

POLICIES & PROCEDURES A-Z

2018 SHOW LOCATION & HOURS

Dallas Market Center [DMC] – World Trade Center, 2100 Stemmons Freeway, Dallas, TX 75207

Tuesday, October 2 – Thursday, October 4

8:00 a.m. – 5:00 p.m.

- Exhibitors are permitted show floor access from 7:00 a.m. until 6:00 p.m. on show days.
- If you wish to schedule meetings outside of show hours, please email Richard Chow (rchow@toyassociation.org) by Wednesday, September 26, for assistance

EXHIBITOR REGISTRATION

In Advance Visit www.falltoypreview.org

On-Site In the Dallas Market Center - World Trade Center Lobby

Sunday, September 30

12:00 p.m. – 5:00 p.m.

Monday, October 1 – Thursday, October 4

7:30 a.m. – 5:00 p.m.

ADVANCE FREIGHT ACCEPTANCE ONLY*

Tuesday, August 28 – Wednesday, September 26

8:00 a.m. – 4:30 p.m.

- Carriers must check in by 2:00 p.m. to ensure straight time handling rates.
- See the Material Handling section of this kit for more details.

DIRECT FREIGHT ACCEPTANCE ONLY* – **No Exhibitor or EAC Access Before 8:00 a.m. Friday, September 28**

9th and 12th Floor Showrooms and Assigned Booths ONLY

Friday, September 28

12th and 13th Floors, Assigned Booths ONLY

Saturday, September 29

- See color-coded Direct Shipment Floor Plans for driver check-in and assigned freight delivery times.
- If you miss your target date, your vehicle will not be unloaded until all on-target vehicles have been unloaded regardless of when your vehicle checked in.

Direct freight deliveries will not be accepted after 5:00 p.m. on Monday, October 1.

*PERMANENT DMC TENANTS

Follow usual DMC procedures for your shipment. The advance and direct freight acceptance information above does not apply to permanent DMC tenants' freight.

MOVE-IN HOURS

Exhibitor & EAC Access for All Showrooms and Exhibit Halls

Friday, September 28 – Monday, October 1

8:00 a.m. – 5:00 p.m.

MOVE-OUT HOURS

All Showrooms and Exhibit Halls

Thursday, October 4

5:01 p.m. – 11:00 p.m.

All carriers must check in 5:01 p.m. - 10:00 p.m.

All empty containers will be returned by 11:00 p.m.

Friday, October 5

8:00 a.m. – 5:00 p.m.

All carriers must check in 8:00 a.m. - 10:00 a.m.

All exhibit materials must be removed by 5:00 p.m.

INFORMATION IN THIS EXHIBITOR SERVICE KIT IS SUBJECT TO CHANGE WITHOUT NOTICE. FOR THE MOST UP-TO-DATE GUIDELINES AND INFORMATION, REGULARLY VISIT www.falltoypreview.org AND THIS FALL TOY PREVIEW ONLINE EXHIBITOR SERVICE KIT.

THE FOLLOWING RULES AND INFORMATION ARE SUPPLEMENTARY TO THE CONDITIONS SPECIFIED ON YOUR ONLINE EXHIBIT SPACE CONTRACT. PLEASE REVIEW ALL REGULATIONS CAREFULLY. **ALL BOOTHS AND SHOWROOMS**, REGARDLESS OF SIZE, **MUST CONFORM TO THE ENVIRONMENT OF FALL TOY PREVIEW 2018 SET FORTH BY SHOW MANAGEMENT.**

Access to Dallas Market Center Although the Dallas Market Center building offers 24-hour access, exterior doors are closed between the hours of 5:00 p.m. and 8:00 a.m. To gain entry between those hours, follow the instructions near the house phone located immediately to the left of the revolving doors at the building's front entrance.

To schedule meetings outside of show hours, please email Richard Chow (rchow@toyassociation.org) by Wednesday, September 26, for guidelines and assistance.

ADA Compliance Exhibitors are advised of their obligations related to the Americans with Disabilities Act (ADA) Title III. The Exhibitor understands that the ADA requires that the Exhibitor's display be accessible to people with disabilities, and the Exhibitor agrees that it is solely responsible for assuring that its display complies with the ADA. The Exhibitor warrants that it will provide auxiliary aids and services to individuals with disabilities suitable for effective communications between all parties in accordance with the requirements of the ADA so that, as a place of public accommodation, an exhibit is designed to allow persons with disabilities equal access to and enjoyment of the exhibit. More information about the Americans with Disabilities Act is available from the ADA information line at 800.514.0301 or at www.ada.gov. If you or any member of your staff has the need for auxiliary aid or services, please call John Klein at 646.520.4866.

