



CELEBRATING
★  ★
TEXANS

20 STATE FAIR
OF TEXAS 17

SEPT. 29–OCT. 22
FAIR PARK • DALLAS



20 **EXHIBITOR ★ HANDBOOK** 17



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Howdy Folks,

I would like to welcome you as a partner at the Great State Fair of Texas. The Fair is and always has been more than just an event – it is an annual tradition that provides millions of visitors with a unique way to experience every aspect of Texas culture, all in one place. As some of you may know, the State Fair of Texas was founded back in 1886 as a local fair and exposition, drawing crowds from near and far coming to see the newest innovations in entertainment, art, agriculture, cuisine, and technology.

The State Fair team is constantly working on improving our annual event and searching for new ways to enhance our product. I hope you will have a great experience and I look forward to seeing what you have in store for the 2017 Fair!

On behalf of the entire State Fair of Texas team, we would like to thank you for participating in the *2017 Exhibit Program*. As a 501(c)(3) nonprofit organization, we rely not only on the continued support of loyal fairgoers, but also on the annual participation of exhibitors and vendors who provide us with great products and services, which in turn allows us to offer a first-rate consumer experience year after year. Ultimately, your participation helps further the Fair's mission of celebrating all things Texan by promoting agriculture, education, and community involvement through quality entertainment in a family-friendly environment.

Kelly Pound
Director of Auto Show & Exhibits
State Fair of Texas

STATE FAIR OF TEXAS
EXHIBITS DEPARTMENT

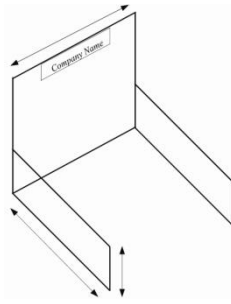
EXHIBITOR RULES AND REGULATIONS

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 reasonable discretion, any unforeseen matters or controversies not covered by these Rules, as amended from time to time.

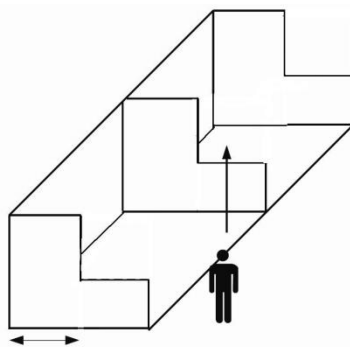
All Exhibitors are required to enter into a written contract with SFT (“Exhibit Contract”). The Exhibit Contract must be signed by an authorized officer, partner or the sole proprietor of the Exhibitor. In the event of a conflict between the Exhibit Contract and these Rules, the Exhibit Contract will apply.

1. Violating or disregarding 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 Exhibit Contract between SFT and Exhibitor.
2. Exhibitors shall comply with all applicable federal, state and municipal laws, regulations and ordinances, regardless of whether such laws are set forth in these Rules or the Exhibit Contract. 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, including, but not limited to, the Texas Department of Licensing and Regulation (www.tdlr.state.tx.us), Texas Department of State Health Services (www.dshs.state.tx.us), and Texas Department of Transportation (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 the Exhibit Contract with SFT. All signage displaying Exhibitor’s company/brand name must be the same as the entity that entered into the Exhibit Contract 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 in appearance. 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. Exhibitor must be an authorized, licensed or lawful vendor for the products it intends to sell or distribute and Exhibitor must secure all required authorization and licenses for the sale or distribution of any brand-name products, including any copyrighted, trademarked, or licensed merchandise. 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.

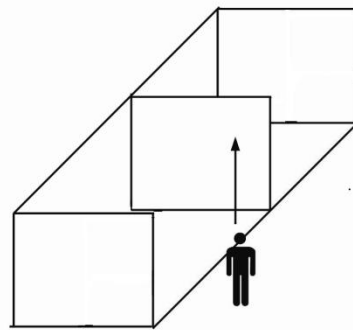
7. Exhibitors are strictly prohibited from soliciting gratuities, tips, cash donations or any other charitable contributions from the exhibit booth/space.
8. Distribution, sampling, promoting of products or services outside of the contracted exhibit booth/space area (as defined by SFT) is strictly prohibited.
9. Exhibitors that take orders from Fair patrons to sell floor samples will not be permitted to remove such floor samples until after the end 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 and Saturday and 10:00 A.M. to 9:00 P.M. Sunday through 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 Exhibit Contract 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. Exhibits located in the Embarcadero, Coliseum Market Place and Gateway Pavilion will be arranged so they do not obstruct the general view or hide the exhibits of others (*see diagram*).



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.



