
Special Event Guidelines

Fair Park Sales/Events Office, P.O. Box, 159090, Dallas, TX 75315, Phone: 214-670-8400, Fax: 214-670-8907

APPLICATION AND CONTRACT

1. The application form is a *special event 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 a signed contract 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.
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. If the fountains or the Esplanade reflecting pools are not operating prior to the event, there may be a charge to fill, operate and maintain them for the event.
8. Applicant will pay for all crowd management (security and emergency medical) and cleaning cost at the facility/site.

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 D&L Entertainment 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’s 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.

SITE/FACILITY DIRECTORY

Entertainment Venues

FACILITY	DESCRIPTION	USE	DAILY RATE
FAIR PARK COLISEUM	MULTIPLE SEATING/EVENT CONFIGURATION 28,000 SQ. FT. ARENA FLOOR DRESSING/TEAM ROOMS VIP BALCONY LOUNGE FIRST AID ROOM MODERN SCOREBOARD TICKET OFFICES HEAT/AIR	FULL HOUSE—9,552 MEZZANINE SEATS—5,768 BOX SEATS—1,348 FLOOR SEATS—2,436 HALF HOUSE—5,078 MEZZANINE SEATS—2,884 BOX SEATS—674 FLOOR SEATS—1,520 CONCERTS, SPORTING EVENTS, RALLIES, CIRCUSES, RODEOS, POLO, PARTIES, FESTIVALS	GUIDELINE 10% GROSS TICKET SALES AGAINST \$5,000 MINIMUM TO \$10,000 MAXIMUM
COTTON BOWL STADIUM	72,500 SEATS 105,000 SQ. FT. NATURAL GRASS TURF DRESSING/TEAM ROOMS MODERN PRESS BOX TV PRODUCTION FRIENDLY FIRST AID ROOMS MODERN SCOREBOARDS PRODUCTION OFFICES OPEN AIR	SPORTING EVENTS -MAJOR LEAGUE SOCCER -FOOTBALL ENTERTAINMENT EVENTS -CONCERTS -RALLIES	GUIDELINE 10% GROSS TICKET SALES AGAINST \$25,000 MINIMUM TO \$100,000 MAXIMUM
LIVESTOCK PAVILION	INDOOR ARENA DIRT FLOOR NO HEAT/AIR	PERFORMANCES RODEOS SHOWS	\$3,000
BAND SHELL	OPEN AIR AMPHITHEATER CAPACITY 4,500 ART DECO ARCHITECTURE TICKET BOOTHS DRESSING ROOMS PRODUCTION OFFICES LARGE BACKSTAGE AREA (IF FENCED) OPEN AIR	3,800 PERMANENT SEATS CONCERTS PLAYS SPEECHES RALLIES FESTIVALS PERFORMING ARTS REHEARSALS	\$3,000
PAN AM ARENA	ARENA THEATER IN THE ROUND 1,200 PERMANENT SEATS 15,000 SQ. FT DIRT FLOOR VENTILATION	PERFORMANCES RODEOS SMALL CONCERTS SPORTING EVENTS CIRCUSES FESTIVALS	\$1,000

*ALL facilities may be subject to move-in and move-out fees

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

Site/Facility Directory Malls and Plazas

FACILITY	DESCRIPTION	USE	DAILY RATE
COTTON BOWL PLAZA	OUTDOOR HARD SURFACE	FESTIVALS CONCERTS	\$1,000
CRAFT VILLAGE	OUTDOOR HARD SURFACE	PARTIES EXHIBITS	\$500
ESPLANADE	OUTDOOR LARGE FOUNTAIN ADJACENT TURF GARDEN AREAS	SHOWS FESTIVALS EXHIBITS	\$2,000
EXPOSITION PLAZA	OUTDOOR SHADE GARDENS	SHOWS FESTIVALS CEREMONIES	\$400
TEXAS COURT OF HONOR	OUTDOOR HARD SURFACE	FESTIVALS CONCERTS	\$300
NIMITZ DRIVE	OUTDOOR HARD SURFACE	FESTIVALS CONCERTS	\$750
TOWER MALL	OUTDOOR HARD SURFACE	FESTIVALS	\$500
PROMENADE DRIVE (LAGOON)	OUTDOOR HARD SURFACE GARDENS WATER	CALL FOR INFORMATION	\$500

