



DALLAS
MARKET
CENTER

DALLAS MARKET CENTER'S

ARCHLIGHT SUMMIT



SEPTEMBER 19-20, 2023



Please list the first and last name of all members of your firm who will be attending the show and require a badge. The completed form may be emailed to tempexhibbadge@dallasmarketcenter.com or presented to the registration desk.

Exhibitor badges must be worn at all times.

NOTE: DMC does not mail badges in advance. Exhibitors must pick up onsite.
Photo ID required.

PLEASE TYPE OR PRINT CLEARLY

Badge Types: _____ EXHIBITOR: _____

Show Name: **ArchLight Summit**

Market Dates: **SEPT 19-20, 2023**

Booth/Room Number: _____ Phone: _____

Company Name: _____

Contact Name: _____

RETURN COMPLETED FORM TO: wtrcregistration@dallasmarketcenter.com | FX 214.879.8333

Dallas ArchLight Summit | 2100 Stemmons Freeway, MS 300 | Dallas, Texas 75207

Please use this Checklist as tool to manage your timeline with specific tasks and deadlines for a successful show and save money!

DEADLINE	SERVICE	RETURN TO	✓
ASAP	50% Deposit Due with Request for Exhibit Application	Complete online Request for Exhibit Space link	
ASAP	Review Confirmation E-mail and Online GES Espresso Exhibitor Kit	Access your Online GES Espresso Kit HERE	
ASAP	Hotel & Travel Reservations	BOOK HERE	
Ongoing	Wi-Fi is included. Questions with respect to upgrades and privacy, please contact DMC IT	tenanthd@dallasmarketcenter.com	
Ongoing	Advertising/Sponsorship Opportunities	cfosterwarthen@dallasmarketcenter.com	
Ongoing	Update your Online Directory Listings Buyers List	cfosterwarthen@dallasmarketcenter.com	
August 21st	EAC Forms/Proof of Insurance Due	DMC/GES Forms	
June 21st	Final Payment Due	awilliams@dallasmarketcenter.com	
August 21st	Request for Exhibitor Badges	Register HERE	
September 1st	Catering Alcohol	More Info HERE	
September 1st	Complimentary Booth Package Deadline	Order Booth Package HERE	
September 1st	GES Electrical Discount Deadline	Order HERE	
September 1st	GES Graphics Discount Deadline	Order HERE	
September 1st	GES Addtl. Furnishings Discount Deadline	Order HERE	
September 1st	GES Carpet Discount Deadline	Order HERE	
August 15th	First Day of Advance Shipping	More Info HERE	
September 13th	Last Day of Advance Shipping	More Info HERE	
September 18th	Exhibitor Move-In, 8am – 6pm	More Info HERE	
September 18th	Direct Delivery Shipping Dates	More Info HERE	
September 19th	Show Starts, 8am-6pm	More Info HERE	
September 20th	Show Ends 3pm	More Info HERE	
September 20th	Exhibitor Move-Out, 3pm – 10pm	More Info HERE	

The following regulations are part of the Exhibitor Lease Agreement and the provisions of both will be in effect. All matters and questions not covered by these regulations are subject to the discretion of Show Management and may be amended at any time to accommodate the best interest of the show.

Alcohol Hosting

If you wish to serve alcohol in your booth during Market, you must purchase ALL wine, beer & spirits through LEVY, the holder of the liquor license for our campus. Standard pricing will apply. For more information, contact LEVY at 214-749-5493. Outside alcoholic beverages are not permitted on the show floor. No person under 21 shall be served alcoholic beverages. Show management reserves the right to refuse alcoholic beverage service to anyone for any reason.

American with Disabilities

All exhibiting companies must comply with the Americans with disabilities Act (ADA) and are encouraged to be sensitive and as reasonably accommodating to attendees with disabilities. Information regarding ADA compliance is available from the US Department of Justice ADA information Line (800) 514-0301 and at www.ada.gov.

Animals

Animals and pets are not permitted (with exception of those assisting the handicap) in the building. Proof of certification is required upon request.

Announcements

Announcements are made for lost children or elderly. Lost and found is located at Protective Services on the 1st floor of the World Trade Center, just beyond the loading dock.

Balloons

Helium balloons are not allowed inside the building(s) and may not be distributed inside the building(s). All non-helium balloon installations may not exceed the confines of your booth and must fall under the 8ft height restriction.