Correct Design



Incorrect Design

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 the Exhibit Contract 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 the Exhibit Contract 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 or remuneration 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 ("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 STATE FAIR OF TEXAS®, BIG TEX®, BIG TEX® (figure), BIG TEX® (head), TEXAS STATE FAIR®, SFT® (logo), PAN AMERICAN LIVESTOCK EXPOSITION®, HERITAGE HALL OF HONOR®, TEXAS SKYWAY®, COTTON BOWL® and FRIED FOOD CAPITAL OF TEXAS®. Exhibitor is strictly prohibited from using these Marks without the prior written permission 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 persons with disabilities are permitted in accordance with the guidelines of the Americans with Disabilities Act (see http://www.ada.gov/regs2010/service_animal_qa.pdf).
25. Invasive medical testing/screening of any kind by Exhibitors within Fair Park or on SFT-property is strictly prohibited without advance written approval from SFT.
26. Exhibitors that demonstrate cosmetics or skincare products are prohibited from applying their products to patrons by hand, regardless of whether gloves are used. All cosmetics and skincare products are to be distributed using individual sample packaging, disposable applicators, or other sanitary methods approved by SFT. Exhibitors may apply makeup (i.e. powder, eye shadow, etc.) using sanitized or disposable brushes.
27. 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 (or a reciprocating state) to carry the 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.
28. SFT will not tolerate sexual harassment or discrimination in any form. Exhibitors will be responsible for the actions of their employees, personnel, vendors and contractors. Any incidents involving harassment or discrimination of any kind should be reported to SFT's Exhibits Department.
29. In order to ensure safety of all guests and easy flow of traffic in the exhibit hall aisles, please make sure your patrons do not block the aisle as you promote or demonstrate your products. If your demonstration causes a crowd to gather in the aisle, please encourage your patrons to gather within your contracted exhibit space or change the method of your demonstration in order to keep the aisle open and safe for Fair guests.

HEALTH DEPARTMENT GUIDELINES FOR EXHIBITS

Exhibitors planning to provide any food or drink for the public must apply to the City of Dallas Code Compliance Consumer Health Section for necessary permits. Consumer Health Section representatives will be stationed on the fairgrounds throughout the run of the fair to enforce the following guideline requirements:

Contact City of Dallas Consumer Health Section - (214) 670-8083

Food Handler Certification

All personnel that handle or prepare foods must be certified by the City of Dallas Consumer Health Section. Certification requires satisfactory completion of food handlers training classes conducted by the City of Dallas Consumer Health Section. The cost to attend the training class is \$55.00. The certificate is good for two (2) years.

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 a potable hand sink with hot and cold running water, soap and paper towels. 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 hand washing.

Utensil washing & Sanitation

- All booths serving, sampling, selling or handling food must provide a small 3 compartment sinks inside the booth.
- Each booth must have hot and cold running water.
- Sanitizer test strips must be provided.
- The sanitizing solution in the 3rd sink must be between 50 and 100 ppm.
- All utensils must be taken to a large three (3) compartment sink location to be washed, rinsed and sanitized at least daily.
- 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.

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.

Health Department fees are as follows:

- \$156 Processing Fee
- \$7 per day, per booth (24 days x \$7 = \$168 for each booth)
- See chart below for cost per number of booths.

# OF BOOTHS	TOTAL DUE
1	\$ 324.00
2	\$ 648.00
3	\$ 972.00
4	\$ 1,296.00

BUILDING INSPECTION PERMIT REQUIREMENTS

Exhibitor's displays that require **electrical, plumbing and mechanical** work and/or **temporary structures** are required to obtain permits from the City of Dallas Building Inspection. The city developed "Permit and Inspection Guide for Fair Park Events" to assist you with the building codes, regulations and policies. The guide will also provide you with the procedure to obtain a permit. You can obtain the Permit and Inspection Guide by contacting the City of Dallas Building Inspection Division, Southeast District between 8:00 a.m. and 4:30 p.m. 214 670-8160, fax 214 670-8102. The permit and inspection guide is also available at http://bigtex.com/wp-content/uploads/2014/03/CoD_permitguide.pdf

Senior Electrical Inspector – Charles Green 214 670-8479
Senior Plumbing/Mechanical Inspector – Bob Hopper 214 670-8113
Building Inspector– Howard Middlebrook 214-670-6398
District Manager – Joel Cruce 214-670-8178.

All permits require you to provide the complete address of your display location (including space number). You will find your **display address** on page one of the Exhibits Contract.

