



AGE RESTRICTIONS

Per display rules, regulations, and security protocols, individuals under the age of 18 are not permitted in the exhibit hall during move-in or move-out; no exceptions will be made.

During official Show Hours and Show Days, children of any age are allowed in the exhibit hall. During these times, children aged 6 and older must have an attendee badge and are not permitted to wear Exhibitor badges. For security reasons, all children under 16 must be accompanied by an adult at all times.

AISLES & GANGWAYS

No sign or decorative materials may protrude into the aisles or encroach upon neighboring booths. No obstruction may be placed in any aisle, passageways, lobby, or exit leading to any fire extinguishing appliances.

AIR CONDITIONING AND HEATING

Fair Park provides heating or cooling in the exhibit buildings during show hours with modified service (50%) during load-in and load-out.

The default set point for facility events will be 72° to 73° during the air conditioning season. The default set point for facility events will be 70° to 71° during the heating season. Any temperature set outside of these set points or not following the direction of the Event Coordinator to maintain the correct temperature could be subject to an energy surcharge.

ANIMALS

Fair Park allows people with disabilities to bring their service animals. Under the Americans with Disabilities Act (ADA), a service animal is defined as a dog individually trained to do work or perform tasks for an individual with a disability. These animals are legally permitted in all public areas where customers or the public are generally allowed.

BALLOONS

Helium balloons are permitted in Fair Park buildings under the following guidelines:

Large helium-filled balloons, such as advertising balloons, may be used only if they are securely anchored to the exhibit.

Helium balloons or blimps may be flown around the exhibit hall require a written request and approval 60 days prior to the Event as part of the signage plan. This may require approval from the Fire Marshall.



Helium gas cylinders used for refilling must be secured in an upright position on safety stands with the regulators and gauges protected from damage and in accordance with Dallas Fire and Rescue Codes.

Overnight storage of helium or compressed air cylinders is prohibited in buildings. Any on-site storage must be outdoors and approved by the Event Coordinator.

BULK SALE OF YOUR BOOTH

In the event you sell a portion or all of your booth's merchandise to an outside retailer who wishes to remove items at the close of the show, the retailer must contact Freeman at the Exhibitor Service Center PRIOR TO 10:00 AM, Sunday, Nov 8, 2026. They will receive special instructions on how to remove the merchandise they've purchased from your company at show close.

BICYCLES/HOVERBOARDS/ROLLERBLADES

The riding of bicycles, hoverboards and the use of rollerblades and "heelys" (sneakers with embedded wheels) are prohibited at all times within the DIYCON footprint.

CONCESSIONS, CATERING AND ALCOHOL SALES

Fair Park have exclusive control over, and rights to provide all food and beverage at Fair Park through Legends Global.

Lessees may request other food & beverage concessionaires be considered, however, any subcontracting concessionaires must be approved by and coordinated through the Contracting Department and Legends Global. 90-day notice and approval is required.

- **CATERING**
 - Catering is permitted for events and must be coordinated through Legends Global.
- **ALCOHOL SALES**
 - Legends Global will arrange for sales of alcoholic beverages and TABC permits. Depending upon the type, size and nature of event, additional requirements including security personnel, ID checks, and wrist banding may be required at the expense of the event. Wristbands are required for all mixed-ages events.
 - TABC permit(s) required for all events that include the sale or distribution of alcohol.

CONFETTI AND GLITTER

Loose glitter and confetti are prohibited.

COPYRIGHTED MUSIC

If any copyrighted music is to be played in your booth, you must obtain all necessary licenses from the copyright owner or licensing agency representing the copyright owner. The licensing requirements include the playing of live, as well as recorded music (records, tapes, compact discs,



etc.) and include music, whether it is the essence of the presentation or is only used as background, on a videotape or other presentation.

The proper license must be posted in your booth and available for inspection at the request of Show Management or properly authorized agents of ASCAP or BMI. We advise you to contact these agencies listed below to acquire the proper licenses:

ASCAP Licensing Dept.

