

# Dallas Exhibitor Information – April 26 & 27

**REGISTER:** All Exhibitors must register for each show you wish to attend. Please go to the EXHIBITOR INFO page on [www.dgexpo.net](http://www.dgexpo.net) You will be able to order your badges, and furnishings during the registration process, and confirm or update show guide listings.

## SHOW LOCATION: DALLAS

Crowne Plaza Dallas Market Center - Windsor Ballroom  
7050 N Stemmons Freeway, Dallas 75247

## SET-UP HOURS & INSTRUCTIONS:

Tuesday, April 25 - 6PM to 8PM  
Wednesday, April 26 - 7:30AM to 10:00AM

Hotel Website - the telephone number is 214.630.8500 - there are other hotels in the area many with free shuttle service from hotel to hotel, Love Field (DAL airport), plus restaurants, and shopping areas. Parking is free of charge at the hotel.

You will find additional HOTEL/TRAVEL info for all our shows on [www.dgexpo.net](http://www.dgexpo.net)

**SHIPPING INFO:** Packages shipped will be placed in your exhibit space, and will be picked up from your space after the show. ALL EXHIBITORS must supply their own shipping labels, and attach them to your packages for outbound shipments. There is a flat, one time handling fee of \$8 per box. This is an in and out fee. You must pay handling fee before the show opens on Wednesday morning. Payment will be accepted by credit card, or check. If you have any shipments other than boxes - such as a pallet you must notify dg expo now. Exhibitors MUST make arrangements with dg expo in advance -the hotel will not remove materials from the pallet or move it - unloading of the pallet maybe arranged through dg expo staff, there will be a \$75 handling charge for each pallet shipment - in addition to the \$8 per box fee. Please write / call us now regarding pallet shipments.

## Address all shipments to:

Crowne Plaza Hotel  
7050 N Stemmons Freeway, Dallas, TX 75247  
and include DG EXPO and your COMPANY NAME on ALL packages.

## SHOW HOURS:

**Wednesday**, April 26 - from 10:00AM to 6:00PM - **Thursday**, April 27 - from 9:00AM to 4:00PM

A seminar presentations is scheduled prior to the show opening each day. Exhibit spaces must be staffed and open for business till 4:00PM on Thursday. A seminar is also scheduled to follow the show floor closing.

**MOVE OUT HOURS: Thursday - from 4:15PM-6:30PM.** Exhibitors will NOT be permitted to remove their display before 4:00PM. Buyers will be on the Exhibit Hall Floor. Detailed shipping and pick up instructions will be provided.

**SPACE FURNISHINGS & SIGNS:** All exhibitor materials must be confined within your own space on tables provided. This is a table top show. No high banners permitted on the ballroom floor. With prior permission you may bring your own rack/s (no industrial racks) and display materials to be fit within your space, chairs may not protrude into the aisles - so that we meet fire department regulations for proper aisle width. Show management reserves the right to take down any signage within your space that is deemed to be inappropriate (e.g. Price signs). Please keep your space neat & respect your neighbor's space. Please register on the Exhibitor Info page at [dgexpo.net](http://dgexpo.net)

**LIGHTING & ELECTRICITY:** There is standard Ballroom lighting. Exhibit spaces do not include electricity, there will be a few electrical outlets for "emergency" use to recharge batteries. Please come with your batteries charged!

**INTERNET:** The show does not provide internet connections, it is available through the hotel for a fee. We use Verizon Jet Packs for our convenience, offering us connections anywhere anytime. If you do not have such a service you may want to consider purchasing a plan for your use during shows and when traveling.

**TERMS & CONDITIONS:** Exhibitor agrees to make no claims against DG EXPO CORP, its employees and /or agents, or the venue, agents or employees; for loss, theft, damage or destruction of goods; or for any injury to them or their employees, and/ or agents while on the show site. Exhibit shall remain in place until the show closes. There is a \$300 fine, and exhibitors forfeit priority placement in future shows.