



Holiday Decoration Policy

1. Scope and Purpose

This policy describes holiday decorations allowed at City of Dallas Aviation facilities and to ensure compliance with applicable fire and life safety codes, minimize related safety risks and observe the general aesthetic goals for a clean and efficient airport facility set by the Department of Aviation.

2. Definitions:

“Decorations”: Decorations are materials applied over interior finishes including flags, banners, ornaments, lights, hanging lights, streamers and other surface coverings including batting, cloth, foam plastics and tabletop decorations that are temporarily added to any part of the Aviation facility.

3. The approved Holidays are:

- a. Winter Holiday – (Last weekend in November – January 7)
- b. Valentine’s Day
- c. St. Patrick’s Day
- d. Memorial Day
- e. Fourth of July
- f. Labor Day
- g. Halloween
- h. Thanksgiving

4. All holiday decorations must be approved by the Department of Aviation through the Decoration Permit Application; additional holidays may be requested through the application.

5. Holiday decorations will only be allowed five (5) days prior to and shall be removed within two (2) days after the holiday, except for the winter holiday.

6. Holiday displays

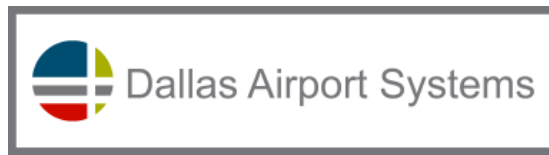
- a. Holiday displays shall be limited to tenant leasehold space and are prohibited in the common use areas unless approved by the Department of Aviation.
- b. Holiday displays are allowed following specific criteria and for limited durations. The Department of Aviation reserves the right to require the removal of holiday decoration at any time, at its sole discretion.

7. Dallas Love Field public view locations are defined as:

- a. Ticket Hall and Counters
- b. Baggage Claim Hall and Baggage Service Office
- c. Concourse
- d. Gate Hold Areas

8. Dallas Love Field non- public view locations are defined as:

- a. Lower Level Offices
- b. Back Offices of Ticket Hall
- c. Office Tower



9. Decorations placement:

- a. Decoration is limited to check-in desk counter-tops and 20% of a wall area in the Ticket Lobby and hung from the canopy above the counter tops.
- b. Holiday displays are not allowed along the front surface of check-in counters, against ticket lobby windows or gate lounge windows.
- c. Decoration and displays shall not obstruct equipment, fire extinguishers, doors, corridors, stairs, landings, hallways or spaces providing normal egress.
- d. No displays shall block passenger visibility, sight lines, or circulation pathways.
- e. Decorations must not be placed within 18 inches from the bottom of fire sprinkler deflectors.
- f. Non-public locations are less restrictive but still require approval. Removable adhesive strips are required, no tape. Adhesive strips should not be visible. Any damages to the facility will be charged to the tenant.

10. Allowed decorations:

- a. Tenants shall use a consistent theme for unity within their space.
- b. Tenants erecting decorations must be responsible for the location, maintenance and removal of any decorations and are responsible for cleaning up litter caused by their displays.
- c. All Decoration shall be of professional quality. This includes items that are torn, faded or worn out.
- d. Decorations must be flame retardant.

11. Prohibited decorations:

- a. Balloons, confetti, artificial snow, cotton batting, cotton balls and other similar decorations.
- b. Natural greenery and live plants including hay, cornstalks and leaves.
- c. Weapons or toy replicas.
- d. Wrapped packages including empty boxes.
- e. Sources of ignition (e.g., candles, yule logs, incense) and sources of open flame.

12. Electrical decorations:

- a. Only miniature lights (rated, UL-Listed) may be used during the holiday season.
- b. Lights may be placed near the ceiling but must not impede flow from, block, or hang on sprinkler heads or sprinkler piping.
- c. If hanging lighting is used, cords shall be plugged into soffit (if available) or the cords masked to minimize their appearance.
- d. All lights and electrical devices should be disconnected during non-business hours or when unattended.
- e. Extension cords must not be exposed to traffic or passing through doorways.
- f. Lights with frayed cords, loose or cracked wires, sockets or connections are prohibited.
- g. Changing existing lights or placing materials over lights is prohibited.
- h. All electrical cords that are strung across the floor must have trip and fall protection.

13. Decoration permit must be submitted **two weeks prior to the holiday decoration placement.**

14. Approval for holiday decorations will be approved or denied within **seven (7) business days.**