Advertising, Sponsorship and Promotional Opportunities For a wide range of opportunities to promote your product beyond your exhibit space, please contact our Advertising, Sponsorship and Promotions Manager Laura Mangiaracina at lmangiaracina@toyassociation.org or 646.454.5589.

Aisle and Adjacent Booths For reasons of safety and courtesy, no signs, display materials or decorative items may protrude into the aisles or extend into neighboring booths. All aisles, passageways, lobbies or exits leading to fire hoses or electrical access doors must be completely unobstructed. Please recognize the "No Freight" aisles assigned by the general show contractor. While installing your displays, crates are not to be left in these aisles.

Animals Only service animals for the physically handicapped are permitted on DMC premises.

Audio & Video Equipment Rentals Refer to *Audio-Video Equipment Rental* under the *Additional Exhibitor Services* heading for an order form from MDAN Audio Visual, the designated Fall Toy Preview vendor.

Booth Cleaning Service Booth cleaning is each exhibitor's responsibility. GES is the exclusive cleaning contractor for Fall Toy Preview. If you would like your booth vacuumed and/or swept, have trash removed, etc., order these services using the *Cleaning Order Form* in the *Labor* section of this kit. Wastebaskets left in the aisles at the close of the show each day will be emptied without a charge.

Booth Display Regulations See *Exhibit Space Furnishings, Specifications and Regulations* in this alphabetic list.

Booth Furnishings See *Exhibit Space Furnishings, Specifications and Regulations* in this alphabetic list.

Business Services Various business service vendors have operations on the first floor of the Dallas Market Center. In addition to a FedEx Ship Center and UPS facility, there is a firm called American Showroom Concepts. American Showroom Concepts offers faxing, copying, printing, packing and shipping/receiving as well as a selection of office supplies.

Catering Catering and concessions at the DMC are exclusively provided by Levy Restaurants. Outside food and beverage, including alcohol, may not be brought into the Market Center at any time. Deliveries from outside restaurants or caterers will be turned away. See *Additional Exhibitor Services* for menus.

In accordance with the Texas Alcoholic Beverage Commission, exhibitors are strictly prohibited from bringing, serving or in any way dispensing alcohol. Alcoholic beverages may only be purchased through and served by Levy Restaurants.

Children at Fall Toy Preview No children (including infants) under the age of 18 will be issued show badges or permitted on the show floor. This applies to exhibitors' children, child inventors, demonstrators and consultants. If age is in dispute, proof of age and toy industry business affiliation must be provided upon request. No exceptions will be granted.

Damage to Building Nothing may be taped, posted, tacked, nailed, screwed, stapled or otherwise fastened to ceilings, walls, floors, doors, windows, columns or other surfaces of the Dallas Market Center. Adhesive-backed (stick-on) decals or similar items are not permitted in the DMC and may not be distributed by exhibitors. Painting of signs, banners, exhibits or other objects is not permitted inside the DMC. Any damage or defacement caused by the infraction of these rules will be repaired at the exhibitor's expense.

Donating Product You are encouraged to donate toys and other products from your exhibit to The Toy Bank™, the signature program of The Toy Foundation and the official charity of Fall Toy Preview. Your donation will deliver the magic of play to children in need, in the local Dallas area. You'll also save time and the expense of reshipping your products back to your warehouse. All donations are tax-deductible. Donations of all sizes are needed.

For more information visit booth #12-2424 on the 12th floor or contact Elizabeth Max at emax@toyfoundation.org or 518.396.8210. The Toy Bank™ is the only 501(c)(3) children charity preauthorized to collect donations from exhibitor booths at the close of the show. If you choose to donate to a charity other than The Toy Bank, please contact the Show Office or GES service desk for assistance and procedures.

Early Departures No dismantling of exhibits may occur until Fall Toy Preview closes at 5:00 p.m. on Thursday, October 4. No outbound freight or related services will be provided until the close of the show. Failure to abide by the rules outlined in your exhibition contract and exhibitor kit may result in penalties including forfeiture of points earned toward booth assignments in 2019.

Electrical Service/Labor GES is the exclusive provider of electrical services and labor at the DMC. Ordering information is included in the *Labor Services* section of this kit.

Exhibit Space Furnishings, Specifications and Regulations

Traditional pipe and drape will not be provided or available.

You may exhibit using your own materials or one of a variety of deeply discounted Standard Booth Packages offered by GES.

