



2021 PLAYHOUSE CONSTRUCTION GUIDELINES

Due to NorthPark Center's COVID-19 health policies and precautions, the playhouses will be displayed virtually. This is subject to change by NorthPark Center, so these guidelines address both scenarios.

To ensure the safety of visitors and care of playhouses, these guidelines must be followed:

- **Maximum dimensions: Height 8'0", Width: 7'6", Length: 8'6"**
- **All openings (windows, doors, climbing walls, play areas, etc.) must be securely covered with ¼" wide and 6' tall Plexiglas.**
- **All access to playhouse should be closed and doors must lock for display at NorthPark. Children are not permitted to play on or in the playhouse.**
- **No sharp edges or unfinished plywood or materials.**
- Must be easily lifted by a small forklift (less than 6,000 lbs).
- Must be designed for outdoor use.
- Doors must lock for display at NorthPark Center.
- No live or artificial plants are permitted at NorthPark Center.
- No company logos or signage permitted on playhouse (event signage will be provided for display at NorthPark).
- Builder is responsible for transporting the playhouse to NorthPark Center or keeping the playhouse at the build location until July 27. Dallas CASA will transport the playhouse to the winner.

Additional information:

MEASUREMENTS

Please include the roof, overhangs, eaves, porches, planters, chimneys, etc. in maximum measurement. 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.



NORTHPARK CENTER

For additional information,
contact Michelle Mai
MMai@dallascasa.org or 512.917.0300

2021 PARADE OF PLAYHOUSES BUILDER TIMELINE

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- April 30 Builder contract form returned to Dallas CASA

Company logo submitted (in an EPS Illustrator, vector file format) along with any required logos/recognition listings for your playhouse partners
- May 14 Playhouse drawings and dimensions submitted to Dallas CASA for approval by NorthPark Center. Building should begin!
- June 29 Playhouse build complete
- June 30 & July 1 Professional videographer and photographer film playhouses at build site to display and purchases raffle tickets on the Dallas CASA website
- July 9 – 25 Parade of Playhouses raffle ticket sales are live!
- July 25 Playhouse Drawing, 4 p.m., all winners will be contacted the night of July 25
- July 27-29 Playhouses picked up from build location and delivered to winners



2021 PARADE OF PLAYHOUSES BUILDER AGREEMENT

PLEASE TYPE OR PRINT

I/We, _____ (Individual/Company Name), will participate in the 2021 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).
- If playhouses are displayed at NorthPark, deliver playhouse to NorthPark Center on July 7, 7 a.m. – 12 p.m.
- If playhouses are displayed virtually, complete playhouse by June 29. Keep the playhouse at the build site until July 27.

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

 Contact Name Phone Email

 Address City, State Zip

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

 Contact Name Phone Email

 Address City, State Zip

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

Authorized Signature of Builder: _____ Date: _____

PLEASE SUBMIT to MMai@dallascasa.org