1 Lincoln Plaza

New York, NY 10023

Tel: 212-621-6000

BMI (Broadcast Music, Inc.)

10 Music Square East

Nashville, TN 37203-4399

Tel: 800-925-8451, 615-401-2000

Adherence to these federally mandated copyright licensing laws is of critical importance. Failure to do so is both a violation of federal copyright law, and a breach of your contract for exhibit space for the show.

ELECTRICAL

Electrical needs, beyond a standard 120V outlet, may require a permit and a Fair Park electrician to be on site at the expense of the event. All electrical must be ordered through [Freeman Electric](#)

Flexible extension cords must be listed for extra-hard usage of grounding type. If used outdoors, cords must also be listed for wet locations and be sunlight resistant.

EXHIBITOR REGISTRATION

Exhibitor staff personnel wishing to enter the exhibit floor must wear an Exhibitor Badge at all times during Move-In, Show days and Move-Out. Access to the Show floor begins at 8:00 AM during Show days. For those individuals who still need a badge, one may be obtained at the Exhibitor Registration Counters located in Centennial Hall. Only booth personnel with an exhibitor badge can enter the exhibition hall prior to Show hours, or those individuals who made prior arrangements for meetings. No one under the age of 18 is permitted to wear an exhibitor badge.

In order for Exhibitor Appointed Contractors (EAC's) to gain admittance into the Hall must check into the EAC Office for the BCEC. For your convenience, wrist bands may be picked up at the



Security Command Post. Proper credentials will be required. Only three designated supervisors of approved EAC's will be issued the necessary credentials.

Please do not give Exhibitor Badges to EAC personnel for Security reasons.

HANDOUTS / STICKERS

Exhibitors cannot distribute literature, samples, or other material outside of their contracted exhibit space

Fair Park prohibits vendors, exhibitors, promotional companies, and the like from distributing stickers at Fair Park.

LIGHTING

Fair Park provides house lighting in the exhibit buildings during show hours and security lighting around the Park.

LOST AND FOUND

Lost & Found is located at the back of Centennial Hall in the Security Office

PATENTS & COPYRIGHT

By entering into an agreement to attend this exhibition you warrant to RX Global that all designs and artwork on or relating to your stand and any exhibits and items displayed on your stand shall not infringe any trademarks or copyright or patents or other intellectual property rights of any third party in any way.

In the event that the exhibition is under any legal obligation (whether by virtue of a court injunction or order or judgement or a recommendation or decision of a Trading Standards Officer or otherwise) to have removed either any item or items displayed on your stand or any design or artwork on or relating to your stand then (without prejudice to any other rights which RX Global may have) RX Global reserves the right to assist the relevant authorities and where appropriate to have that item or items removed from your stand or to close your stand at the exhibition. No compensation or damages will be payable as a result of such removal or closure by RX Global.

The Organizers cannot accept responsibility for any conflict of trading at the Exhibition.

Please be advised that it is an offence under Section 107 (3) of the Copyright, Design and Patents Act 1998 to screen films in public without a non-theatrical license. For further advice on copyright, please contact Federation Against Copyright Theft (FACT).

PARKING AND TRAFFIC COORDINATION

Fair Park may charge a parking fee per entry to all users of its parking areas on move-in, show and move-out days.



Overnight parking on property is prohibited without permission from Show Management.

No loading/unloading or parking is allowed on any Fair Park plazas, sidewalks, or turf areas.

No privately owned vehicles (POV), delivery trucks, vans, etc. may be parked on plazas or on any of the sidewalks.

For safety and security, POVs are not allowed within event sites, including outdoor festivals during event hours.

Entry gates, including those designated for credentials only, will be solely determined by Fair Park.