Any exhibit not provided by GES must be approved by Show Management. Submit the Exhibit Design Approval Request Form (scroll down) by Friday, August 31, for

- **All exterior exhibit display/booth surfaces must be finished; no unfinished surfaces or frameworks/supports are to be exposed on the front, sides or back of any exhibit.**
 - Exhibitors not designing their exhibit with staff members of GES, who will ensure conformance with this show requirement, are to submit a completed **Exhibit Design Approval Request Form** accompanying floor plans/depictions to Show Management by Friday, August 31, for consideration.
- **Exhibit space floor covering is mandatory.**
 - GES Standard Booth Packages include carpet where there is no permanent carpet in place.
 - There is permanent neutral-colored carpet in the otherwise raw exhibit space on the 12th floor.
 - A black & white tweed carpet will line only the aisles of the 13th floor.
 - Exhibitors whose space is **not on the 12th floor who have not opted for a GES booth package** must ensure that any exposed floor in their exhibit space is covered by carpet or another appropriate floor covering.
- **Fall Toy Preview exhibit space includes no furnishings except for carpeting where it already exists, as detailed earlier.**
 - See the *Decorating Services* section of this kit for deeply discounted booth packages, carpet and other furnishings offered by GES.
- Except for GES Standard Booth Packages, which include a double-sided exhibitor I.D. sign, booths will be identified only by booth number signs. To order a custom sign, please refer to the *Graphics & Signage Order Form* in the *Decorating Services* section of this kit.
- No merchandise may be hung on the exterior walls of booths.

- **FIRE REGULATIONS** require that merchandise, racks, displays, chairs, etc., be kept out of the aisles and within the exhibit space. All fire extinguishers and fire hose cabinets must be accessible **at all times**.
- **FIRE REGULATIONS** require that booths 2,500 square feet and larger must have two exits.
- No display deemed unprofessional in appearance, at the sole discretion of Show Management, will be permitted. If any exhibit interferes with the rights of other exhibitors or does not conform to prevailing standards of good taste, Show Management may require immediate changes. Exhibitors must keep their booths neatly arranged in order to maintain and improve the overall appearance of the exhibit.
- All shipping containers that exhibitors wish to reuse for their outbound shipping are to be completely emptied, properly labeled and stored by GES per the guidelines in the *Shipment & Receipt of Exhibit Materials* section below. **Nothing may be stored behind or beside an exhibit.**

RAW/TEMPORARY SPACE (12th and 13th Floors)

- **has an 8' maximum height restriction for any booth or display element.**
- precludes ceiling-supported hanging signs. Such signs will not be permitted.
- will not be furnished with traditional pipe and drape.
- Please also see floor covering details above.

TEMPORARY PRIVATE SHOWROOMS (9th and 12th Floors)

- have shelf-ready walls (NOT slat wall) (refer to "EXCEPTION" below).
- **have an 8' maximum height restriction for any booth or display element.**
- preclude ceiling-supported hanging signs. Such signs will not be permitted.
- are carpeted.
- have functioning electrical outlets.
- do not have furnishings. All furniture and additional display items are to be provided by individual exhibitor or rented from GES.

EXCEPTION: Shelves for permanent showrooms are available from the Dallas Market Center only. See *Permanent Showroom Shelf Order Form* in the *Additional Exhibitor Services* section of this exhibitor kit.

IMPORTANT NOTES

- **ALL crated shipments must be packed in crates no larger than 7' x 4' x 6' in order to load onto elevators and move through showroom entryways.**
- **While the entryway of the elevator is only 7' high, the elevator's interior can accommodate 8' items, such as booth walls, IF THEY CAN BE TILTED TO LOAD AND ARE NOT WIDER THAN 6'. Crates, however, must adhere to the dimensions noted above.**
- **If in doubt or if more specific information is needed about this, please contact Kevin Orzen at GES, korzen@ges.com or 214.443.2566.**

**ONLY EXHIBITORS NOT WORKING WITH GES
FOR EXHIBIT PLANNING/DESIGN MUST SUBMIT THIS FORM.**

**FALL TOY PREVIEW 2018
EXHIBIT DESIGN APPROVAL REQUEST FORM**

In accordance with Fall Toy Preview exhibit display guidelines, all exterior surfaces must be finished.

Exhibitors using pop-up displays with unfinished backs or exposed frameworks can take advantage of a low-cost option offered by GES, the official show decorator, in order to meet this requirement.

If you are not planning your Fall Toy Preview exhibit design with GES, whose staff will ensure conformance with show requirements, this form as well as a floor plan or graphic depiction of your exhibit space design is required to be submitted for approval by The Toy Association, Inc. **no later than Friday, August 31, 2018.**

**Completing and submitting an
Exhibit Design Approval Request Form
does not guarantee approval.**

Show Management will respond within five business days of receipt of your Exhibit Design Approval Request Form.

