



## EXHIBITOR KIT **ARCHLIGHT SUMMIT**

TRADE MART GRAND PAVILION  
SEPTEMBER 15 - 16, 2022

# ArchLIGHT Summit

## MARKET OVERVIEW

Dear Exhibitor,

We are excited to have you exhibit at the September 2022 ArchLIGHT Summit and our team is ready to help you prepare for the show!

THIS EXHIBITOR KIT includes market details and important forms. Review the information and pay attention to deadline dates and forms to return, particularly those that are required:

- Badge Form
- Show Site Contact Form
- Complimentary Booth Package - EXHIBITORS MUST REQUEST THIS ON THE GES ORDERING SITE.
- Additional Electrical Online Order (10 amps. included with booth package -Order online through GES if more is needed)

**GLOBAL EXPERIENCE SPECIALISTS (GES) ONLY ACCEPTS ONLINE ORDERS. THIS INCLUDES THE COMP. BOOTH PACKAGE. PLEASE SEE THE LINK TO THEIR ORDERING WEBSITE IN YOUR DMC CONFIRMATION E-MAIL TO CONFIRM YOUR BOOTH PACKAGE AND PLACE ANY ADDITIONAL ORDERS.**

### ADDITIONAL FEATURES

Health/Safety – Everyone’s safety is our priority. See what you can expect at Dallas Market Center and the steps we’ve taken to make the marketplace as safe as possible for doing business. For details visit: <http://blog.dallasmarketcenter.com/plan-ahead-safely>.

Marketing/Sponsorships – Maximize your return on investment and consider all the marketing opportunities we offer to exhibitors. Visit <https://archlightsummit.com/sponsor/> to explore all the available marketing opportunities.

Hotels – Secure your accommodations as soon as possible. A special rate of \$169/night has been secured at the Renaissance within walking distance of the ArchLIGHT Summit—book here: <https://book.passkey.com/event/50236580/owner/14227/home>. For other hotel options, visit <https://connectionshousing.us/dallasmarketcenter/>.

Questions - We have a great team to help you plan a successful show. If you need anything before or during the show contact our VP, Administration Services - Business Services, Ruthie Tezeno, at 214.655.6110 or [rtezeno@dallasmarketcenter.com](mailto:rtezeno@dallasmarketcenter.com).

Thanks again for being part of ArchLIGHT Summit. We’re ready to help you do business in Dallas!

Regards,

The ArchLIGHT Summit Team

Patty Price  
2100 Stemmons Freeway  
Dallas, TX 75207  
p 214.655.6210  
[pprice@dallasmarketcenter.com](mailto:pprice@dallasmarketcenter.com)  
[dallasmarketcenter.com](http://dallasmarketcenter.com)

# ArchLIGHT Summit

## MARKET OVERVIEW

### SHOW HOURS:

Thursday	September 15	9:00am - 6:00pm
Friday	September 16	9:00am - 3:00pm

### MOVE-IN HOURS:

Wednesday	September 14	8:00am - 6:00PM
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### DETAILS:

- Vehicles cannot be left unattended at the dock or loading zone
- Carriers must check-in by 2:30pm
- Buyers are not allowed on the floor during move-in hours
- Pallet jacks are strictly prohibited
- All labor and services provided by GES on weekends or after 4:30pm on weekdays will be billed overtime rates.
- Badges - receive a temporary badge from the security office when moving in at the dock and then get your permanent show badge at any registration desk. If you are not arriving via the dock you can receive a badge at any registration desk.
- Privately Owned Vehicle (POV) - For a fee, GES personnel will unload your vehicle and deliver everything to your booth while you park and receive your badges. The fee is based on the size of your vehicle and includes reloading your booth contents after the show
- Self-Unloading - No assistance or carts needed - You may unload and deliver your contents at no charge at the specified dock.
- Carts - There is a limited quantity of carts available for check-out with DMC Dock Services
- DMC Clear Floor Policy - All empties must be out of booths and ready for GES pick-up by the official move-in end time. If this policy is not met, exhibitors will be charged a \$200.00 fee. Any empties placed out in the aisle the morning of the show open or found hidden for storage behind the show will be fined \$500.00. Contact show management if there are extenuating circumstances that require special consideration.