Temporary Structures Requiring Permits include but are not limited to:

- **Miscellaneous Structures**
 - Greenhouses
 - Gazebos
 - Pavilions
 - Trellises
 - Arbors
 - Canopies
 - *Tents
 - **Special Exhibit Structures

- **Reviewing Stands**
 - Grandstands/Bleachers
 - Observation Stands & Towers
- **Stages & Platforms**
- **Truss System**

*The Dallas Fire and Rescue Department provides permits and inspections for tent structures.

**Special Exhibit structures are treated like buildings. These special structures like buildings are used or intended for supporting or sheltering any use, occupants, or occupancy. Special structures includes any indoor structure over 12'.

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 must be inspected and permitted PRIOR to entering the building/area. The vehicle will be checked to verify:
 - 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 3A20BC.
 - 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 Exhibits 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 \$70 per hour with a 2 hour minimum fee for standby Fire Department personnel. Only company checks or money orders payable to the Dallas Fire Rescue Dept. will be accepted. Driver license is required.
 - d. **Failing to comply could result in a citation and up to a \$2,000 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, approved automatic extinguishing systems and appropriate extinguishers: General cooking: 2A10BC and Deep Frying: K rated.

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 700 sq. ft. must obtain a permit from Dallas Fire-Rescue Department.

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

ELECTRICAL POWER

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, contact the Exhibits Department to determine if additional power is available at your location. The cost for any additional wiring is the responsibility of the exhibitor and must be performed by an Electrical Contractor registered with the City of Dallas Building Inspection Division. Contact information for some electrical contractors can be found on page 21.

INSURANCE

1. All exhibitor personnel working on State Fair property must be provided either Workers' Compensation or Occupational Accident Insurance coverage **NO EXCEPTIONS**. Proof of such coverage must be provided to State Fair via email or fax in one of the following forms:

- A **certificate** evidencing proof of Workers' Compensation insurance coverage.
- A **complete copy** of the Occupational Accident Insurance policy with **minimum limits** of \$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. Certificates must include:

Certificate Holder: State Fair of Texas P.O. Box 15009, Dallas, TX 75315

Additional Insured: State Fair of Texas, its officers, directors and employees, the City of Dallas, and the Park and Recreation Board of the City of Dallas.

If you do not carry either of these coverage's, *Insurance Design and Administration* agency can provide you the occupational accident coverage for our show.

Insurance Design and Administration
2311 Texas Drive, Suite 100
Irving, TX 75062
469 323-0600; 972 554-1300; fax 972-252-9363; lindaspink@gmail.com

The State Fair of Texas does not endorse or guarantee the services or related charges of this agency. We are providing you this information as a courtesy. Certainly there are other entities that provide same or similar services.

2. All vendors will be required to purchase General Liability insurance coverage provided by ACE American Insurance Company. Coverage is provided for the duration of the show and is excess of any other coverage you may already carry.

Charges will be billed as follows: \$70 First Booth (each Exhibitor)
\$50 Each Additional Booth (same Exhibitor with multiple locations)
\$150 Face / Body painters / Sketch Artists

The charges will be due with the booth rental deposit upon execution of the agreement.

SALES TAX PERMIT

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.comptroller.texas.gov/taxpermit/

COMPLIMENTARY PEDESTRIAN GATE CREDENTIALS

There are 2 types of pedestrian gate passes Season and Daily.

- 1) **SEASON PASS** - Best option if same person working most days of show
 - Issued to the Company name
 - Can be used each day of the show by any employee of the Company.

- 2) **DAILY PASS** - Best option for temporary employees or different employees to work each day
 - Can be used by company employee one time. The pass is surrendered at the gate.

You will have until September 1st to communicate which type of complimentary pass (SEASON or DAILY) you wish to receive. You will also need to communicate the quantity of the passes you will need. If you do not communicate your pass needs prior to September 2nd, you will receive the following:

- 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

If we are unable to fulfill your request for additional Complimentary Credentials, you may purchase them.
Season Pass - \$45 **Daily Pass** - \$12

VEHICLE PERMITS

There is no complimentary parking. The following are your parking options (tax included):

- ❖ **Blue Zone** (Gate 3) Washington Ave.
 - Postmarked or paid by 9/15/2017 **\$460.06**; Paid on or after 9/16/2017 **\$568.31**
 - Numbered Reserved space
 - Hangs from review mirror (must be displayed while parked in assigned space)
 - Admits vehicle and occupants
 - Subject to availability
 - Close to Centennial Building, Embarcadero, Craft Pav. And Nimitz Dr.

- ❖ **Light Blue Zone** (Gate 11) Fitzhugh at Lagow
 - Postmarked or paid by 9/15/2017 **\$378.88**; Paid on or after 9/16/2017 **\$460.06**
 - Sticker adheres to windshield
 - Parking privilege only – requires gate credential/admission for each occupant
 - Close to Coliseum, Gateway Pav, Chevy Park Plaza and Ag Power Plaza.