Badges/Access

All exhibitors must obtain a badge to access to the Dallas Market Center. Exhibitors should utilize the Exhibitor Badge Request form located on the GES Online Exhibitor portal. Onsite Exhibitor Registration is located on the 1st floor lobbies of the World Trade Center, Trade Mart, The Interior Home + Design Center, and Market Hall. Badges must always be visible. Exhibitor personnel are allowed to access the Show Floor at 7:30AM each exhibit day. Show Management must approve all requests for early or late entry/stay on the show floor outside of published hours. EXHIBITORS ARE PROHIBITED FROM BRINGING IN ANY UNAUTHORIZED PERSONNEL OR CONTRACTORS FOR BOOTH SET-UP AND DISMANTLING PURPOSES DUE TO LIABILITY AND SECURITY CONSIDERATIONS.

Behavior

All exhibitors, workers, managers, and staff are prohibited from the use or possession of alcohol or drugs, guns or other weapons, abusive language, or sexual harassment.

Booth Height Restrictions

Booths are not to exceed (8) feet in height. Antiques Booth height restriction is 9ft. Please contact DMC Trade Show Operations for any special considerations at snorris@dallasmarketcenter.com.

Catering - Food and Beverage

Levy is DMC exclusive catering partner. All on site catering, food and alcoholic beverage service must be ordered through Levy. Levy holds the liquor license at the Dallas Market Center and must serve any alcohol distributed out of booth space.

For catering and bartender pricing please contact Michael Como at (214) 749- 5493 or mcomo@levyrestaurants.com.

Clean Floor Policy

Please be mindful of clear aisles when unpacking/ packing your product samples within your contracted booth space. Once you've emptied your crates and boxes, please label your empties with the official empty sticker provided by GES and place in the aisle for GES pick up. All empties should be ready for pick up by 6pm the last day of move in to ensure time for us to clear the floor and clean for show opening. Failure to meet these deadlines could result in a \$200.00 penalty. Any empties placed out in the aisle the morning of the show open or found hidden behind booths will be fined \$500.00.

Décor/Graphics installation

- Decorations, signs, posters, etc., may not be taped, nailed, tacked, or otherwise fastened to building elements such as ceilings, painted surfaces, columns, marble or fabric and decorative walls. Damage to these areas will result in fines. Please use command strips or non-adhesive applications such as zip ties, s-hooks are clips on GEM hard walls that do not leave a residue.
- Product information, adhesive backed decals and stickers may not be distributed outside the confines of your contracted booth space.
- Permanent planters and furniture in public areas may not be removed or repositioned.

Dismantle

Early move-out is strictly prohibited and a violation of your lease agreement. Failure to comply will result in penalties and future booth relocation. Please contact DMC Trade Show Operations at snorris@dallasmarketcenter.com or 214-749-5443 for any unforeseen circumstances.

Electrical

Electricity is included in your booth package.

Exhibitor Conduct

Please be courteous to your fellow neighbors and exhibitors.

- All exhibits MUST be contained within the exhibitor's contracted booth space. Failure to comply is a violation of your lease agreement and must take immediate action.
- Exhibitors are not allowed to sell or promote outside products outside the confines of their booth space and should not approach buyers in the aisles.
- Exhibitors are not allowed to enter the exhibit space of another exhibitor without permission and at no time may anyone enter an exhibit space that is not staffed.
- Exhibitors are prohibited from taking photographs, filming, or taping the exhibit or product of another exhibitor. Violators will be required to immediately relinquish the film, tape, or cell phone to show management.

Exhibitor/ Booth Listings

While every effort will be made to ensure accurate booth listings, show management cannot be held responsible for inaccurate exhibitor listings and/or other errors/omissions made in the Dallas Market Center's Market Guide, SPARK, website, app, or exhibitor listings. Compensation will not be granted in the event of an inaccurate listing. To confirm your listing information please visit your online directory profile at www.Dallasmarketcenter.com.

Exclusive Contractors

DMC Official Contractors are specific vendors contracted to manage trade show operations for DMC Markets on your behalf to ensure smooth installation, dismantling and operations during the exhibition.