### MOVE-OUT HOURS:

Friday	September 16	3:00PM - 11:00PM
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### DETAILS:

- Empty Return - Begins at 3pm. Allow up to 3 Hours for empty return when planning outbound travel
- Carrier Check-In - Friday by 5pm and Monday by 9am
- Vehicles cannot be left unattended at the dock or loading zone
- Buyers are not allowed on the floor during move-out hours
- Pallet jacks are strictly prohibited
- All labor and services provided by GES on weekends or after 4:30pm on weekdays will be billed overtime rates.
- Privately Owned Vehicle (POV) - Based on your purchased GES roundtrip service - once packed and ready to load, check-in with the GES Service Desk
- Self-Loading - No assistance or carts needed - You may load your contents at no charge at the specified dock.
- Carts - There is a limited quantity of carts available for check-out with DMC Dock Services. Carts can be checked out and access show floors beginning at 3pm

# ArchLIGHT Summit

## MARKET OVERVIEW

### INBOUND SHIPPING: THE UNITED STATES POSTAL SERVICE DOES NOT DELIVER FREIGHT TO THE DALLAS MARKET CENTER DOCK

Advance Free Shipping - Drayage fees are waived August 29 - September 9, 2022, Monday - Friday, 8am - 4pm. Closed Noon to 12:30pm and Holidays. Carriers must check-in by 2:30pm.

Direct Shipping - Drayage fees apply September 14, 2022 8am - 4pm. Carriers must check-in by 2:30pm.

#### 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

NOTE: GES is the only transportation company affiliated with DMC. If you receive an email from a company other than GES offering discounted shipping rates, it may not be legitimate.

### OUTBOUND SHIPPING: THE UNITED STATES POSTAL SERVICE DOES NOT PICKUP FREIGHT AT THE DALLAS MARKET CENTER DOCK

Carriers - For shipping out, exhibitors may utilize UPS, FedEx (both located in the WTC - closed week-ends) or the carrier of their choice. Carriers must check-in for outbound shipping by 5pm on Friday or 9am on Monday.

Bill of Lading (BOL) - All outbound shipments via a carrier must be left at showsite with a BOL. Fill this form out online with GES after all GES charges have been satisfied. See your text and/or e-mail notification from GES to access this form.

### BOOTH PACKAGE:

ArchLIGHT Summit Package

8' Walls  
(2) Flat Rails for Lighting- GES to provide rails only for exhibitors to hang their own lights from.  
(2) White Chairs  
(1) 6' White Skirted Table  
10 Amps of Electricity for Exhibitor Lighting (one quad box per booth)  
White Booth Carpet  
Wastebasket

NOTE: BOOTH PACKAGES MUST BE PRE-ORDERED VIA THE GES ORDERING WEBSITE

# ArchLIGHT Summit

## MARKET OVERVIEW

### IMPORTANT DEADLINES:

March 1, 2022	Final Booth Payment Due
August 22, 2022	Exhibitor Appointed Contractor (EAC) Application Due
August 26, 2022	Phone/Internet Orders Due - RealCom Solutions 214.390.3030 or teamDMC@realcomsolutions.com Show Site Contact Form Due (DMC) Exhibitor Badge Form Due (DMC) Gateway Badge Scanner Order Form Due- <a href="http://www.gatewayevents.com/DMC/">www.gatewayevents.com/DMC/</a> GES Discount Deadline - ALL ORDERS MUST BE PLACED ONLINE Comp. Booth Package Online Order Due (GES) - MANDATORY TO RECEIVE TABLES, CHAIRS, & ACCESSORIES Additional & Upgraded Booth Furnishings Online Order Due (GES) Additional Electrical Online Order Due (GES) Custom Carpet Online Order Due (GES)
August 29 - September 9, 2022	Advance Shipment to Warehouse. Note, the dock is closed for Labor Day.
Ongoing	Sponsorship Opportunities <a href="https://archlightsummit.com/sponsor/">https://archlightsummit.com/sponsor/</a>
Ongoing	Online Directory - Login online to complete. See your e-mail from <a href="mailto:exhibitorhelp@dallasmarketcenter.com">exhibitorhelp@dallasmarketcenter.com</a> to get started.