- ❖ **Green Striped Zone** (Gate 6) Martin Luther King Blvd.
 - Postmarked or paid by 9/15/2017 **\$395.11**; Paid on or after 9/16/2017 **\$487.13**
 - Sticker adheres to windshield
 - Parking privilege only – requires gate credential/admission for each occupant
 - Close to Grand Place, First Ave.

❖ **Public parking**

- \$15
- First-come-first-served basis
- No In-Out privilege
- Cannot be purchased in advance

❖ **Service Truck**

- Postmarked or paid by 9/15/2017 **\$150.00**; Paid on or after 9/16/2017 **\$200.00**
- Delivery to or servicing of Exhibit **outdoor** space between 11:00 p.m. – 12:00 a.m. & 7:00 a.m. – 9:00 a.m.
- Delivery to or servicing of Exhibit **indoor** space between 8:00 a.m. – 9:00 a.m.
- Does not permit parking beyond delivery/service time

❖ **Storage Trailer** (Gate 3) Washington Ave.

- \$200.00
- Check for availability before sending payment.
- Allows you to park your storage trailer for the run of the Fair.
- Once you are parked the trailer cannot be removed from the grounds until the end of the Fair.
- Does not permit parking of any additional vehicle.

CREDENTIAL PICK-UP

CREDENTIALS ARE NOT MAILED. Credentials will be available for pick up after September 18 at the Administration Building located at 3921 Martin Luther King Jr. Blvd, Dallas, TX 75210. For hours call the Credentials Office at 214 421-8801.

If you fail to pick-up your credentials by 5:30 p.m. on Thursday, September 28, you will have to pay the admission fee to enter the fairgrounds beginning Friday, September 29.

CREDENTIALS RULES AND REGULATIONS

- 1) Overnight parking is not permitted.
- 2) Credentials cannot be exchanged after the order has been processed.
- 3) The State Fair of Texas will **not** be responsible for lost, stolen, or mutilated credentials.
- 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 cannot be passed thru the fence to someone outside the fairgrounds.** Anyone caught passing credentials through the fence will have their credential confiscated.

HOURS OF OPERATION FOR EXHIBITORS

**FRIDAY, SEPTEMBER 29 THROUGH SUNDAY, OCTOBER 22
(24 DAYS)**

FRIDAY AND SATURDAY 10:00 a.m. TO 10:00 p.m.
SUNDAY THRU THURSDAY 10:00 a.m. TO 9:00 p.m.

Personnel manning booths can enter buildings at the 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 AT:
10:00 p.m. FRIDAY AND SATURDAY 9:00 p.m. SUNDAY THRU THURSDAY**
2. Booth repairs & restocking can be done in the morning between 8:00 a.m. and 10:00 a.m. when the building is closed to the public.
3. A Service Truck credential is needed to drive up to the building. If you need to restock **every day**, you will need to purchase a Service Truck credential. If you only need to restock once or twice a week, the Building Manager can loan you a credential. Requests to use the credential should be made at least 1 day ahead of time. The credential needs to be returned to the Building Manager for reuse by other vendors. All vehicles must be off the fairgrounds or in an assigned parking area by 9:00 a.m.

ADMINISTRATIVE OFFICES

Office Hours: Monday thru Friday - 8:30 a.m. to 12 p.m. & 1:00 p.m. to 5:00 p.m.
September 29 to October 22 - 8:00 a.m. – 7:00 p.m.

A member of the Exhibits Department will be on grounds until all Exhibit locations close at 9:00 p.m./10:00 p.m. The Exhibits Department telephone number is 214 421-8727. See the Fairgrounds map (in the back of the Guide) for the location of the State Fair of Texas administrative offices.

BUILDING MANAGER

A Building Manager is assigned to your building or pavilion to assist from move-in through move-out. **Please advise the Building Manager of your arrival before proceeding with your move-in.** Questions or maintenance requests should be directed to the Building Manager. The Building Manager is responsible for enforcing the rules and regulations governing the contract.

CLEAN-UP

PLEASE CHECK WITH THE BUILDING MANAGER FOR THE LOCATION OF THE NEAREST TRASH COMPACTOR. IT IS THE RESPONSIBILITY OF THE EXHIBITOR TO MAINTAIN AND CLEAN-UP THE EXHIBIT BOOTH DURING THE FAIR. ALL PACKAGING MATERIALS, BULK TRASH AND REFUSE ARE TO BE TAKEN TO THE NEAREST TRASH COMPACTOR.