Completed forms and floor plans or diagrams of proposed exhibit designs should be sent to:

Richard Chow
The Toy Association, Inc.
1375 Broadway, Suite 1001
New York, NY 10018
Fax: 212.645.3246
Email: rchow@toyassociation.org

COMPANY NAME _____ BOOTH/ROOM # _____

SUBMITTED BY _____ (please print) TITLE _____

PHONE _____ FAX _____

EMAIL _____

FOR SHOW MANAGEMENT USE ONLY

APPROVED _____ NOT APPROVED _____ DATE _____

FLOOR MANAGER _____

Exhibitor Appointed Contractors (EACs)

An Exhibitor Appointed Contractor (EAC) is any company, other than the designated official contractors listed below, which an exhibitor uses to supervise or perform work in its booth, and which will require exhibit hall access before, during or after the show.

Exhibitors may not use EACs for electrical, plumbing, internet, telephone, material handling (drayage), rigging, cleaning and catering services.

THOSE SERVICE PROVIDERS DESIGNATED AS FALL TOY PREVIEW OFFICIAL CONTRACTORS ARE:

MDAN AUDIO VISUAL *(audio-video)*

LEVY RESTAURANTS AT DALLAS MARKET CENTER *(catering)*

KUEHNE & NAGEL *(international freight forwarder)*

GDT ADVANCED SOLUTIONS, LLC *(telecommunications and internet)*

DALLAS MARKET CENTER PROTECTIVE SERVICES *(security guards)*

GES - GLOBAL EXPERIENCE SPECIALISTS *(show decorator, material handling, rigging,
cleaning, ALL lighting & electrical labor and materials)*

KRISTINA BOWMAN PHOTOGRAPHY *(photographer)*

DALLAS MARKET CENTER *(plant rentals)*

Exhibitor Appointed Contractors will be granted show floor access only if all required documentation, as detailed below, is received and approved by Richard Chow (rchow@toyassociation.org) in advance of move-in.

Documentation Requirements

Exhibiting Company	EAC
<ul style="list-style-type: none">• Notice of Intent to Use EAC (Form L-3)	<ul style="list-style-type: none">• Agreement and Rules and Regulations between GES and EAC (Form L-4, 2 pages)• DMC Agreement Form• Certificate of Insurance conforming to all requirements detailed in both aforementioned Agreements (sample)• A list of names of all EAC employees who will be on show-site

Exhibitor Badges Exhibitor badges are available for permanent, full-time exhibiting company personnel who will be setting up and dismantling their own company's booth space as well as staffing the booth during show hours. All such workers must carry personal I.D., company I.D. and/or a letter of introduction on company letterhead confirming full-time, permanent employee status.

Visit www.falltoypreview.org to register staff members and order their badges.

Exhibitor badges will not be issued to anyone under the age of 18 including infants, exhibitors' children, child inventors, demonstrators and consultants regardless of their affiliation to the exhibiting company.

Temporary work badges are available on-site in the exhibitor registration area for permanent, full-time employees of an exhibiting company who are over the age of 18 and will only set-up and/or dismantle their own company's exhibit. Appropriate personal and company identification will be required to secure a temporary work badge. (Please refer to *Right-to-Work Guidelines* in this alphabetical listing for important additional information.)

Exhibitor Conduct No dismantling of exhibits may occur until Fall Toy Preview closes at 5:00 p.m. on Thursday, October 4. No outbound freight or related services will be provided until the close of the show.

Exhibitors must confine activities, such as selling and distributing samples, literature and premiums, to their booths. No display should be arranged so that an exhibitor must stand in the aisle to conduct business. Exhibitors who use costumed models (*no one under 18*) or mannequins must ensure that their manner of appearance and dress is designed so as not to offend other exhibitors and/or attendees. All solicitations are restricted to inside the exhibitor's space.

Exhibitors who wish to sponsor any prizes, awards, drawings or contests of any kind are required to submit their request to Show Management for approval prior to the show. This policy has been instituted to assure a dignified tone during the show. There will be no public-address announcements of contests or winners during the show.

Failure to abide by the rules outlined in your exhibition contract and exhibitor kit may result in penalties including forfeiture of points earned toward booth assignments in 2019.

Exhibitor Service Center The GES Exhibitor Service Center, located on the 12th floor across from booth #12-2314, is staffed by GES representatives who will assist with your freight and decorating needs. On-site phone contacts for other service vendors such as a florist, a photographer, audio-visual equipment rental firms will also be available at the Exhibitor Service Center.

Fire Laws and Flame Proofing Exhibitors and contractors must comply with all federal, state and local fire regulations and building codes that apply to places of public assembly. All curtains, draping, foam core, decorative items, etc., must be made of flame retardant materials.