SMOKING

The DIYCON is a non-smoking event. Smoking of any tobacco product or electronic cigarette ("e-cigarettes") is NOT allowed in the building at any time. Designated smoking areas are located outside the building

EXHIBITOR BOOTH BUILD GUIDELINES

Any booth that has any material or object placed over or upon the exhibit is considered a covered booth (e.g. roof, canopy, tent, moss fabric, etc.). Please submit covered booth renderings to Show Management for pre-approval. Please submit plans to Johanna Moore (Johanna.moore@rxglobal.com)

BOOTH ENCLOSURES, COVERINGS OR CEILINGS

Any booth that has any material or object placed over or upon the exhibit is considered a covered booth (e.g. roof, canopy, tent, moss fabric, etc.).

Covered booths between 100 and 299 square feet:

- ✓ Your booth plan must be reviewed and approved by both show management and the City of Dallas Fire Marshal.
- ✓ A minimum of 1 "2A 10BC" rated fire extinguisher must be placed within the covered area.
- ✓ A smoke detector must be placed at the highest point of each covered area.
- ✓ There must be a means of turning off electrical power to the booth during non-show hours.
- ✓ For covered booths please see 'section E' of MCCA forms within Exhibitor Kit.

Covered booths over 300 square feet:



- ✓ Your booth plan must be reviewed and approved by the City of Boston Fire Marshal.
- ✓ Booth also must be protected by automatic extinguishing systems. Sprinklers shall be separated by a distance not less than 10 feet (3,050 mm)
- ✓ Tents exceeding 400 square feet (37 square meters) require a tent permit from the Boston Fire Department

EXHIBITOR GUIDELINES – HANGING SIGNS

- There must be 4' of clearance from the top of the booth to the bottom of the sign.
- The top of the sign may not exceed 25' from floor
- Signs with any dimension greater than 20' must be pre-approved by show management and the venue.
- Hanging signs must fit within the footprint of your booth space and are not permitted in linear booths.

All rigging must go through [Freeman](#) the exclusive vendor for DIYCON. Any exceptions or questions regarding any of the above, please submit to your Customer Success Representative.

GRAPHICS ON NEIGHBORS' SIDE

Backside of walls - the common border facing a neighboring booth - must be finished, neutral/clear of copy, logos, or other graphics, so as not to be an eyesore to neighboring exhibitors.

EXPOSED AREAS MUST BE FINISHED

All back walls, sidewalls or any other exposed areas of the display must be draped or finished surfaces. No graphics, logos, or print facing into another booth is allowed. Any company advertisement or promotion must face into the aisle. In-line and peninsula booths must have a finished back wall covering the back of the booth. See-through back walls or displays which do not cover the back-wall completely will not be allowed. Please note that ALL FIRE HOSE CABINETS MUST BE KEPT VISIBLE AND CLEAR.

CUBIC CONTENT

DIYCON follows the cubic content rule, which allows exhibitors to make maximum use of their booth space. Under the cubic content rule, exhibitors may build up to the front of their booths, and up to the maximum allowable height according to booth type as indicated below. However, anything above the provided drape heights must be finished, neutral and devoid of copy on any wall adjacent to another exhibitor.

The following maximum height limits will be strictly enforced. No height variances will be granted prior to or on site at the show. Please plan your booth display and sign structures accordingly.



Maximum allowable height is directly affected by the ceiling height of your booth area. Hanging Signs are not permitted in linear booths. It is much more cost effective to floor mount signage with a linear booth height limit of 10 ft.

BOOTH TYPE	BOUNDED BY	MAXIMUM HEIGHT LIMIT
Linear Booth	1 or 2 Aisles	10 Feet
Peninsula Booth	3 Aisles	10 Feet
Island Booth	4 Aisles	10 Feet

PLEASE NOTE: All structures over 10 feet must be approved by show management and the rigging partner on the event. Nothing will be permitted above these maximum heights, including signs, banners, truss structures, lighting and/or display materials. Maximum allowable height is also directly affected by the ceiling height of your booth area

CRATE REMOVAL, STORAGE AND RETURN

Empty crates, shipping containers, cardboard boxes, etc. marked with “EMPTY STICKERS” will be removed to storage and returned to your booth at the end of the show by our floor crew at no additional charge, provided you have used material handling services for the delivery of your booth. Do not store merchandise in crates or cartons marked for empty storage or behind booths- this is prohibited due to Fire Regulations in the building. “EMPTY STICKERS” can be acquired from the Freeman desk located at the Exhibitor Service Center. Please label your materials as soon as they are ready to be removed. We ask your cooperation in this important matter so that we can clean the aisles.