Exhibitors are encouraged utilize required services and labor from these Official Contractors:

Booth Equipment/ Freight – Global Experience Specialists, Inc. (GES)

Electrical Service – Global Experience Specialists, Inc. (GES)

Catering/Alcohol – Levy

Mannequins, apparel racks or any other specialty **display equipment** can be rented through American Showroom Concepts (214.631.1737) or Habitat Decorating (214.879.8144).

Fire Regulations/ Fire Marshall Considerations

- Exhibitors must comply with all governmental mandated fire rules and regulations.
- No gasoline, kerosene, diesel fuel or other flammable liquids may be stored, permanently or temporarily, in hazardous work areas.
- Exit doors may not be blocked with freight, equipment, display materials, etc. Escalators and passenger elevators are for the use by the general public and may not be blocked and or used to transport equipment or freight.
- Clear access is to be maintained to exhibit hall concession stands and restrooms.
- Utility panels and switchgear, hose cabinets and standpipes located in exhibit hall columns and around perimeter walls must always remain accessible.

Firearms

Carrying a firearm on the premises of the Dallas Market Center is STRICTLY PROHIBITED.

First Aid/ Emergencies

In an extreme emergency, call 911 first and then call 214-655-6166. General first aid may be obtained from Protective Services located on the first floor of the World Trade Center, Suite 113.

Food Sampling

It is the responsibility of each exhibitor to obtain a food permit and abide by the rules and requirements of the local Consumer Health Division of Dallas County when sampling any type of food, beverage, or product for consumption. Please refer to the Open Sampling section of the Exhibitor Service kit to obtain Temporary Food Permit documents and review regulations.

Freight/ Drayage

GES is the official designated freight handling company for the World Trade Center, Trade Mart and Market Hall. GES has full control over freight movement, freight docks and elevators for Trade show freight. Ship early to avoid problems and potential delays that will cost you money. Shipments must be sent with freight charges PREPAID. COD shipments will not be accepted and turned away. Loose, unpalletized, or improperly packaged materials will not be accepted.

Hazardous Work Areas

During move-in and move-out, exhibit halls and loading dock areas are considered HAZARDOUS WORK AREAS. Safety is the primary concern in hazardous work areas. Only authorized contractors and exhibitors carrying insurance liability coverage should be present on the show floor. No animals.

Illegal Substances

Use or possession of illegal or controlled substances of any kind is prohibited. Violators will be prosecuted.

Insurance/ Liability

The Dallas Market Center does not provide insurance to cover exhibitor activities at the Dallas Market Center and their contractors assume no liability or responsibility for loss by any exhibitor by theft, fire, breakage, or any other reason.

Exhibiting companies are required to carry insurance policies, at their own expense, covering liability insurance, property insurance and worker's compensation expense and must comply with state laws.

Coverage should include also include transportation of freight, booth display materials, and include the full duration of the show from Move-in to Move-out.

Coverage may be obtained by adding a rider to your current policy. If you need assistance acquiring exhibitor insurance, please connect with Rainprotection, our official show insurance provider at 800-528-7975 or sales@rainprotection.net.

Internet/Wi-Fi Services

Secure Wi-Fi is available in Temp trade show floors.

Network and password information will be distributed at market. If exhibitors encounter issues connecting to Wi-Fi, please contact the Tenant Connectivity Help Desk at 214.760.2826 or tenanthd@dallasmarketcenter.com.

DMC cautions against entering credit card info by hand using a keyboard, touchpad, or unencrypted card reader vs being swiped/inserted with a secure credit card reader/machine. For security purposes, it is suggested that exhibitors use a point of sale (POS) system approved by a bank or processor to physically scan and encrypt the credit card transaction.

Late Installation

If installation of any crated exhibit has not started by 4:00PM on the last day of move-in and no arrangements for set-up have been made, then Show Management may erect the exhibit and the Exhibitor will be billed and must agree to pay for all charges incurred. Show Management shall not be liable for damages that may occur during this exhibit set-up. In the event Show Management arranges to erect exhibit, payment of services must be paid in full before freight can be removed from the show.

Lost and Found

Lost and found is in the Protective Services office located on the first floor of the World Trade Center, Suite 113 or call 214-655-6166.

Music, Audio-Demonstrations, Noise

If your product(s) and/or product demonstration produces sound that may be disruptive to neighboring exhibitors, we ask that you be always mindful of volume. Should Show Management receive complaint(s) regarding the

noise level coming from your booth, you will be required to lower the volume and possibly eliminate the activity all together.