Firefighting and emergency equipment including fire extinguishers, strobes, fire hose cabinets and standpipes, may not be hidden, blocked or obstructed. All emergency exits, hallways and aisles must be kept clear and unobstructed. Fire lanes must be left open at all times.

Booths 2,500 square feet and larger must have two exits.

Suppliers of flame retardant fabric as well as sprays/liquids to render items flame retardant include: Rose Brand East in New Jersey at 800.223.1624 or Rose Brand West in California at 800.360.5056 (www.rosebrand.com) and Dazian (East Coast 877.232.9426, West Coast 877.432.9426) (www.dazian.com). Turning Star, Inc., at 201.881.7077 or 877.849.3182 (www.turningstar.com), will flameproof your fabric.

All display items produced by GES are guaranteed to be flame retardant.

First Aid or Emergency A First Aid office is in Room 113 on the first floor of the World Trade Center. In the event of a life-threatening situation, call 911 directly. Then call DMC Protective Services at 214.655.6166; they will meet emergency personnel and quickly guide them to the location of the incident. For all other emergencies, please consult Show Management in the 12th floor Show Office across from booth #12-112.

Floor Managers Floor Managers are available to assist you and answer any questions you have during installation, show days and dismantling. They will circulate the floor in their assigned areas.

Florist The Dallas Market Center is ready to assist you with your floral needs. See their order form in the *Additional Exhibitor Services* section of this kit.

Foam Core Flame retardant, biodegradable foam core is available for purchase from GES.

Fog/Smoke Machines Approval must be obtained through the DMC Event Management at least 72 hours prior to first use. A schedule for the use of fog/smoke machines that includes rehearsal and show times must be submitted in advance to DMC Event Management. Atmospheric affect must not impede visibility or egress or extend to neighboring exhibitors' space. Fog/smoke machine usage is limited to water-based chemicals.

Helium Balloons Balloons To You, 800.636.4887 or 972.788.5022, is the exclusive provider of helium balloons and tanks for the DMC. For tanks and supplies, visit www.btydirect.com; for decorating services, visit www.balloonstoyou.net.

Housing/Hotels The lowest rates at official show hotels are available through onPeak. For reservations, visit their webpage via compass.onpeak.com/e/012604466, or call 855.992.3353 or 312.527.7270 (International) between 8:00 a.m. and 5:00 p.m. CT, Monday – Friday.

In-Booth Promotions In addition to various official sponsorship, advertising and promotional opportunities, in-booth promotions are permitted. Except for those exhibitors who have contracted with Show Management for official promotional opportunities, exhibitors' materials must be contained within their booth and may not be posted or distributed elsewhere within the DMC.

Insurance/Liability Review the terms included on the online Fall Toy Preview Exhibitor Application & Contract as well as your confirmation.

Insurance for exhibits and products is the responsibility of exhibitors. Exhibitors should consult their insurance broker to obtain an endorsement to their insurance policies to cover display materials and merchandise during transit to/from and at the show site. Neither Show Management, the Dallas Market Center, the contractors nor any of their officers, agents or employees assume any responsibility for the theft, loss or damage to any of the exhibitor's property. The exhibitor and its contractor(s) must maintain Commercial General Liability Insurance. Detailed requirements for contractors' insurance coverage is provided on the *Exhibitor Appointed Contractor Notification Form* in this section. Policy limits for exhibitors should be \$1,000,000 Each Occurrence, \$2,000,000 General Aggregate, \$2,000,000 Product Liability and \$1,000,000 Personal & Advertising Injury. For employees participating in Fall Toy Preview, the exhibitor and its contractor(s) shall also maintain Workers Compensation Insurance coverage of not less than \$1,000,000.

Intellectual Property Show Management does not have the authority to intervene in matters regarding intellectual property rights. Exhibitors who believe their intellectual property rights have been violated are advised to consult their attorney.

Internet Services Dallas Market Center has appointed GDT Advanced Solutions, LLC as the preferred telecommunications and internet service partner. GDT Advanced Solutions, LLC provides all wired and wireless telecommunication services (voice and data), equipment and transmission lines. More information and order forms can be found at www.quickconnectnow.com, or call 214.857.6200, or email them at teamdmc@gdt.com.

Key Pickup for Showrooms Keys may be picked up at the Show Office on the 12th floor (across from booth #12-112) between the hours of 8:00 a.m. and 6:00 p.m., Friday, September 28, through Monday, October 1. A \$20 refundable key deposit will be required for each key.

If keys are lost, replacement keys will be issued. Additional fees will apply.

Keys must be returned by 11:00 p.m. on Thursday, October 4. No deposits will be refunded without signature or after Thursday, October 4.

Move-In Exhibitor and EAC access for exhibit space setup begins Friday, September 28. From Friday, September 28, through Monday, October 1, exhibitor move-in hours are from 8:00 a.m. to 5:00 p.m.

