

PLAYHOUSE CONSTRUCTION GUIDELINES

In order to ensure safety of visitors and playhouses, these guidelines must be followed.

- **Maximum Height: 8'0", Maximum Width: 7'6", Maximum Length: 8'6"**
- Must be easily lifted by a small forklift (less than 6,000 lbs.)
- Must be designed for outdoor use
- **No sharp edges or unfinished materials**
- Doors must lock during display at NorthPark Center
- No live plants are permitted
- **All openings (windows, etc.) must be securely covered with ¼" Plexiglas**
- No company logos or signage should be on playhouse (display signage will be provided by Dallas CASA)
- Builder is responsible for transporting the playhouse to NorthPark Center. Dallas CASA will transport playhouse to the winner.

Additional information:

MEASUREMENTS

Please account for the roof, overhangs, eaves, porch, planters, chimneys, etc. Playhouse must fit through NorthPark Center doors and must not block merchant signs.

MATERIALS

The playhouses are moved into NorthPark Center by manpower and forklift. Please do not use any heavy materials like stucco, slate, stone or steel.

EXPOSED DANGERS

The playhouses will be viewed and touched by thousands of people, including children, please pay special attention to exposed corners, exposed nails or screws, sharp edges, and/or unfinished materials. It is the responsibility of the builder to add Plexiglas to all openings, and if broken during event, the builder must replace materials.

SIGNAGE

Dallas CASA will provide all signage, conforming to the requirements of NorthPark Center. Please do not attach or alter signage in front of the playhouse.

APPEARANCE

Each playhouse is considered a piece of art by NorthPark Center, their visitors and the winners. Please keep this in mind when choosing a design, painting, and finishing the playhouse. Props and toys inside playhouse enhance the overall look and desirability. Please notify Dallas CASA in advance if playhouse requires electricity.

TRANSPORTATION

Playhouses must be delivered to NorthPark Center on the Tuesday or Wednesday prior to opening day. Dallas CASA will contact you to schedule delivery.



Parade of Playhouses
Dallas CASA. Connecting kids to safe homes.

June 29 – July 15 **NORTHPARK
CENTER**

For additional information,
contact Michelle Mai
MMai@dallascasa.org or 469.547.9456

2018 PARADE OF PLAYHOUSES BUILDER TIMELINE

- May 1 Builder contract form returned to Dallas CASA
- May 1 Company logo submitted (in an EPS Illustrator, vector file format) along with any required logos/recognition listing by your playhouse partners
- May 31 Playhouse drawings and dimensions submitted to Dallas CASA for approval by NorthPark Center
- June 15 Dallas CASA to schedule a final date and time for playhouse delivery.
- June 26/27 Builder to deliver playhouse to NorthPark on scheduled day and time. No unscheduled playhouse deliveries will be accepted.
- June 29 – July 15 Playhouses will be displayed in NorthPark Center.
- July 12 The Closing party at Design Within Reach in NorthPark Center to thank builders and sponsors. Builders, designers, and sponsors will receive guest invitations.
- July 15 Playhouse Drawing, 4 p.m. at NorthPark Center



June 29 – July 15 **NORTHPARK CENTER**

For additional information,
contact Michelle Mai
MMai@dallascasa.org or 469.547.9456

2018 PARADE OF PLAYHOUSES BUILDER CONTRACT

PLEASE TYPE OR PRINT

I/We, _____ (Individual/Company Name), will participate in the 2018 Parade of Playhouses benefiting Dallas CASA. I/we also agree to adhere to the guidelines and timetable as outlined in the attached sheet. I/We will:

- Provide a completed playhouse, including all design, materials and labor (all designs must be approved by Dallas CASA in writing prior to acceptance and/or recognition in print materials).
- Deliver playhouse to NorthPark Center between **7 a.m. – 12 p.m. June 26 or 27**

Name (as it should appear in recognition materials. Please include capitals and punctuation)

Contact Name

Phone

Email

Address

City, State

Zip

Preferred method of contact: Phone Email

NOTE: Because of NorthPark Center requirements, weight, dimension and material guidelines will be strictly enforced. Playhouses will be reviewed NorthPark and may not be permitted if requirements are not met.

Authorized Signature of Builder: _____ Date: _____

PLEASE SEND TO DALLAS CASA:

Email to MMai@dallascasa.org; Mail to 2757 Swiss Ave., Dallas TX 75204 with attention "POP"

For questions, contact Michelle Mai, MMai@dallascasa.org or 469.547.9456