### 2023 DATES:

TUESDAY, SEPT. 19 - WEDNESDAY, SEPT. 20th, 2023

### KEY CONTACTS:

Booth Payment & Accounting Info	Cheetah Wiebusch	214.655.6182	<a href="mailto:cwiebusch@dallasmarketcenter.com">cwiebusch@dallasmarketcenter.com</a>
Directory & General Info	Ruthie Tezeno	214.655.6110	<a href="mailto:rtezeno@dallasmarketcenter.com">rtezeno@dallasmarketcenter.com</a>
Marketing/Sponsorships	Greg Joselove	214.760.2890	<a href="mailto:gjoselove@dallasmarketcenter.com">gjoselove@dallasmarketcenter.com</a>
Exhibitor Kits	Allison John	214.655.6286	<a href="mailto:ajohn@dallasmarketcenter.com">ajohn@dallasmarketcenter.com</a>
Operations/Freight Management	Ruthie Tezeno	214.655.6110	<a href="mailto:rtezeno@dallasmarketcenter.com">rtezeno@dallasmarketcenter.com</a>
Promotional Displays	Marquisha Berry	214.746.3651	<a href="mailto:mberry@dallasmarketcenter.com">mberry@dallasmarketcenter.com</a>
Show Decorator	GES (Global Experience Specialists)	855.384.3965	<a href="mailto:ges_dmcevents@ges.com">ges_dmcevents@ges.com</a>

### ADDITIONAL INFORMATION:

Exhibitors may use any freight carrier to ship. GES logistics, UPS and FedEx are all located on site. Note: UPS & FedEx are closed on weekends, please plan accordingly.
For information on Sponsorship Opportunities visit <a href="https://archlightsummit.com/sponsor/">https://archlightsummit.com/sponsor/</a>
Dallas Market Center and Gateway Events bring you state of the art badge scanning technology for lead retrieval capability. Call 866.891.1438 or visit <a href="http://gatewayevents.com/DMC/">http://gatewayevents.com/DMC/</a> for information.
Hotel Reservations: Call 214.744.7444 or visit <a href="https://connectionshousing.us/dallasmarketcenter/">https://connectionshousing.us/dallasmarketcenter/</a>

# ArchLIGHT Summit

## EXHIBITOR BADGE FORM - TRADE MART

### DEADLINE: AUGUST 26, 2022

List the complete first and last names of all members of your company who will be attending the show and will require a badge. The completed form may be emailed to [info@archlightsummit.com](mailto:info@archlightsummit.com). Exhibitor badges must be worn at all times. NOTE: DMC does not mail advance badges. Exhibitors must pick up onsite and show proof of ID.

PLEASE TYPE OR PRINT CLEARLY

1. \_\_\_\_\_  
NAME E-MAIL
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10. \_\_\_\_\_  
NAME E-MAIL

Badge Type: EXHIBITOR

Show Name: ArchLIGHT Summit Market Dates: September 15-16, 2022

Booth/Room Number: \_\_\_\_\_ Phone: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

RETURN THIS FORM TO:  
ArchLIGHT Summit  
2100 Stemmons Freeway, MS 300  
Dallas, TX 75207  
e) [info@archlightsummit.com](mailto:info@archlightsummit.com)  
f) 214.879.8333

# ArchLIGHT Summit

## SHOW SITE CONTACT FORM - TRADE MART

### DEADLINE: AUGUST 26, 2022

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:  
ArchLIGHT Summit  
2100 Stemmons Freeway, MS 300  
Dallas, TX 75207  
e) [tempforms@dallasmarketcenter.com](mailto:tempforms@dallasmarketcenter.com)  
f) 214.760.2855

# ArchLIGHT Summit

## EXHIBITOR APPOINTED CONTRACTOR APPLICATION

### DEADLINE: AUGUST 22, 2022

This application must be completed and returned to Show Management if you are using a contractor for installation and dismantling who is not the official contractor for the ArchLIGHT Summit. In addition, the EAC must pay a \$350.00 non-refundable performance fee to Dallas Market Center.

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

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, will comply with all of the Exhibitor Appointed Contractor Rules and Regulations.