SCHEDULE OF EVENTS

A detailed **Schedule of Events** is posted on our website www.bigtex.com usually by September 15. You can also ask your Building Manager for a copy of the **Midway Call Times** which includes opening and closing times for the rides, novelty and food stands; dates designated for school districts; concert line-up and Cotton Bowl events.

- | | |
|----------------------|--|
| Every Thursday | - Senior Citizens are admitted free
Thrifty Thur\$day – Discounts for selected food items |
| Saturday, October 7 | - Prairie View A&M University v. Grambling State University |
| Saturday, October 14 | - University of Texas v. University of Oklahoma |

SECURING EXHIBIT AREAS

During Move - In & Move – Out

- Do not leave valuable items unattended.
- 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 or security so that area can be secured.
- Adhere to move-in & move-out hours. (see MOVE-IN & MOVE-OUT info)

Starting with the opening day

- The Building Manager is scheduled to open only one (1) entrance at 8:00 AM. **All booth personnel and deliveries must use the designated entrance.**
- 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 CLOSSES TO THE PUBLIC.**
- **PLEASE DO NOT CONTINUE TO CONDUCT BUSINESS AFTER CLOSING.**
- The fairgrounds will be closed to everyone between 12:00 midnight and 6:00 a.m. The City of Dallas Police patrols the fairgrounds during these hours.

MOVE-IN INFORMATION

You are required to have your booth ready for the public by 9:00 a.m., Friday, September 29. Below are the dates and hours your area will be available for move-in. You can begin during the hours and dates shown for your area. If your exhibit requires additional installation time, please contact the Exhibits Department.

Area	Move-in Dates	Hours	Best Gate To Use
Centennial Exhibit Hall	9/25 thru 9/28	8:30 a.m. to 10:00 p.m.	Gate 3 – Parry Ave & Haskell Ave
Coliseum Marketplace	9/25 thru 9/28	8:30 a.m. to 10:00 p.m.	Gate 12 – Gaisford & Pennsylvania
Embarcadero	9/25 thru 9/28	8:30 a.m. to 10:00 p.m.	Gate 3 – Parry Ave & Haskell Ave
Grand Place	9/25 thru 9/28	8:30 a.m. to 10:00 p.m.	Gate 6 – MLK Blvd. & Robert B. Cullum
Craft Pavilion	9/27 thru 9/28	8:30 a.m. to 10:00 p.m.	Gate 3 – Parry Ave & Haskell Ave.
Gateway Pavilion	9/27 thru 9/28	8:30 a.m. to 10:00 p.m.	Gate 12 – Gaisford & Pennsylvania
Nimitz Drive	9/28	8:30 a.m. to 10:00 p.m.	
Outdoor Areas	9/22 thru 9/28	8:30 a.m. to 10:00 p.m.	-

Dates for 12 day runs: September 29 thru October 10; October 11 thru October 22

MOVE-OUT INFORMATION

1. UNDER THE TERMS OF YOUR EXHIBIT CONTRACT, ALL EXHIBITS AND DISPLAYS MUST REMAIN IN PLACE UNTIL 9:00 P.M. ON SUNDAY, OCTOBER 22. 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 9:00 P.M. WILL NOT BE INVITED TO RETURN THE FOLLOWING YEAR.
2. The building will be secured at 9:00 p.m. To prevent the public from entering the building while the vendors pack up, access will be limited.
3. Vehicles will not be allowed to drive to the exhibit areas until approximately 2:30 a.m., Monday.
4. Exhibitors may handcart their exhibit materials off the fairgrounds after 10:00 p.m. Sunday, October 22 (closing night of the Fair). Please make plans to load out display on Monday or be prepared to wait as late as 2:30 a.m. to drive up to the building. If you choose to wait until Monday please remove all small items of value, TV's, cash registers, electronics, etc.
5. Materials cannot be taken from the park without a PASS OUT SLIP. If you have rented appliances or if a freight company will be removing items from your display, it is your responsibility to communicate move out hours and instructions to the company picking up items after the show. Instructions regarding the distribution of the PASS OUT SLIP will be provided to booth personnel.
6. Arrangements should be made to have floor samples that are sold during the show picked up Monday, October 23.
7. The buildings are rented in the off season and must be cleared out promptly for this reason. Please make plans to have all your display materials moved out of the park by the following dates:

CENTENNIAL EMBARCADERO, GRAND PLACE, & COLISEUM MARKET PLACE-

Tuesday, October 24, at 4:00 p.m.

CRAFT PAVILION, GATEWAY PAVILION & NIMITZ DR.

Monday, October 23, at 4:00 p.m.

OUTDOOR DISPLAYS

Friday, October 27, at 4:00 p.m.