Refer to *Shipment & Receipt of Exhibit Materials for Hand Carry Procedures* and other essential information.

Music in Booths The performance of live or recorded music that falls under the jurisdiction of the American Society of Composers, Authors and Publishers (ASCAP), Broadcast Music Inc. (BMI) or any similar licensing agency is strictly prohibited unless you can provide Show Management (The Toy Association, Inc.) evidence, prior to the opening of Fall Toy Preview, that any required licensing fees have been previously paid to cover the period of the show.

Noise Level Mechanical or electrical devices, which produce sound, must be operated at a level that is not disturbing to other exhibitors, attendees or Show Management. A maximum sound level of 65db has been set and will be enforced. Show Management reserves the right to revise the acceptable sound level in all instances. Failure to comply will result in the discontinuation of the use of all sound equipment in that exhibitor's booth.

Overnight Storage Rooms Once at the Dallas Market Center, you will receive a Fall Toy Preview Move-In Bulletin which lists helpful information including the location of a complimentary overnight storage space for exhibitor use. Exhibitors are encouraged to use this area for one-of-a-kind merchandise, valuable prototypes or high-value items such as laptops or other communication devices that they do not wish to leave on the show floor overnight. Additionally, any materials packed for outbound shipment may be consigned to Overnight Storage pending your carrier's pickup.

Overnight Storage Access Hours

During Move-In

Friday, September 28 - Monday, October 1 8:00 a.m. - 5:00 p.m.

Show Days

Tuesday, October 2 - Thursday, October 4 7:00 a.m. - 8:30 a.m. / 5:00 p.m. - 6:00 p.m.

Parking at the Dallas Market Center Over 11,000 free parking spaces, including ample spaces for handicapped parking, are available at the Dallas Market Center Campus.

Photography No photography or filming will be permitted in the exhibit hall except by the official Fall Toy Preview photographer or appropriately-badged and registered members of the trade press who have obtained permission from Show Management **and** the exhibitor whose booth is being photographed or filmed. Exhibitors may photograph their own exhibit only. Unauthorized photographing of exhibits will result in expulsion from Fall Toy Preview. Please notify Show Management of any unauthorized photography.

To hire Kristina Bowman Photography (www.kristinabowmanphotography.com), the designated Fall Toy Preview photographer, please call 214.631.1111 or email kbowmanphoto@hotmail.com. If you have hired a photographer other than Kristina Bowman, notify Show Management by submitting a completed Exhibitor Appointed Contractor Form along with the photography firm's certificate of insurance.

Plumbing Outside plumbing labor is not permitted to operate in the DMC. If plumbing services are required, please contact DMC management.

Removal Passes Exhibitors who wish to remove any merchandise from the Dallas Market Center during or at the close of the show each day **MUST** wear their badge and obtain a *Removal Pass* from a Floor Manager or from the Show Office (located on the 12th floor across from booth #12-112).

Right-to-Work Labor Guidelines Permanent, full-time employees of the exhibiting company are allowed to set up their own company's exhibit without the assistance of hired union labor. All such workers must carry personal I.D., company I.D. and/or a letter of introduction on company letterhead confirming permanent, full-time status.

Day labor workers hired only to set up and/or dismantle an exhibitor's booth are **NOT** permitted.

Any labor services that may be required beyond what an exhibitor's permanent, full-time employees can provide, must be rendered by union labor hired through GES. Labor may be ordered in advance using the GES *Installation & Dismantling Order Form* in this kit or on a first-come, first-served basis on show site.

Security All exhibitor personnel should be prepared to show government-issued ID (such as a driver's license or passport) upon request.

Show Management will provide perimeter guard service at the Dallas Market Center throughout the installation, show days and hours as well as dismantling period of the show. Neither management, the contractors nor any of their officers, agents or employees, assume any responsibility for the exhibitors' property. Exhibitors are reminded that they are responsible for the security of their exhibits and merchandise.

When considering booth security needs, please note the possibility of some exhibitors hosting off hour appointments.

If exhibitors feel their merchandise requires special protection, they may hire a private guard at their own expense through the official security contractor, DMC Protective Services (214.655.6234) or have their merchandise stored in the overnight storage room. The DMC Protective Services order form is included in the *Additional Exhibitor Services* section of this exhibitor kit.

Setup For exhibitor access dates and times, refer to *Move-In* in this alphabetic list.

