

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.