAFFING

Choice Staffing
10100 N. Central Expwy Suite170
Dallas 75231 214 823-5057

Face2Face Marketing & Promotions
4516 Lovers Ln. Suite 181
Dallas 75225 214 390-3050
www.face2facemktg.com

Kelly Services
8144 Walnut Hill Ln.Ste 120

Dallas 75231 214 373-6736
fax 214 696-9889

TBS Promotions
8140 Walnut Hill Lane, Suite 620
Dallas, TX 75231
P 214-454-4917 F 214-217-7155
www.tbspromotions.com

Results Staffing
1555 W. Mockingbird Ln. Suite 220
Dallas 75235 214 688-4008
www.resultsstaffing.com

Triple Play Staffing
740 E Campbell Rd. Ste 900
Richardson, 75018
469-831-9808 Fax 214 291-5938

EQUIPMENT RENTAL

M & M Special Events Co.
2161 Hutton Dr.
Carrollton, 75006
214 350-5373

Nations Rent
3720 Forest Ln
Garland, 75042
972 487-5959
fax 972 487-0482

TLC Event Rentals
740 W. Mockingbird Lane
Dallas, 214 634-1100

EXHIBIT CLEANING & VEHICLE DETAILING

Professional Detailers
800 457-7558 949 460-0314
mike@prodetailers.com
Show Services
616 Jealousie Way

Cedar Hill 75104 281 686-4718
800 737-8757 www.showservicesllc.com

FAX SERVICES

Lucky 7 General Store
Located **On the Fair Grounds**
Nimitz Dr. 214 426-7326

FUELING CO.

Filgo Oil Co.
214 638-2787

Note - Diesel only. Refueling must be scheduled with Fire Department 24 hours ahead.

HOTELS

Check: <http://bigtex.com/info/lodging/> for more hotel options. Book through our website links for State Fair rates.

MOVING & STORAGE

Abby's Storage
5710 Military Parkway
Dallas 214 275-5510

Assured Self Storage
503 S. Haskell
Dallas, 75223
214 824-9700

Deep Ellum Self Storage
3215 Hickory St.
Dallas 75226 214 426-3337

Freedom Storage
10331 Scyene Rd.
Dallas, 972 285-5855

Freeman Decorating
8801 Ambassador Row
Dallas 75247 214-634-1463

Mobile Storage Group
800 662-8810

www.mobilestorage.com

OFFICE SUPPLIES

Office Max
2415 N. Haskell
Dallas 214-826-2754

Staples
9222 Hwy I-30
Dallas 75228 214 320-1649

SECURITY COMPANIES

Platinum Security
6440 N Central Expy # 200
Dallas, TX 75206
(214) 365-9499

SIGNS/PRINTING

Fast Signs
10225 N. Central Expwy
Dallas 214 890-4444

WASTE DISPOSAL

Moore Disposal, Inc.
2128 Hawes
Dallas 75235 214 357-4357

Tent Rental

Sandone Productions
8800 Chancellor Row
Dallas 75247
214-637-6334