Shipment & Receipt of Exhibit Materials

VERY IMPORTANT

- **No booth or display element may exceed 8' in height due to the DMC ceiling height.**
- **ALL crated shipments must be packed in crates no larger than 7' x 4' x 6' in order to load onto elevators and move through showroom entryways.**
- **While the entryway of the elevator is only 7' high, the elevator's interior can accommodate 8' items, such as booth walls, if they can be tilted to load and are not wider than 6'. Crates, however, must adhere to the dimensions noted above.**
- **If in doubt or if more specific information is needed about this, please contact Kevin Orzen at GES, korzen@ges.com or 214.443.2566.**

Global Experience Specialists (GES) has been designated as the official drayage contractor for Fall Toy Preview 2018. GES is solely responsible for unloading, delivering, reloading and processing all exhibitor freight shipments.

There are two ways to deliver exhibit materials and merchandise to the DMC for the Fall Toy Preview.

1. **Advance Shipments** ensure the earliest possible delivery to your exhibit space. Advance freight is the first freight on the show floor. It is also more economical than direct freight handling.

GES will accept Advance Shipments beginning **Tuesday, August 28, until Wednesday, September 26, 2018**. Shipments must arrive by Wednesday, September 26, to ensure the lower Advance Shipment Receiving rates. Shipments will be accepted Monday through Friday from 8:00 a.m. to 4:30 p.m. **Please note that the facility will be closed on September 3, 2018 in observance of Labor Day.** Materials should be shipped crated, boxed or skidded to avoid additional material handling charges. Material Handling information and rates are included as Forms R-1 and R-2 in the *Material Handling* section of this kit.

2. **Direct Shipments** to show site according to your assigned freight acceptance date and time as outlined below. Also see color-coded *Direct Shipment Floor Plans* in the *General Information* section of this kit for *assigned freight acceptance time frames* and *driver check-in times*.

9th and 12th Floors, Showrooms and Assigned Booths ONLY
12th and 13th Floors, Assigned Booths ONLY

Friday, September 28
Saturday, September 29

- If you miss your target date, your vehicle will not be unloaded until all on-target vehicles have been unloaded regardless of when your vehicle checked in.
- Direct freight deliveries will not be accepted after 5:00 p.m. on Monday, October 1.

For exhibitor access dates and times, refer to *Move-In* in this alphabetic list.

Both Advance and Direct Shipments should be shipped to the address below. For your convenience, clear, concise labels may be created using forms R-5 and R-6 in the *Material Handling* section of this exhibitor service kit.

**c/o Global Experience Specialists, Inc. (GES)
Fall Toy Preview 2018
EXHIBITOR NAME/BOOTH #
Dallas Market Center – World Trade Center
2050 Stemmons Freeway
Dock 2
Dallas, TX 75207
USA**

Recommended Domestic Carrier GES Logistics can handle all of your ground transportation needs, including shipping to and from the Fall Toy Preview. GES staff will be on-site from the first day of inbound, all the way through the last day of outbound. By shipping with GES's Transportation Plus program you eliminate the need to coordinate inbound targets. For information about the Transportation Plus program call 800.475.2098 or refer to the *Material Handling* section of this exhibitor service kit.

Of course, exhibitors may ship via any carrier they choose.

International Freight Forwarder Kuehne + Nagel, Inc. has been selected as the official Customs Broker and International Freight Forwarder for the Fall Toy Preview. All merchandise imported into the United States requires Customs House Clearance before being released from any U.S. port or airport. Refer to the *Additional Exhibitor Services* section of this kit for Kuehne + Nagel, Inc. guidelines and other information that will facilitate your international shipment for the show. Also see details under the *Material Handling* heading.

Hand-Carry Procedures Hand carrying of exhibit materials and merchandise through the front of the building is prohibited. Exhibitors are allowed limited access to the dock area in order to carry items to their exhibit space. However, for the sake of all exhibitors, access will only be granted behind the area being used by the General Service Contractor, GES. No dollies, hand-trucks or other wheeled devices will be made available to exhibitors or permitted in passenger elevators. If the exhibitor can hand-carry **OR** provide their own wheeled devices **AND** their materials can be carried up in **ONE LOAD**, access will be granted. If these parameters cannot be met, the exhibitor will be required to use the freight handling services provided by GES at their own expense.

UPS, FedEx, DHL, etc. The GES Material Handling rates and policies included on Form R-2 apply to inbound exhibitor shipments from couriers such as UPS, FedEx and DHL. Also see details regarding small package/envelope handling on the same form.

Storage and Handling of Crates/Empties Properly labeled empty shipping packages (crates, cartons and boxes) will be picked up, stored and returned after the show. Empties must be unpacked and ready to be removed from each exhibit space by 5:00 p.m. on Monday, October 1. **EMPTY** stickers must be used to designate all containers to be stored and returned at the conclusion of the show. Exhibitors may obtain **EMPTY** stickers at the GES Service Center, from their GES Service Executive or from a floor manager. Please be sure to mark your booth number on each label.