Exhibitor Signature: \_\_\_\_\_

Return Completed Form To:  
ArchLIGHT Summit  
2100 Stemmons Freeway, MS 300  
Dallas, TX 75207  
e) [tempforms@dallasmarketcenter.com](mailto:tempforms@dallasmarketcenter.com)  
p) 214.655.7669  
f) 214.760.2855



# ArchLIGHT Summit

## INSTALLATION & DISMANTLE LABOR

Any exhibitor may utilize all or a combination of any of the following three sources for display or installation and dismantling; however, only authorized personnel will be granted access to the exhibition area. To request authorization, all exhibitors using an Exhibitor Appointed Contractor (EAC) must submit an application to Show Management by, **MONDAY, AUGUST 22, 2022**. This is in addition to the form required by Global Experience Specialists.

### Exhibiting Company Personnel

Full-time employees of exhibiting companies may erect and dismantle their own displays. They must carry company ID and obtain a DMC 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 show.

### GES Installation/Dismantle Labor

DMC Show Management has appointed Global Experience Specialists (GES) as the official labor contractor. Exhibitors are urged to assess labor requirements before move-in so that GES may ensure a sufficient number of qualified craftsmen necessary to install and dismantle the Exhibition are available. If you need labor assistance, use the Installation & Dismantle Order Form provided in the GES Information section.

### Exhibitor Appointed Contractor (EAC)

An EAC is any company or individual, other than the designated "official" or "exclusive" contractors listed previously, that provide a service (display installation and tear down, advertising agencies, models, florists, photographers, computer firms, audio visual, etc.) and need access to your exhibit any time during installation, dismantling or show dates. 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 in the Exhibitor Services Manual no later than **MONDAY, AUGUST 22, 2022**. EACs must meet Dallas Market Center's insurance requirements. For these requirements, please contact Cindi Stephenson at [cstephenson@dallasmarketcenter.com](mailto:cstephenson@dallasmarketcenter.com) or at 214-655-7669.

- DEADLINE FOR EAC'S TO PROVIDE APPROPRIATE INSURANCE INFORMATION IS: **MONDAY, AUGUST 22, 2022**. Exhibitors must provide the name of the on-site supervisor by this date in order for the contractor to operate on the show floor. All other personnel must wear a work pass provided by Show Management, to be distributed and returned by the on-site Supervisor.
- EACs must pay a \$350.00 non-refundable "Performance Payment" to Dallas Market Center.

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) and for any violations or damages that may occur.

Please complete and return the EAC Application with a check (payable to Dallas Market Center) and the insurance certificate by **MONDAY, AUGUST 22, 2022**

NOTE: THIS IS IN ADDITION TO THE FORMS REQUIRED BY GLOBAL EXPERIENCE SPECIALISTS.

▷ SEE GES EXHIBITOR APPOINTED CONTRACTORS INFORMATION FOR FURTHER RULES AND REGULATIONS ON THIS TOPIC.

# ArchLIGHT Summit

## EXHIBITOR INFORMATION & GENERAL POLICIES

Listed in Alpha Order

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.

### Additional Hours

Show Management must approve all requests for early or late entry on the show floor other than the designated published hours of operation.

### Booth Food and Beverage

In house food service at DMC is with Levy Restaurants. All on site food service and catering must be with Levy. For further information contact Michael Como at (214) 749-5493 or [mcomo@levyrestaurants.com](mailto:mcomo@levyrestaurants.com).

### Booth Heights

Booths are not to exceed eight (8) feet in height in the World Trade Center unless special permission is granted in advance by Show Management.

### 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 SPARK, website, App, or exhibitor listings. Compensation will not be granted in the event of inaccurate listing. To confirm your listing information please visit your online directory profile.

### Electrical

Electricity is included in your booth package. If you need additional electrical outlets in your booth or lighting please order through GES. Exhibitors will be billed by GES for using any outlets that are placed in the booth if they are beyond the allotted 10amps, whether an order has been placed for them or not.

### Exhibitor Conduct

- All exhibits MUST be contained within the exhibitor's contracted area. If your booth intrudes into another exhibitor's space or anywhere outside the confines of your assigned booth space, you are in default of your lease agreement and will be required to make immediate changes.
- 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.