Music Licensing

It is the responsibility of exhibitor to pay all royalties, license fees, or other charges due to any person or entity for any music or other entertainment played within the exhibitor's contracted space. Exhibitors must obtain music performance rights licenses through ASCAP and or BMI (and any other necessary performing rights associations) if exhibitor intends to use copyrighted music.

The performance or use of live or mechanically-produced music that is under copyright of another organization, such as the American Society of Composers, Authors and Publishers, (collectively "Organizations") is strictly prohibited, unless you can provide us written evidence either (a) that any required licensing fees have been previously paid to the appropriate Organizations to cover the period of the Show; (b) that you have express permission from the copyright owner to perform the music at the Show; or (c) that you, in fact, are the owner of the copyright. This may be accomplished by providing us with a copy of an agreement with the appropriate Organizations with respect to such licensing fees, a copy of an agreement with the copyright owner granting you permission to perform such music, or written representation that you are the copyright owner of the music to be used. You should note that express permission from the copyright owner relating to reproduction and/or distribution rights, does not include performance rights; hence the copyright authorization that you provide us must specifically reference performance rights. Moreover, U.S. copyright laws contain no exemption allowing you to perform such music at a trade show for purposes of promoting sales of that music. Exhibitor must provide the above-mentioned requested evidence prior to the Show.

Open Flame Policy

Open flames, propane or other bottled gas are not allowed in DMC buildings except those approved by the Fire Marshal of Dallas Fire Department. Please see the Open Flame Fire Permit located in the exhibitor Service kit for consideration. Fees apply.

Parking

Exhibitors are encouraged to park in lots near 2300 Stemmons leaving spaces closer to the World Trade Center and Trade Mart for retailers. For your convenience, the west end of Parking Lot C is designated as the lot to be used by motor homes and other large vehicles while parked on the Dallas Market Center property. DMC shuttles transport exhibitors and staff between campus buildings and contracted hotels at no charge. **NO PARKING IS ALLOWED ON THE DOCKS** except for unloading/loading. No parking is allowed in fire lanes, loading areas or any other location posted "NO PARKING". This policy is strictly enforced. Unauthorized vehicles will be removed at owner's expense.

Personnel

Booths must be staffed the full duration of the show.

Phone Numbers

Dallas Market Center office telephones are reserved exclusively for DMC business. Dallas Market Center numbers may not be published as an official show or convention number.

Photography/ Videography

Exhibitors may take photos or videos of its own display; however, exhibitors are not permitted to directly take pictures of any other display or instruct others to take pictures without permission of the exhibitor.

Product Display

No Exhibitor shall display any product which infringes upon another exhibitor's booth space or the registered trademark, copyright, or patent of another company as been determined by a court of competent jurisdiction.

Rigging/Hanging

All items to be suspended from exhibit hall ceilings, including signs, displays, light and sound equipment, etc., must be approved in advance by Show Management and installed by GES or approved EAC. Rigging of cable and other hanging devices on or near ceiling electrical buss ducts and conduits is strictly prohibited. Any approved ceiling equipment, material and rigging must be removed immediately upon close of the show.

Security

Although show management provides a level of protection, exhibitors and their staff are responsible for securing their personal valuables, booth fixtures, and product samples. Uniformed security will be on duty from the beginning of move-in through the completion of move-out; however, Show Management cannot accept responsibility for loss or damage. Exhibitors are expected to carry liability insurance coverage for exhibit materials and valuables.

Protective Services' office is located at WTC, Suite 113. To report an emergency, please call 214-655- 6166.

Signage

All signage must be professionally prepared and properly finished. Handwritten or non-professional signs are not allowed on the show floor and will be removed at the discretion of Show Management. Pop-up signs and signs promoting pricing are strongly discouraged. Any means of attachment must be nondestructive to the structure. Dallas Market Center permanent graphics, signs or displays may not be visibly blocked in any manner, covered with temporary signs, or repositioned. No drilling of the structure is allowed without specific

Smoking

Smoking is not permitted in any part of the building. Designated smoking areas are located outside the building.

Solicitation

Only officially contracted exhibitors are permitted to promote their products, services, or company at the Market. All company promotion and sampling must occur within the confines of the contracted booth space. This includes approaching buyers in neighboring booths to sell product or leaving and/or distributing product information in public space or bathrooms. Exhibitors violating this policy could jeopardize future booth location or complete show removal forfeiting all booth fees.