Exhibitors are cautioned not to leave any merchandise in crates, cartons and boxes being consigned to EMPTY storage.

Move-Out Dates, Times & Procedures No dismantling of exhibits may begin before the official close of the show at 5:00 p.m. on Thursday, October 4.

Your empty cardboard boxes will be delivered to your exhibit space by 8:00 p.m. Your empty crates will be returned by 11:00 p.m.

Outbound Material Handling

Every outbound shipment must be accompanied by a Material Handling Order Form completed by the exhibitor and given to GES, the drayage contractor.

Please note: Turning in a *Material Handling Order Form* does not constitute GES's "taking possession" of your freight. Exhibitors should remain with their freight or arrange for security services until it is in the handlers' possession. No materials should be left unattended, at any time, while awaiting pick up. Neither GES nor Show Management accepts responsibility for any exhibitor property left on the show floor unattended.

Merchandise will be transferred to the freight carrier in accordance with the shipping instructions indicated on the Material Handling Order Form/Request. Carrier charges for removal of freight from the Dallas Market Center are the sole responsibility of the exhibitor.

Shipments without proper paperwork will be returned or forced onto another carrier at the exhibitor's expense. Neither GES nor Show Management assumes responsibility for such shipments.

ShopToys365 For 3 days in October, there's Fall Toy Preview. For 4 days in February, there's Toy Fair. For 24/7/365 B2B commerce, there's The Toy Association's innovative e-commerce platform ShopToys365.com which enables registered FTP and Toy Fair buyers and sellers to connect and conduct business before, during and after our market events. This tool allows exhibitors to create virtual showrooms that include company profiles, contact information and product catalogues including images, product descriptions, pricing and availability. Buyers can browse or search these showrooms from a mobile device or desktop computer to hone in on products they want to see or review products they saw at the show and they can place orders 24/7/365.

Show Management Office Show Management will maintain a fully staffed Show Office during Fall Toy Preview. It can be found on the 12th floor across from booth #12-112.

Showroom Access & Key Pickup Please see *Key Pickup* in this alphabetical listing.

Shuttle Service Complimentary transportation will be provided to/from program hotels and the Dallas Market Center. More details will be provided in the weeks leading up to the show at www.falltoypreview.org.

Signs (Hanging) Hanging signs are not permitted in any part of Fall Toy Preview due to ceiling heights at the Dallas Market Center.

Smoking, Vaping & E-Cigarettes In compliance with the Texas Clean Indoor Air Act, smoking, vaping and e-cigarettes are not permitted within the Dallas Market Center. Designated smoking areas have been established in various locations outside around the campus.

Telecommunication Services Dallas Market Center has appointed GDT Advanced Solutions, LLC as the preferred telecommunications and internet service partner. GDT Advanced Solutions, LLC provides all wired and wireless telecommunication services (voice and data), equipment and transmission lines. More information and order forms can be found at www.quickconnectnow.com, or call 214.857.6200, or email them at teamdmc@gdt.com.

Tippling Work rules of GES, the Dallas Market Center and The Toy Association, Inc. prohibit the solicitation or acceptance of gratuities. This includes cash, merchandise or any other special considerations for services rendered. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to Show Management and GES.

Union Labor at Dallas Market Center See *Show Site Work Rules* in the *General Information* section of this online manual and *Right-to-Work Labor Guidelines* in this alphabetical listing.

AMENDMENTS TO THE RULES

SHOW MANAGEMENT MAY, FROM TIME TO TIME, ISSUE SUCH ADDITIONAL RULES AS IT DEEMS NECESSARY FOR THE ORDERLY PRESENTATION OF THE SHOW. SHOW MANAGEMENT MAY AMEND ANY RULE AT ANY TIME PROVIDED THAT SUCH AMENDMENTS SHALL NOT SUBSTANTIALLY DIMINISH THE RIGHTS OR INCREASE THE LIABILITY OF THE EXHIBITOR OR EXHIBITING NEIGHBOR. ALL AMENDMENTS THAT MAY BE SO MADE SHALL BE EQUALLY BINDING UPON PUBLICATION OR INTERNET POSTING ON ALL PARTIES AFFECTED BY THEM AS THE ORIGINAL REGULATIONS.

INFORMATION IN THIS EXHIBITOR SERVICE KIT IS SUBJECT TO CHANGE WITHOUT NOTICE. FOR THE MOST UP-TO-DATE GUIDELINES AND INFORMATION, REGULARLY VISIT www.falltoypreview.org AND THIS FALL TOY PREVIEW ONLINE EXHIBITOR SERVICE KIT.