DEMONSTRATION AREAS

Demonstration areas must be confined within the exhibit space so as not to interfere with any traffic in the aisles. Exhibitors must contract sufficient space to be able to comply with this rule. When large crowds gather to watch a demonstration and interfere with the flow of traffic down the aisles or create excessive crowds at neighboring booths, it is an infringement on the rights of other exhibitors. Aisles may not be obstructed at any time.

HIGH RISK ACTIVITIES

All high-risk activities require approval of management at least 30 days in advance. Show management is responsible for ascertaining that there are no exclusions or limitations in their insurance policy that apply. Such activities include but are not limited to motorized sporting events, acrobatic stunts, mechanical amusement devices and audience participation in athletic activities.

DEMONSTRATION EQUIPMENT



Equipment, products or machinery, when displayed to demonstrate or simulate industrial application, are exempt from the foregoing height limits, but are restricted only by ceiling height, as well as building and safety codes.

DO NOT BLOCK THE AISLES OR INVADE NEIGHBOR'S SPACE

No sign or decorative materials may protrude into the aisles or encroach upon neighboring booths. No obstruction may be placed in any aisle, passageways, lobby, or exit leading to any fire extinguishing appliances.

CONCRETE/ASPHALT ANCHORING

Drilling and/or anchoring on any Fair Park surface is prohibited. Tents must be anchored with water barrels, sandbags, or concrete blocks.

TENTS

Staking is not permitted within Fair Park.

Tents under 399 sq. ft. do not require a permit.

Tents, canopies, and other membraned structures more than 399 sq. ft. require a permit and approval from Dallas Fire & Rescue.

Tents, canopies, and other membrane structures having an area more than 399 sq. ft. shall not be erected, operated or maintained for any purpose without obtaining a permit and approval from the Dallas Fire-Rescue Department, Inspection & Life Safety Education Division.

EXHIBITOR APPOINTED CONTRACTORS (EAC's)

For more information, please refer to the Exhibitor Appointed Contractors section of the online manual. Review the EAC Process, Designate EAC & EAC Rules & Regulations.

DÉCOR/RENTAL ITEMS

Booth equipment, services and furnishings are available through the Official General Contractor of DIYCON, **Freeman**. Please refer to the [Shop Products & Services](#) section of the online manual for order information.

All materials used in exhibit construction, decoration or temporary cover must be certified flame retardant.

A certificate of flame-resistant treatment from an approved testing laboratory certifying that the tents, air-inflated or tensioned membrane structures and their appurtenances, sidewalls, drops and tops of temporary membrane structures, canopies, tarpaulins, floor coverings, bunting, combustible decorative materials and effects, including sawdust when used on floors or passageways, are composed of flame-resistant material or are treated with a flame retardant in an approved manner.



For more information, please refer to the Exhibit Appointed Contractors section of the online manual. Review the EAC Process, Designate EAC & EAC Rules & Regulations.

MATERIAL HANDLING AGREEMENT / SHIPPING INFORMATION

All freight that is to be shipped from the Dallas Fair Park must be accompanied by a Material Handling Agreement (MHA) unless you have small pieces which you intend to hand carry. All pieces must also be labeled with the booth name and number, as well as destination. Material Handling Agreements may be obtained from Freeman at the Exhibitor Service Center. You must have your exhibit completely dismantled and packed before returning your completed Material Handling Agreement (MHA) to the Freeman Service Desk.

MATERIAL HANDLING (DRAYAGE) SERVICES

Freeman is the exclusive material handling provider on the exhibit floor. They will receive all shipments whether consigned in advance to their warehouse or sent directly to the Dallas Fair Park. Material Handling includes return of your empty cartons and crates at the close of the Show. Please refer to the Shipping & Material Handling section of the online manual for more details. Freeman will maintain a full staff on-site at the Exhibitor Service Center.