Space Abandonment

All exhibitors should occupy their booth space by 4:00PM on the last day of move-in. Failure to show could result in resale or reassignment of booth space by Show Management without obligation of refund.

Subletting Space

Exhibitors shall not assign, sublet, subcontract, or apportion the whole any part of the space contracted and may not share exhibit space or allow representatives, equipment signs or printed materials from other than its own firm without the prior written consent of Show Management.

Temporary Help

Exhibitors requiring assistance at market may post job positions via their online listing or contact A+ Student Staffing at 214.357.9500.

Vehicles on Show Floor

Any vehicles on the show floor must be approved by show management and could result in vehicle spotting fees.

Events or circumstances not covered in the EXHIBITOR INFORMATION & GENERAL POLICIES may be subject to the consideration and stipulations, as deemed appropriate, of Dallas Market Center Show Management.


**PLEASE REPORT ANY VIOLATIONS OF THE ABOVE TO SHOW MANAGEMENT IMMEDIATELY.
SHOW MANAGEMENT HAS THE RIGHT TO REMOVE ANYONE FROM THE SHOW FOR ANY REASON.**

ARCHLIGHT SUMMIT
SEPTEMBER 19-20, 2023

DMC CONTACTS

DMC Trade Show Operations, Booth Approvals, Customer Service, Freight, Shipping	Stephanie Norris	214.749.5443	snorris@dallasmarketcenter.com
Sales Admin Storage	Ruthie Tezeno	214.655.6110	rtezeno@dallasmarketcenter.com
EAC – Exhibitor Appointed Contractors	Suzanne Gregory	214.749.5441	sgregory@dallasmarketcenter.com
Booth Payment Accounting	Cindy Foster-Warthen		cfosterwarthen@dallasmarketcenter.com
Online Exhibitor Listings Buyer Lists	Cindy Foster-Warthen		cfosterwarthen@dallasmarketcenter.com
Wi-Fi Internet	Tenant Help Desk	214.760.2826	tenanthd@dallasmarketcenter.com
Visual Displays	Marquisha Berry	214.746.3651	mberry@dallasmarketcenter.com
Advertising Sponsorship Opportunities	Cindy Foster-Warthen		cfosterwarthen@dallasmarketcenter.com
Registration Badges	DMC Registration	214.655.6131	tempexhibbadge@dallasmarketcenter.com
Hotel Accommodations	Connections Housing	214.744.7444	dmctravel@connectionshousing.com

OFFICIAL DMC VENDORS

Exhibitor Services Booth Package Ordering Electrical, Lighting, Furnishings & Décor, Logistics, Graphics	GES (Global Experience Specialists)	855.384.3965	ges_dmcevents@ges.com
EAC - Exhibitor Appointed Contractor	GES (Global Experience Specialists)	855.384.3965	ges_dmcevents@ges.com
Exhibitor Insurance	Rainprotection	800.528.7975	sales@rainprotection.net
Lead Retrieval	BadgeScan		IDscan.net Visit App Store 
Catering, Alcohol	Levy Restaurants	214.749.5493	mcomo@levyrestaurants.com

SEPTEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
17	18 MOVE-IN HOURS: 8AM - 6PM	19 SHOW HOURS: 9AM - 6PM	20 9AM - 3PM	21	22	23
24	25	26	27	28	29	30

MOVE-OUT HOURS:
3PM-10PM

SHIPPING

MAXIMUM FREIGHT DIMENSIONS

- » 9'2" Wide X 7' Height X 12'4" Length
- » Double Doors on dock landings 7' X 5'3"

ADVANCE SHIPPING DATES – August 15 - September 15, 2023

FREIGHT RECEIVING

Monday – Friday, 8:00am – 4:00pm.

Closed 12:00pm – 12:30pm and Holidays.

Carriers must check-in by 2:30pm to avoid overtime rates.

Please note: Holidays being observed – September 4th, 2023.

DRAYAGE FEES

Drayage fees apply. See Drayage/Material section of kit for pricing.

All GES labor services provided on weekends or after 4:30pm on weekdays will be billed overtime rates.

NOTE: GES is the only official transportation company affiliated with DMC.