### Exclusive Contractors

Official Contractors have been appointed to ensure smooth installation, dismantling and operations during the exhibition. Although full-time employees of exhibitors and exhibitor-appointed contractors may be authorized to gain access to exhibit areas, exhibitors are urged to obtain required services and labor from the Official Contractors:

- Decorator / Freight – Global Experience Specialists, Inc. (GES)
- Electrical Service – Global Experience Specialists, Inc. (GES)
- Catering – Levy

### Equipment Rentals

Hang bars, shelving, and any other additional booth equipment can be ordered directly through our contracted show decorator, GES. 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

Exhibitors must comply with all governmental mandated fire rules and regulations (listed in the General Building Policies below). Use of open flame in exhibit space requires application and prior approval.

# ArchLIGHT Summit

## EXHIBITOR INFORMATION & GENERAL POLICIES

### 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.

### Freight/ Drayage

GES is the official designated freight handling company for the World Trade Center, Trade Mart and Market Hall. GES will have full control over freight movement, freight docks and elevators. See shipping information and/or GES Information Packet for complete instructions.

- Ship early to avoid problems and potential delays that will cost you money. Shipments must be sent with freight charges PREPAID. Collect shipments cannot be accepted. Loose, not boxed or improperly packaged materials will not be accepted.

### Insurance

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 should have insurance policies covering various activities outside the home location. Insurance should be acquired covering the transportation of the booth display, the booth display materials and/or equipment from the home base to and from the Exposition. Coverage can be obtained by contacting Rainprotection at 800-528-7975 or [sales@rainprotection.net](mailto:sales@rainprotection.net).

### Internet/Wi-Fi Services

Secure Wi-Fi is available in Temp areas. Network and password information will be distributed at market. If exhibitors encounter issues connecting to Wi-Fi, contact the Tenant Connectivity Help Desk at 214.760.2826 or [tenanthd@dallasmartcenter.com](mailto:tenanthd@dallasmartcenter.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.

### 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 mindful of volume at all times. 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 in Booths

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.

# ArchLIGHT Summit

## EXHIBITOR INFORMATION & GENERAL POLICIES

### Parking

During markets, exhibitors are encouraged to park in lots near 2300 Stemmons in an effort to leave 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. Vehicles that are not in compliance are subject to be towed at the owner's expense. Should you have any questions, you may call the Protective Services department at 214-655-6166, or go by their office, Suite 113 of the World Trade Center. DMC shuttles and trams will transport exhibitors and staff between campus buildings on a continual basis at no charge.

### Product Display

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

### Registration

All exhibitors must have badges to gain access to the Dallas Market Center. All completed Badge Forms (See attached Form) must be brought to the Exhibitor Registration counter located in the lobby of the World Trade Center, Trade Mart or The Interior Home + Design Center. Badges must be worn at all times, including set-up and move-out. Exhibitor personnel are allowed to enter the Show Floor at 7:30AM each exhibit day. Any exhibitor requiring earlier entry must obtain written permission from Show Management.

EXHIBITORS ARE PROHIBITED FROM BRINGING IN ANY PERSONNEL FROM THE STREET FOR BOOTH SET-UP AND DISMANTLING PURPOSES.

### Retail Sales

Retail sales for delivery at the Show are strictly prohibited. Show staff will not allow removal of any merchandise by anyone except an exhibitor. Please do not embarrass your customer as they will be stopped by Security before they leave the show floor.

### Security

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 should make arrangements for their own insurance for coverage of their exhibits and exhibit materials.

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

### Selling Policy

Exhibitors are not permitted to sell merchandise, exhibit material, displays or any other material, service or product for delivery at the show. Orders may be taken for future delivery only.

If you plan to sell your exhibit, merchandise or material from your booth, please make arrangements for delivery outside the World Trade Center after the closing of your specific show. Show Management will not permit removal of any item by anyone other than the exhibitor.

### Signage

All signage must be professionally prepared. Handwritten or non-professional signs are not allowed on the show floor and will be removed at the discretion of Show Management.