NO NAILS OR SCREWS

Nothing may be posted, tacked, nailed, or screwed to columns, walls, floors, or other parts of the building. Any damage or defacement caused by infractions of this rule will be remedied by Show Management at the expense of the rule-breaking exhibitor.

OUTBOUND SHIPPING

Freeman Transportation is the Official Carrier of DIYCON. Please refer to the Shipping & Material Handling section of the online manual for further information and assistance regarding Air Freight, Padded Van Lines, and Common Carrier. Freeman Transportation will maintain a full staff on-site at the Exhibitor Service Center.

PAINTING/BUILDING ALTERATIONS

- Painting any structural part of the Dallas Fair Park (walls, floor, ceilings, etc.) is prohibited
- Altering any building component such as drilling holes in the floor, or installing anchor bolts in the walls is prohibited

PYROTECHNICS/FIRE ACTS

Fire acts, pyrotechnics and/or fireworks are not permitted at the Dallas Fair Park

SAFETY REQUIREMENTS DURING MOVE-IN & MOVE-OUT



During exhibitor move-in and exhibitor move-out, all Exhibitors are required to adhere to the following safety requirements:

- Watch your step at all times.
- Be aware of your immediate surroundings and avoid distractions from cell phones or other electronic devices.
- Be aware of forklifts, motorized carts, and scooters being used in the area.
- Watch for falling objects as work may be performed overhead.
- Abide by all caution and warning signs posted in this area, including those requiring hard hats in designated areas.
- Report any safety hazards, injuries, or property damage immediately.
- Follow all applicable laws, safety instructions, guidelines, or standards issued by the Venue, by Event Management, or by the Event Contractor.

Anyone on-site during exhibitor move-in or exhibitor move-out freely and voluntarily assumes all inherent risks of being in an active work area, including, but not limited to, risks of loss, property damage, injury or damage to persons, and/or death.

No one under the age of eighteen (18) is permitted on-site during exhibitor move-in or exhibitor move-out for any reason or purpose.

SOUND LEVELS

Sound level of presentation should be kept within the confines of the booth area and must not interfere with neighboring exhibits. Show management will exercise their right to provide and maintain a fair exhibiting environment to all customers. Excessive sound can be offensive and distracting. Each Exhibitor is entitled to an atmosphere that is conducive to conducting business, without excess noise from other Exhibitors. Any audio equipment (i.e., sound system, audio from a video wall, microphones), whether in the booth or as part of a display, may not exceed a sound level of eighty-five (85) decibels.

DIYCON will be sensitive and responsive to complaints registered by spectators, neighboring Exhibitors, or other personnel, and will have appointees to respond to all complaints

The City of Dallas sound ordinance requires outdoor amplified music stop no later than 11 p.m. Monday through Saturday and 10 p.m. on Sunday. The maximum decibel level will be determined by the Fair Park Event Coordinator but is generally 95dB a-level.

EXHIBIT BUILDINGS

No storage of any kind is allowed behind booths or near electrical service.

All exit doors, exit signs, fire hose cabinets, fire extinguishers, standpipes or any other life safety equipment must always be visible and accessible.



All materials used in exhibit construction, decoration or as a temporary cover must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used.

VEHICLES ON DISPLAY/INDOORS

Display vehicles may not enter the building unless they first check in with the Fire Marshal.

No more than 5 gallons or ¼ of a tank of gasoline or diesel fuel is allowed, whichever is less.

Fuel tank openings shall be locked or sealed to prevent escape from vapors.

Batteries must be disconnected. Auxiliary batteries not connected to the engine starting system may be left connected.

The show organizer must keep keys for the vehicle(s) in a central location in case of emergencies for vehicles on display inside facilities.

External chargers or batteries are recommended for demonstration purposes.

Battery charging is only permitted outside buildings.