ADVANCE SHIPPING ADDRESS

Exhibitor Name & Booth Number
Hold For: ArchLIGHT Summit
c/o Global Experience Specialists
World Trade Center, Dock 2
2050 Stemmons Freeway
Dallas, TX 75207

DIRECT TO SHOWSITE

SHIPPING ADDRESS

Exhibitor Name & Booth Number
Hold For: ArchLIGHT Summit
c/o Global Experience Specialists
World Trade Center, Dock 2
2050 Stemmons Freeway
Dallas, TX 75207

**DIRECT-TO-SHOWSITE
SHIPPING DATE**
SEPT 18, 2023

MOVE-IN DETAILS

SELF MOVE-IN

Exhibitors are permitted to drive up to the loading dock to unload their vehicles and utilize their carts and deliver items to their booth without any assistance or fees.

- » Vehicles cannot be left unattended at the dock loading zone.
- » Buyers are not allowed to the floor during move-out hours.
- » Pallet jacks or any other mechanically operated equipment are strictly prohibited.

CARTS

Carts are available for check out at the DMC loading dock but are not guaranteed. Feel free to bring your own to avoid delays.

TEMPORARY BADGES

For Load-in – Exhibitors may obtain a temporary pass at the loading dock security desk while moving in at the loading dock to access the building. Once inside the building, please go to any lobby registration desk to obtain your official show badge. Photo ID required.

CARTLOAD SERVICE

for Small Privately Owned Vehicles (POV)

GES offers cartload service assistance for small passenger vehicles that need assistance in moving small loads for a nominal fee. A cartload is considered 8 pieces or less and must weigh less than 200lbs. GES will unload your vehicle and deliver everything to your booth while you park and retrieve badges. This includes reloading your booth contents after the show.

EMPTY STORAGE

If you have boxes or freight that needs to be stored during Market you must label with an “EMPTY STICKER” located at the GES Service Desk. Labels are color-coated by areas so please make sure you grab the proper color. Once labeled, the boxes or freight will be stored away and returned at the close of Market. Exhibitors will not have access to empties until after the show. Empties are not allowed to be stored behind booths. Please allow 3-4 hours to empty returns when planning outbound travel.

CLEAN FLOOR POLICY

To ensure a clean and on time show opening, it is important that all empties are placed out in the aisles by 6:00pm Monday, September 18th, for GES to pick up. Failure to comply will result in a \$200.00 penalty. On the morning of the show any empties placed out in the aisle or storage hidden behind booths will be fined \$500.00. Please contact show management at 214-749-5441 if you're running late and require special consideration.



MOVE-OUT DETAILS

Breakdown begins at 3:00pm. Early move-out is a breach of contract and is strictly prohibited, resulting in penalties.

EMPTY RETURNS

- » Empty returns begin at 3:00pm.
- » Please allow 1-2 hours for empty returns when planning outbound travel. Pallets can be requested at close of the show through the GES Service Desk but are not guaranteed.

STORAGE BETWEEN MARKETS

Exhibitors have the opportunity to store fixtures between shows at no charge with a contract for exhibit space submission and booth deposit for the next show. Storage agreements are available onsite, at the show office, and should be submitted with your show contract.

OUTBOUND SHIPPING

SMALL PACKAGES & FREIGHT CARRIERS – (BILL OF LADING) BOL

Once empties are returned and you've packed up completely and applied shipping labels to boxes and freight, all exhibitors are required to leave a BOL with GES desk prior to departure. Whether you're moving fixtures into storage, shipping with a small package carrier or freight company a BOL must be submitted to GES to track and ensure that your package arrives to their next destination. All packages should remain in the booth awaiting pick-up and must be labeled to avoid being mistaken for trash. A GES BOL will be texted or emailed towards the end of the show. All GES invoices must be settled before submitting the BOL.

Exhibitors may utilize UPS or FedEx, both located on the first floor of the World Trade Center or a freight

carrier of their choice. UPS and FedEx are closed on the weekend, during move-out, so please obtain any packing supplies before the weekend.

USPS DOES NOT DELIVER to THE DALLAS MARKET CENTER DOCK.

FREIGHT CARRIER CHECK-IN- All freight carriers must be checked in by 3:00pm Wednesday September 20th, or by 9:00am on Thursday September 21st, 2023, to avoid overtime rates.