### Space Abandonment

In the event any space is not claimed and occupied prior to 6:00PM on the last day of move-in, it may be resold or reassigned by Show Management without obligation on the part of Show Management for any refund whatsoever. Any early move-out before the conclusion of the show or any exhibits not being staffed during all scheduled Market hours will be subject to a fine in the amount of \$300 per day. Participation in future markets will be prohibited until this fine has been paid. Additionally, booth locations could be in jeopardy by an exhibitor's failure to adhere to the outlined requirements.

### Subletting Space

No Exhibitor shall assign, sublet, apportion the whole or any part of the space allotted to him, or have representatives, products, equipment, signs or printed materials from other than its own firm in the said exhibit space without the prior written consent of Show Management.

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.

# ArchLIGHT Summit

## EXHIBITOR INFORMATION & GENERAL POLICIES

PLEASE NOTE: BOOTHS ARE NOT TO EXCEED EIGHT (8) FEET IN HEIGHT.

1. Decorations, signs, posters, etc., may not be taped, nailed, tacked or otherwise fastened to ceilings painted surfaces, columns, marble or fabric and decorative walls.
2. Helium balloons are not allowed inside the building(s) and may not be distributed inside the building(s). Helium balloons must be approved by show management for permanent attachment as an intrinsic part of authorized displays.
3. Adhesive backed decals and stickers may not be distributed inside the facility or on the DMC campus.
4. Animals and pets are not permitted (with exception of service animals) in the building.
5. Carrying a firearm on the premises of the Dallas Market Center is **STRICTLY PROHIBITED**.
6. All workers, managers and staff are prohibited from the use or possession of alcohol or drugs, guns or other weapons, abusive language or sexual harassment.
7. Dallas Market Center permanent graphics, signs or displays may not be visibly blocked in any manner, covered with temporary signs or repositioned.
8. Permanent planters and furniture in public areas may not be removed or repositioned.
9. Escalators and passenger elevators are for the use by the general public and may not be blocked and are not to be used to transport equipment or freight.
10. Signs and banners may be attached by the general service contractor to the building inside and in some places outside. Prior to hanging, the signs must be approved by Dallas Market Center. No drilling of the structure is allowed without specific approval from Show Management. Any means of attachment must be nondestructive to the structure.
11. 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.
12. The Dallas Market Center has an official in-house caterer for all food and beverage services within the Dallas Market Center. All arrangements for the serving of food and/or beverages must be made through the in-house caterer. For further information contact Michael Como at (214) 749-5493 or [mcomo@levyrestaurants.com](mailto:mcomo@levyrestaurants.com).
13. Smoking is not permitted on the temporary show floors or in any part of the building.
14. The Dallas Market Center does not provide furniture and equipment for exhibit booth use. All arrangements for exhibit booth and lounge furniture should be made through GES.
15. Lit candles, open flames, propane or other bottled gas are not allowed in DMC buildings except those approved by the Fire Marshal of Dallas Fire Department.
16. 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.
17. **NO PARKING IS ALLOWED ON THE DOCKS.** Vehicles allowed on the dock are to load or unload only and exit the dock areas promptly. Unauthorized vehicles will be towed at owner's expense.
18. 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.
19. Rigging of cable and other hanging devices on or near ceiling electrical buss ducts and conduits is strictly prohibited.
20. Any approved ceiling equipment, material and rigging must be removed immediately upon close of the show.
21. Utility panels and switchgear, hose cabinets and stand pipes located in exhibit hall columns and around perimeter walls must remain accessible at all times.
22. Clear access is to be maintained to exhibit hall concession stands and restrooms.

### Hazardous Work Areas

1. During move-in and move-out, exhibit halls and loading dock areas are considered HAZARDOUS WORK AREAS. As such, the following guidelines will be strictly enforced.
  - No horseplay, practical jokes, etc.
  - Use or possession of illegal or controlled substances of any kind is prohibited. Violators will be prosecuted.
  - 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.
2. In general, any and all unsafe conditions or activities are to be corrected promptly. Safety is of primary concern in designated hazardous work areas.

PLEASE REPORT ANY VIOLATIONS OF THE ABOVE TO SHOW MANAGEMENT IMMEDIATELY.  
EXHIBITORS ARE SUBJECT TO EXPULSION FROM THE SHOW FOR ANY VIOLATIONS.