EXHIBIT SPACE SHOULD BE LEFT IN THE SAME CONDITION AS RECEIVED. **ALL CARPET TAPE RESIDUE MUST BE REMOVED.** ALL TRASH SHOULD BE TAKEN TO THE COMPACTOR/DUMPSTER. DO NOT USE TRASH BARRELS THAT ARE FURNISHED FOR THE PUBLIC.

BANK ON FAIRGROUNDS

- 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 Texas Tower Plaza (see map in back of Exhibitor Guide)
- Entrance door is marked with a **red star**
- Not open to the public

“STATE FAIR OF TEXAS” - WILL CALL

Hours: 7 a.m. to 7 p.m. beginning Friday, Sept. 29 . There is an after hours drop box available.

Location: ACE Parking lot between First Ave. & Second

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.

Envelopes left at Will Call should include the following information:

TO: Name _____
Company _____
Phone # _____

FROM: Name _____
Company _____
Phone # _____

TELEPHONE, CABLE, AND INTERNET

State Fair of Texas does not provide you with any of these services.

Please place your order directly with the Local Service Provider of your choice. 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. Fair Park does not have Wi-Fi. The State Fair of Texas has limited Wi-Fi but does not share the password. Contact info for providers is on page 23.

SHIPPING, RECEIVING & RESTOCKING PROCEDURES

SHIPPING

It is “imperative” that packages and freight deliveries 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

RECEIVING

1. PACKAGE DELIVERIES

- a) U. S. POSTAL SERVICE
 - DOES NOT DELIVER TO THE FAIRGROUNDS.
- b) COURIER SERVICES (FedEx, UPS)
 - Exhibitor must be present to accept the merchandise.
 - Deliveries cannot be accepted by State Fair personnel.
 - In most cases courier services are permitted to deliver directly to your exhibit area.
 - If using another courier company, contact Exhibits Office for instructions.

2. FREIGHT DELIVERIES

- Exhibitor must be present. Deliveries must be made prior to 9:00 a.m. No vehicles are allowed on the interior of the fair grounds after 9:00 a.m.
- Delivery vehicle must be equipped with lift gate and pallet jack. There is no loading dock or forklift available for use.
- Delivery vehicle will need a credential to enter the fairgrounds during from Sept 29 to Oct 22. No need for credentials during move-in or move-out days.

RESTOCKING

Outdoor displays are available at 7:00 a.m. Indoor displays are available at 8:00 a.m. A Service Truck Credential is required to drive a vehicle up to the building between 8:00 a.m. and 9:00 a.m. To obtain a Service Truck Credential refer to the section on Credentials and Hours of Operation.

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
Ag Power Plaza	CET-#-E	4150 Martin Luther King Blvd
Automobile Building		1010 1st Ave.
Centennial Building		1001 Washington St.
Centennial Terrace	CT-#-E	1147 Washington St.
Chevy Park Plaza	OB-1-50-E	4000 Observation Ave
Chevy Park Plaza	OB-51-99-E	4100 Observation Ave
Coliseum Market Place		1438 Coliseum Dr.
Craft Pavilion		1147 Washington St.
Embarcadero		1229 Admiral Nimitz Cir.
First Avenue	F-01-03-E	1100 1 st Ave.
First Avenue	F-04-08-E	1300 1 st Ave.
Gateway Pavilion		1401 Coliseum Dr.
Grand Place		3701 Grand Av.
Grand Place Terrace	GPT-#-E	1220 1st Ave.
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
Texas Tower Plaza	GW-1-99-E	1501 Coliseum Dr.
Truck Show Area	TSA-1-60-E	1102 1st Ave.
Truck Show Area	TSA-61-120-E	1101 1st Ave.

Contact the Exhibits Department for addresses not listed.

SERVICES

This listing is provided to you as a courtesy. State Fair of Texas does not endorse or guarantee these services. This is not a comprehensive list, there are other entities that provide the same or similar services in the Dallas area.

ADVERTISING

State Fair Visitor Guide
Kristy Gaconnier (214)-560-4213

BANKING

Bank of America
3300 Martin Luther King Jr Blvd. Dallas, 75210
(214)-565-5000

Chase Bank
2833 Martin Luther King Jr Blvd.
Dallas, 75215 (214)-426-0081

BUILDING MATERIALS

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

Lowe's Home Improvement
4444 N. Galloway, Mesquite 75150
(972)-613-6204

COPYING

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

Thompson's Quick Print
1840 Hutton Dr. #200, Carrollton, 75006
(972)- 620-3212
info@thompsonsprinting.net