SELF MOVE-OUT

Exhibitors are permitted to pack and remove items from their booth without assistance or fees.

- » Vehicles must not be left unattended at the loading dock zone.
- » Buyers are not allowed on the floor during move-out hours. Please arrange any pick-ups at the loading dock.
- » Pallet jacks or any other mechanically operated equipment are strictly prohibited.

PRIVATELY OWNED VEHICLES (POV)

Once your booth is packed and ready to load, please submit you BOL (Bill of Lading) to GES upon your departure. GES offers assistance removing and loading your materials into you POV vehicle. SEE Drayage/ Material section of kit for pricing.

CARTS

Carts are not allowed on the show floor until 3:00pm. Booths must be completely packed to check out outbound carts. There is a limited quantity of carts available for check-out with DMC Dock Services. Personal carts or racks are highly encouraged to avoid delays.

Please provide the names and contact information of the primary individual who will be staffing your booth on-site. This information will allow us to contact your representative after show hours in the event of an emergency. This information will be kept confidential.

Company Name: _____

On-Site Contact Person: _____

Cell Phone Number: _____

Home Number (If Local): _____

Hotel Name: _____

Hotel Telephone Number: _____

RETURN THIS FORM TO:

Dallas ArchLight Summit
2100 Stemmons Freeway, MS 300
Dallas, TX 75207

tempforms@dallasmarketcenter.com
fax: 214.760.2855



GES Installation/Dismantle Labor

Dallas ArchLight Summit have appointed Global Experience Specialists (GES) as the official labor contractor. Exhibitors are urged to determine labor requirements before move-in so that GES may ensure enough qualified craftsmen necessary to install and dismantle the Exhibition are available. If you need labor assistance, please use the Installation & Dismantle Order Form provided the Labor Section of the Exhibitor Kit.

Exhibiting Company Personnel

Full-time employees of exhibiting companies may erect and dismantle their own displays. They must be prepared to provide a company ID/proof and obtain a Dallas ArchLight Summit badge or work permit. Exhibitor personnel who have appropriate badges will be allowed to work in the exhibition areas during move-in, show days, and move-out of the Dallas ArchLight Summit.

Exhibitor Appointed Contractor (EAC)

An EAC is any company or individual, other than GES the designated or company employee that provide a service or performing work in your booth and need access to your exhibit any time during installation, dismantling or show dates. Includes: display installation and tear down, advertising agencies, models, florists, photographers, film crew, computer firms, audio visual, movers, etc. You, the exhibiting company, are responsible for advising Show Management of the names, addresses, and contact persons for these EACs by submitting an EAC Application included below. In addition, we require that all EAC's provide a certificate of insurance with submission. For these requirements, **please contact Suzanne Gregory** at sgregory@dallasmarketcenter.com or at 214-749-5441.

If you plan to utilize workers other than company employees or GES to perform any work in your booth, they are considered Exhibitor Appointed Contractors or EAC's. All EAC's must register with the Dallas Market Center & GES for approval. You must submit this application, a copy of your current certificate of insurance, and pay the non-refundable registration fee of \$350.00. Please complete and return the EAC Application with a check (payable to Dallas Market Center) and the insurance certificate **by THURSDAY, AUGUST 21st, 2023**. Please also refer to the required GES EAC forms located in the Exhibitor Kit for further Rules and Regulations.

Failure to meet the above steps will jeopardize the EAC's ability to obtain work authorization from Show Management. The exhibiting company is responsible for the actions of its appointed non-official contractor(s) or any violations or damages that may occur.

We propose to use the EAC named below in connection with our exhibit at the Dallas ArchLight Summit. We understand and agree that our appointed EAC will abide by all policies rules and regulations including those outlined in the Exhibitor Appointed Contractor Instructions and the Show Rules and Regulations.

COMPLETE FORM ON NEXT PAGE 

EXHIBITOR-APPOINTED CONTRACTOR INFORMATION:

Please complete all information requested.

Contractor Name: _____

Contact Person: _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Services to be performed: _____

EXHIBITOR INFORMATION:

Contractor Name: _____

Contact Person: _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Companies or persons other than the official contractor for the show, who intend to perform any services for an exhibitor at the Show and are approved by Show Management agree to comply with all Exhibitor Appointed Contractor Rules and Regulations.

Exhibitor Signature: _____