



SHOW HOURS: NEW SHOW HOURS

WORLD TRADE CENTER		
Wednesday – Friday	January 4 th – 6 th	9:00AM – 6:00PM
Saturday	January 7 th	9:00AM – 4:00PM
TRADE MART – 1		
Wednesday – Saturday	January 4 th – 7 th	8:30AM – 6:00PM
MARKET HALL		
Wednesday – Friday	January 4 th – 6 th	8:00AM – 6:00PM
Saturday	January 7 th	8:00AM – 4:00PM

MOVE – IN HOURS:

Monday	January 2 nd	8:00AM – 8:00PM
Tuesday	January 3 rd	8:00AM – 8:00PM

MOVE – OUT HOURS:

WTC – 10		
Saturday	January 7 th	4:00PM – 12:00AM
WTC – 12		
Saturday	January 7 th	4:00PM – 10:00PM
WTC – 13		
Saturday	January 7 th	4:00PM – 10:00PM
TRADE MART – 1		
Saturday	January 7 th	6:00PM – 12:00AM
MARKET HALL		
Saturday	January 7 th	4:00PM – 10:00PM

NO SUNDAY MOVE OUT – FLOOR MUST BE CLEAR BY MIDNIGHT JANUARY 7TH.



SHIPPING

Maximum Freight Dimensions – 9’2” Wide X 7’ Height X 12’4” Length

- Double Doors on dock landings are 7’ X 5’3”

ADVANCE SHIPPING DATES – November 29th – December 29th

Freight receiving is Monday – Friday, 8:00am – 4:00pm. Closed 12:00pm – 12:30pm daily and Holidays. Carriers must check-in by 2:30pm to avoid overtime rates.

Please note: Holidays being observed – December 23rd, December 26th, and December 30th.

Exhibitors choose their preferred shipping method and freight company. GES manages the receipt of freight and movement of freight from the dock to the booth space and the outbound. GES receives shipments from most freight carriers and small package freight carriers, including UPS & FedEx. United States Postal Service (USPS) does not deliver to the Dallas Market Center loading docks.

NOTE: GES is the only official transportation company affiliated with DMC.

DRAYAGE FEES

World Trade Center, Trade Mart, and Market Hall Immediate Goods – Artisan category, storage and drayage fees are included. Market Hall – Immediate Goods Gift, Jewelry, Home & Vintage, please call 214-749-5441 for quote. **Fees apply.**

ADVANCE SHIPPING ADDRESS – ALL BUILDINGS

Exhibiting Company Name
(BLDG) - (6 Digit BOOTH #)
January 2023 Temps
Dallas Total Home & Gift Market
C/O GES
World Trade Center, Dock 2
2050 N. Stemmons Fwy.
Dallas, TX 75207



DIRECT-TO-SHOWSITE SHIPPING DATES **January 2nd – 3rd, 2023**

DRAYAGE FEES

World Trade Center, Trade Mart, Immediate Goods Gift & Jewelry - **Drayage fees apply both days for Direct to Show Shipping. Please refer to the Drayage/Material Tab of the Exhibitor kit for pricing.**

Market Hall – Immediate Goods Artisan, Home & Vintage drayage fees included January 2nd. Must check in by 5:00pm.

Drayage fees apply January 3rd. 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.

DIRECT TO SHOW SHIPPING ADDRESS

WORLD TRADE CENTER, TRADE MART

Exhibiting Company Name
(BUILDING) – (6 Digit Booth#)
January 2023 Temps
Dallas Total Home & Gift Market
C/O GES
World Trade Center, Dock 2
2050 N. Stemmons Fwy.
Dallas, TX 75207, USA

MARKET HALL

Exhibiting Company Name
Market Hall–(Main or North)–(BOOTH #)
January 2023 Temps
Dallas Total Home & Gift Market
C/O GES
Market Hall
2050 N. Stemmons Fwy.
Dallas, TX 75207,
USA

MOVE-IN DETAILS

SELF MOVE-IN

Exhibitors are permitted to drive up to the loading dock to unload their vehicles and utilize their own 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 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 Tuesday, January 3rd, 2023, 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 4:00pm or 6:00pm for LUXE. Early move-out is strictly prohibited and considered a breach of contract, resulting in penalties.

EMPTY RETURNS

- Empty returns begin at 4:00pm.
- Please allow 2-3 hours for empty returns when planning outbound travel. Palettes 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.

Caravan to Atlanta – Dallas Market Center along with GES offers caravan service straight to the Atlanta Market for a fee. In order to participate you must complete the caravan form located in the Shipping tab of the exhibitor kit.



OUTBOUND SHIPPING

SMALL PACKAGES & FREIGHT CARRIERS – (BILL OF LADING) BOL

Once empties are returned and you're completely packed 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 its 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. **United States Postal Service (USPS) DOES NOT DELIVER to THE DALLAS MARKET CENTER DOCK.**

FREIGHT CARRIER CHECK-IN- All freight carriers must be checked in by 3:00pm Saturday January 7th, or 9:00am on Sunday, January 8th, 2023, to avoid overtime charges.

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 Landing) 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 4:00pm. 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.