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SITE/FACILITY DIRECTORY

Livestock Facilities

FACILITY	DESCRIPTION	USE	DAILY RATE
CATTLE BUILDING #1 (per stall)	LIVESTOCK AREA	MISCELLANEOUS	\$15
CATTLE BUILDING # 2 (per stall)	LIVESTOCK AREA	MISCELLANEOUS	\$15
HORSE STABLES #1 (per stall)	LIVESTOCK AREA	MISCELLANEOUS	\$15
HORSE STABLES #2 (per stall)	LIVESTOCK AREA	MISCELLANEOUS	\$15
POULTRY BUILDING (entire building)	LIVESTOCK AREA NO STALLS	MISCELLANEOUS	\$500
SHEEP & GOAT BUILDING (per stall)	LIVESTOCK AREA	MISCELLANEOUS	\$7
SWINE BUILDING (per stall)	LIVESTOCK AREA	MISCELLANEOUS	\$7
OUTSIDE ARENA	OUTDOOR SMALL ARENA DIRT FLOOR OPEN AIR	MISCELLANEOUS	\$100

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SITE/FACILITY DIRECTORY

Parking Lots

FACILITY	DESCRIPTION	USE	DAILY RATE
ROBERT B. CULLUM #1	HARD SURFACE	MISCELLANEOUS	\$1,000
ROBERT B. CULLUM #2	HARD SURFACE	MISCELLANEOUS	\$1,200
ROBERT B. CULLUM #3	HARD SURFACE	MISCELLANEOUS	\$200
WASHINGTON #1	HARD SURFACE	MISCELLANEOUS	\$300
WASHINGTON #2	HARD SURFACE	MISCELLANEOUS	\$200
WASHINGTON #3	HARD SURFACE	MISCELLANEOUS	\$500
LIVESTOCK	HARD SURFACE	MISCELLANEOUS	\$600
EXPOSITION #1	HARD SURFACE	MISCELLANEOUS	\$1,800
EXPOSITION #2	HARD SURFACE	MISCELLANEOUS	\$1,600
EXPOSITION #3	HARD SURFACE	MISCELLANEOUS	\$2,000
EXPOSITION #4	HARD SURFACE	MISCELLANEOUS	\$1,600
EXPOSITION #5	HARD SURFACE	MISCELLANEOUS	\$1,200
EXPOSITION #6	HARD SURFACE	MISCELLANEOUS	\$1,200
AUTOMOBILE BUILDING	HARD SURFACE	MISCELLANEOUS	\$200
COLISEUM	HARD SURFACE	MISCELLANEOUS	\$2,000