CREDIT CARD SERVICE

Pay Anywhere
877-387-5640
www.payanywhere.com

Square
1 (800) 474-3398
www.squareup.com

DECORATORS & EXHIBIT BUILDERS

AGM Display
972-955-2824
agmdisplay@gmail.com

CommuniLux Production
(214) 821-8706
www.communilux.com

Freeman Decorating Co.
5130 Cash Rd. Dallas, 75247
(214)-634-1463
freemandallases@freemanco.com

Sharp Expo
(469)-226-0859
www.sharpexpo.com

Show Services
(800)-737-8757
info@showservicesllc.com
www.showservicesllc.com

Show Masters Production Logistics
(877) 765-2267
orders@showmasters.com

ELECTRICAL - CONTRACTORS

Angiel Electrical Construction Corporation
Office:214-824-6369
www.angielecc.com

Madden Electric Services
(972)-524-4449
www.maddenelectricservicesinc.com

EMPLOYMENT

State Fair of Texas -
Send a request to
exhibits@bigtex.com

Choice Specialists
(214)-823-5057
www.burnettspecialists.com

Results Staffing
(214) 688-4008
www.results-staffing.com

EQUIPMENT RENTAL

M & M Special Events Co.
2161 Hutton Dr. Carrollton, 75006
(214) 350-5373
www.mmspecialevents.com

Sandone Productions
403 South Haskell Ave. Dallas, 75226
(800)-658-5635
www.sandoneproductions.com

TLC Event Rentals
(214) 634-1100
www.tlceventrentals.com

EXHIBIT CLEANING & VEHICLE DETAILING

Professional Detailers
(949)- 460-0314
Mike.Price@prodetailers.com
www.prodetailers.com

Show Services
(800)-737-8757
info@showservicesllc.com
www.showservicesllc.com

FAX SERVICES

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

FUELING

Filgo Oil Co.
(214) 638-2787
Note - Diesel only. Refueling must be scheduled
with Fire Department 24 hours ahead.
www.filgo.net

LODGING

Visit www.bigtex.com/info/lodging

MOBILE HOME/RV PARKS

Lakeside RV
10216 FM 2757
Forney, TX 75126
(972)-977-6167

Plantation Place RV
345 Barnes Bridge Rd. Sunnyvale, 75182
(972) 226-0464: (800)-820-4778
www.plantationplacerv.com

Treetops Carefree RV Resort
1901 W. Arbrook Boulevard, Arlington, 76015
(844)-726-4410
treetops@suncommunities.com

OFFICE SUPPLIES

Office Max
2415 N. Haskell, Dallas, 75204
(214)-826-2754

Staples
9222 Hwy I-30, Dallas, 75228
(214) 320-1649

PLUMBING – CONTRACTORS

Scott Hall – (214) 418-4506
Freddy Henderson – (214) 603-5526
Lynn's Plumbing – (214) 364-2692

RECREATIONAL VEHICLE REPAIR

Blue Moon Mobile RV
1501 Halsey Way, Carrollton 75007
(972)-323-5050; (888)-800-5050
www.bluemoonrv.com

SECURITY COMPANIES

D & L
4120 Main Street. Dallas, 75266
(214) 634-0757
www.dandlentertainment.com

Platinum Event Services
(214)-306-5888
www.platinumesi.com

SIGNS/PRINTING

Fast Signs
1305 Ross Ave Ste. 125, Dallas, 75202
(214)-880-7446
www.fastsigns.com/dallas-tx/256-downtown-dallas
256@fastsigns.com

SHIPPING / TRANSPORTATION

TQL- Total Quality Logistics
Adam Drexler
1-800-580-3101 ext: 57138
ADrexler@tql.com

STORAGE

Abby's Storage
5710 Military Parkway, Dallas, 75227
(214) 275-5510
www.abbys-storage.com

Extra Space Storage
503 S. Haskell, Dallas, 75223
(877)-619-8038
www.extraspace.com

Deep Ellum Self Storage
3215 Hickory St. Dallas, 75226
(214) 426-3337
www.deepellumss.com

Freedom Storage
10331 Scyene Rd. Dallas, 75227
(972) 285-5855
www.dallas.freedomstorage.com

Freeman Decorating Co.
5130 Cash Rd. Dallas, 75247
(214)-634-1463
freemandallases@freemanco.com

Mobile Mini, Inc.
3550 Duncanville Road. Dallas, 75236
(214)-330-8270
www.mobilemini.com/locations/tx/dallas-fort-worth