Combustible materials such as paper, cardboard, etc., must not be stored beneath display vehicles.

Equipment that uses liquefied petroleum gas (LPG) or natural gas as fuel, compressed gas cylinders, including LPG, and all flammable or combustible liquids are prohibited inside the building. Any other exceptions require a permit from the Dallas Fire Department. Overnight storage of LPG, natural gas as fuel, or compressed gas cylinders is prohibited in the building and must be stored outside next to the outer walls.

Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors, which are audible outside the area of the booth. Floor plans must be submitted to the Fire Marshal for approval. A fire watch may be required as determined by the Dallas Fire Department.

OTHER

- Hay and straw used for decoration shall be flame retardant or covered with flame retardant tarpaulin; otherwise, it must be stored and maintained in a manner approved by the Fire Marshal.
- Artificial lighting that uses flames such as candles, lanterns or tea lights is strictly prohibited.
- Sawdust and shavings shall always be maintained flameproof.
- Open flames and burning or smoke-emitting materials shall be used as part of an act, display, or show only under permit from, and with prior approval of the Fire Marshal.
- Combustible shipping containers shall be stored in an area, and in a manner approved by the Fire Marshal.



- Limited crate storage is allowed in the exhibit hall if there is at least 10 feet of space between the show floor and all outer walls. There should also be appropriate cross aisles to allow access to fire exits.
- **AEROSOL CANS** - Aerosol cans used for display purposes MUST BE empty cans. Containers of flammable liquids are prohibited from display or use within the facility.
- Spray painting is not permitted at Fair Park.

HAZARDOUS MATERIAL

All hazardous materials brought into the facility must be labeled and accompanied by the applicable Materials Safety Data Sheet (MSDS); a copy must be provided to the Event Coordinator.

Fair Park sewer lines or drains may not be used to dispose of hazardous waste. The Event is responsible for the handling and removal of hazardous materials used in the operation of the show in accordance with Environmental Protection Agency regulations in effect at the time of the event. Prior arrangements must be made for disposal and must be approved by Fair Park.

Any materials left on the premises after move-out will be disposed of at the expense of the Event.

Examples of hazardous material would include but not be limited to gasoline type products, cooking grease, any type of paint or adhesive.

PYROTECHNICS AND SPECIAL EFFECTS

Pyrotechnics within the general exhibit space presented by exhibiting companies is strictly prohibited by the DFD and Fair Park.

Pyrotechnics for special events (show opening, ribbon cutting, etc.) presented by show management may be permitted with the approval of the DFD and Fair Park. Show management is responsible for providing the DFD with a written plan of operations (pyro, hazers, foggers, etc.) 60 days prior to the scheduled event date.

Please note use of pyrotechnics requires the scheduling of Fire Watch and a permit from Dallas Fire & Rescue.

When written approval of the plan from the DFD is received, please forward the approval and approved plan to the Event Coordinator.

TYPES OF STRUCTURES REQUIRING PERMITS

- Miscellaneous Structures
- Greenhouses
- Trellises
- Gazebos



- Arbors
- Pavilions
- Canopies
- Special Exhibit structures
- Reviewing Stands
- Grandstands/Bleachers
- Observation Stands and Towers Stages and Platforms

*Tents over 399 square feet are permitted through the Dallas Fire Department.

**Special Exhibit structures (used or intended for supporting or sheltering). Note: some temporary structures may require engineered drawings and an additional inspection by an engineer.

TEMPORARY STRUCTURES NOT REQUIRING BUILDING PERMITS STRUCTURES ERECTED FOR LESS THAN 30 DAYS WHICH MEET ALL THE CRITERIA BELOW

- Miscellaneous structures that cover an area of 120 square feet or less, include 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 people.
- Miscellaneous Structures less than 11ft, 10in in height.
- 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
- Stages, platforms, reviewing/observation stands/ towers that are part of conveyance mounted equipment.
- Temporary structure permits must be obtained by a contractor who is registered as a general contractor with the City of Dallas.