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SITE/FACILITY DIRECTORY

Exhibition Venues

FACILITY	DESCRIPTION	USE	DAILY RATE
AUTOMOBILE BUILDING	84,500 SQ.FT LONG HALL COLUMN FREE ART DECO EXTERIOR PRODUCTION OFFICES W/ PRIVATE RESTROOMS HEAT/AIR	EXHIBITIONS, PERFORMANCES, CONVENTIONS, CONFERENCES, GALAS, PARTIES, FESTIVALS, INDOOR SPORTS, ANTIQUE SHOWS, SALES	\$4,225
CENTENNIAL HALL	94,000 SQ. FT. LARGE HALL, 3 MAIN AREAS ART DECO INTERIOR PRODUCTION OFFICES W/ PRIVATE BATH 58 BOOTH BAZAAR AREA HEAT/AIR	EXHIBITIONS, PERFORMANCES, CONVENTIONS, CONFERENCES, GALAS, PARTIES, FESTIVALS, INDOOR SPORTS, ANTIQUE SHOWS, SALES	\$4,700
CREATIVE ARTS BUILDING	17,000 SQ. FT EXHIBIT HALL 250 SEAT THEATER DRESSING ROOMS CONTROL BOOTH PRODUCTION OFFICES HEAT/ AIR	EXHIBITIONS, PERFORMANCES, PLAYS, SPEECHES, REHEARSALS, SEMINARS, MEETINGS, CONFERENCES, CONVENTIONS, PARTIES, GALAS, ART EXHIBITS	\$1,000
EMBARCADERO	BAZAAR AREAS PERMANENT BOOTHS HEAT	EXHIBITS, SALES, ANTIQUE SHOWS	\$1,100
FOOD AND FIBER BUILDING	25,000 SQ. FT. EXHIBIT HALL ART DECO INTERIOR HEAT/ AIR	EXHIBITIONS, PERFORMANCES, PARTIES, GALAS, SPEECHES, MEETINGS, SEMINARS, FAIRS	\$1,500
GRAND PLACE	50,000 SQ. FT. EXHIBIT HALL W/ COLUMNS MANY ELECTRICAL DROPS PRODUCTION OFFICE HEAT/AIR	EXHIBITIONS, CONFERENCES, CONVENTIONS, GALAS, PARTIES, ANTIQUE SHOWS, SALES	\$2,500
TOWER BUILDING & ROTUNDA	40,000 SQ. FT. EXHIBIT HALL W/ COLUMNS ART DECO ROTUNDA/TOWER HEAT AIR	EXHIBITIONS, CONVENTIONS, CONFERENCES, GALAS, PARTIES, ANTIQUE SHOWS, SALES	\$2,000

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OFFICIAL FOOD & BEVERAGE CONCESSIONAIRES

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

Concessionaires can provide a variety of menu items, catering, and portable food & beverage booth set-ups.

PERMANENT ASSIGNMENTS

Automobile Building WEISS ENTERPRISES INC. Shirley Weiss Phone: 214-565-1511 Fax: 214-426-6915	Food & Fiber Pavilion ED CAMPBELL COMPANY Ed Campbell Phone: 214-426-4866 Fax: 214-426-5440
Band Shell ED CAMPBELL COMPANY Ed Campbell Phone: 214-426-4866 Fax: 214-426-5440	Grand Place VELASQUEZ CATERING Stephen Velasquez, III Phone: 214-692-8896 Pager: 214-249-4988
Centennial Hall FIESTA ENTERPRISES Rudy Martinez Phone: (metro) 817-794-5247 Pager: (metro) 817-493-3403 Fax: (metro) 817-794-5245	Old Mill Inn Restaurant & Bar ED CAMPBELL COMPANY Ed Campbell Phone: 214-426-4866 Fax: 214-426-5440
Fair Park Coliseum ED CAMPBELL COMPANY Ed Campbell Phone: 214-426-4866 Fax: 214-426-5440	Pan American Arena NEVINS CONCESSIONS Gary Nevins Phone: 972-226-1315 Mobile: 214-232-2179 Fax: 972-226-2533
Cotton Bowl Stadium ED CAMPBELL COMPANY Ed Campbell Phone: 214-426-4866 Fax: 214-426-5440	Tower Building LA-KAM INTERNATIONAL Larry & Karen Munson Phone: 972-452-8245 Mobile: 469-371-9886

All permanent vendors also have portable locations.

PORTABLES

E & P ENTERPRISES Gene Sloan Phone: 214-330-9543	NEWPORT CONCESSIONS Carolyn Newport Phone: 214-327-4772 Other: 972-291-8269
POPCORN FACTORY Robert Parish, Jr. Phone: 214-371-9118 Fax: 214-371-3917 Other: 214-376-2211	