PODS Enterprises
Erin Justason
(727)-538-6582
eljjustason@pods.com

TELEPHONE & INTERNET SERVICES

AT&T
phoneservices@bigtex.com
see order form page 24

Time Warner Cable
Judy Collinsworth
(214)-289-4762
Judy.collinsworth@twcable.com

WASTE DISPOSAL

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

AT&T Application for Telephone Line
State Fair of Texas®

Email form to phoneservices@bigtex.com or FAX to 214 421-0925

Phone lines _____ Yes _____ No

DSL _____ Yes _____ No

Desired Installation Date _____

Desired Disconnect Date _____

Customer Contact: _____

Contact Number: _____

Contact Email Address: _____

Business Name: _____

Service Address: _____

Building/Area: _____

Booth/space number: _____

Credit Info:

Tax ID: _____

Date Established: _____

Owner Name: _____

State Incorporated: _____

Billing Information:

Billing Name: _____

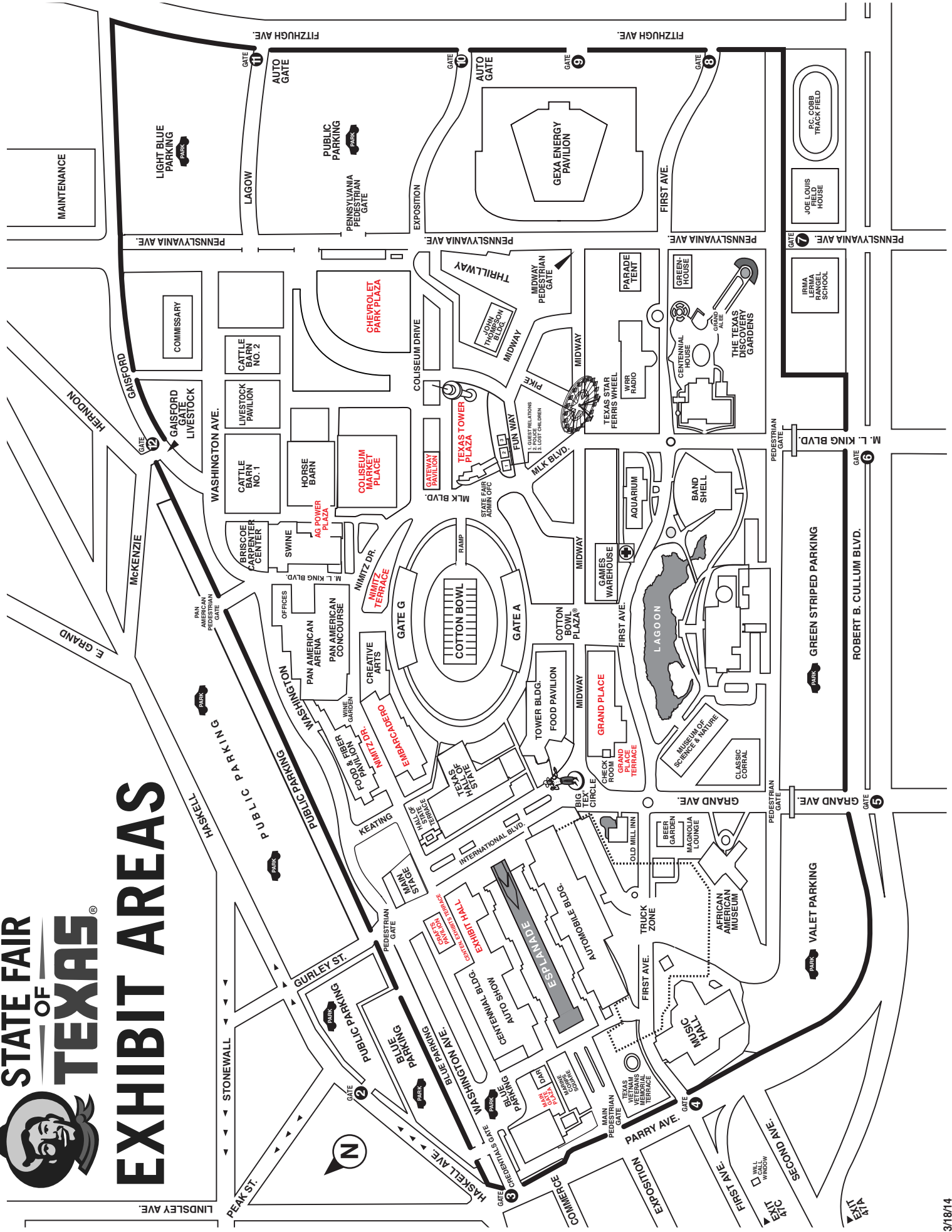
Billing Address: _____

(Cannot be the same as service address)

Are you re-establishing numbers you used last year? Please list them:



EXHIBIT AREAS



NOTES