


**MARKETPLACE**

 August 16-17, 2020 | Dallas, Texas | [www.tramarketplace.com](http://www.tramarketplace.com)

# Show Information

## EVENT LOCATION

Kay Bailey Hutchison Convention Center  
 650 S Griffin St  
 Dallas, TX 75202

## ONSITE REGISTRATION

Onsite Exhibitor Registration will be available in the lobby.

Friday, August 14, 2020	8:00 a.m. – 5:00 p.m.
through	
Monday, August 17, 2020	8:00 a.m. – 4:00 p.m.

## EXHIBITOR MOVE-IN HOURS

All staff assisting in move-in and move-out must be 18 years & older. No exceptions.

Friday, August 14, 2020	8:00 a.m. – 5:00 p.m.
Saturday, August 15, 2020	8:00 a.m. – 5:00 p.m.

**All freight must be moved in by 5:00 p.m. on Saturday, August 15.**

## SHOW HOURS

Sunday, August 16, 2020	9:30 a.m. – 5:00 p.m.
Monday, August 17, 2020	9:30 a.m. – 4:00 p.m.

## EXHIBITOR MOVE-OUT HOURS

Exhibitors will not be permitted to remove any property from the exhibit hall and exhibits cannot be disassembled prior to show closing at 4:00 p.m. on Monday, August 17.

Monday, August 17, 2020	4:00 p.m. – 12:00 a.m.
Tuesday, August 18, 2020	8:00 a.m. – 12:00 p.m.

## TRA MARKETPLACE CONTACT INFO

800.395.2872 | 512.457.4100 | Fax: 512.477.6486 | [expoinfo@txrestaurant.org](mailto:expoinfo@txrestaurant.org)

Mail to: TRA MarketPlace  
 P.O. Box 1429  
 Austin, Texas 78767-1429



# Facility Specs

## EXHIBIT HALL

- Facility: Kay Bailey Hutchison Convention Center
- Exhibit Halls: **A & B**
- Ceiling Height: 35 Ft.
- Utilities: Electricity, Water, Drains, Compressed Air, and Telecommunications
- Floor Load: 350 PSF (lbs. per sq. ft.)
- Concrete floors, carpeted aisles

**Note: All exhibit booths are required to have floor covering.**

## LOADING FACILITIES

The loading dock entrance is off Memorial Drive.

## BOOTH EQUIPMENT

- Booth Back Drape: 8' high back wall, Lime Green/White/White/Lime Green
- Booth Side Drape: 3' high side rail, White
- Aisle Carpet: Pepper
- All exhibitors will be provided with a 7" x 44" identification sign showing company name and booth number.
- **All booths are required to have some form of floor covering.** If an exhibitor lays his/her own carpet, the carpet tape must be easily removed. The exhibitor is responsible for removing all tape and residue.
- Proper tape and all other equipment may be obtained through GES using the forms in this manual or by ordering online at <https://ordering.ges.com/042600611>.

## BOOTH HEIGHT RESTRICTIONS

- In-line, Corner & Half Island booths are limited to 8' in height
- Perimeter booths are limited to 14' in height
- Peninsula & Island booths are limited to 20' in height

Please review the Display Rules and Regulations for specifics regarding booth specs and design.



# General Information

## AGE RESTRICTIONS

**No children under 16 years of age will be admitted to the exhibit hall at any time under any circumstances**, including infants in strollers and those being carried. Proof of age will be required. This restriction is strictly enforced for safety reasons and applies to both exhibitors and attendees.

## BALLOONS

Helium balloons are not allowed (including distribution and sale). Static helium balloon displays are permitted as an integral part of the exhibit. Any helium-filled balloons, such as advertising balloons, larger than eighteen (18) inches, may be used only if they are securely anchored to the exhibit.

Please notify your Show Management of all balloon displays a minimum of sixty (60) days prior to the move-in day of your event.

PLEASE NOTE: Storage of helium or compressed air cylinders is prohibited in the building.

Exhibitors are responsible for retrieving all helium balloons that may escape and float to the ceiling or other areas. Labor costs associated with the removal of balloons will be charged to exhibitor at the prevailing rate.

## DEMONSTRATIONS AND SOLICITATIONS

All demonstrations must be confined to the exhibit space. No exhibitor may solicit attendees or distribute literature or other materials outside of his booth space. Aisles may not be obstructed at any time. Solicitations in the exhibit hall by non-exhibiting personnel are strictly prohibited and offenders will be asked to leave.

## SUITCASING

Suitcasing is defined as the unethical practice to solicit or sell products or services to delegates attending a show without the proper authorization by an event producer. It is strictly prohibited at Marketplace and any attendee who is observed soliciting business in the aisles, public spaces, or in another exhibitor's booth will be asked to leave. It is Show Management's objective to do everything possible to support our exhibitors in having a successful show so please report any suitcasing you observe to Show Management.

## MUSIC LICENSING

Exhibitors shall not play or permit the playing or performance of, or distribution of any copyrighted material at the show unless it has obtained all necessary rights and paid all required royalties, fees or other payments.



# General Information

## PROPERTY REMOVAL BY EXHIBITORS

Exhibitors may remove property only through the freight entrances. To discourage early dismantling of exhibits, exhibitors are **not allowed** to remove property from the hall on **Monday, August 17 prior to show closing at 4:00 p.m.**

## ROLLING CARTS

There is a “no wheels” policy in the exhibit hall for the TRA Marketplace during show hours. This includes wheeled bags and luggage carts. This will help us ensure the safety and enjoyment of all individuals in the exhibit hall.

## SECURITY

**The Texas Restaurant Association will provide perimeter security to the best of its ability.** Security guards will be in the exhibit hall at all times. Exhibitors are encouraged to take steps to prevent theft by cooperating with TRA security policies. If you see any security violation, please report it immediately to the security officers or to Show Management.

## SELLING ON SHOW FLOOR

Selling **IS** permitted on the show floor and Show Management encourages attendees to place orders while at the Show.

## SOUND

The use of sound systems or equipment producing sound is a privilege, not a right. Show Management reserves the right to determine at what point sound constitutes interference with others and must be discontinued by adhering to the following:

The 80/80 Rule: Any sound that consistently exceeds 80 decibels measured at the edge of an exhibitor’s booth or is clearly identifiable more than 80 feet from that booth is considered objectionable.

## OTHER REGULATIONS

Hiring of Kay Bailey Hutchison Convention Center personnel to help carry, erect or dismantle displays is strictly prohibited.