

2023 Preview | Holiday Market 2022

September 20-22, 2022

Shipment & Receipt of Exhibit Materials

As the official material handling contractor for the show, Global Experience Specialists (GES) is solely responsible for processing all exhibitor freight shipments – whether they are sent in advance or direct to the Dallas Market Center.

This includes:

- Unloading freight from exhibitors' carriers or privately-owned vehicles at the Dallas Market Center loading dock,
- Delivering freight to exhibitors' booths,
- Retrieving and storing properly labeled empty containers,
- Returning empty containers to exhibitors' booths at the close of the show,
- Moving packed and labeled containers to the loading dock for outbound shipping,
- Reloading outbound freight onto exhibitors' carriers.

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 exhibit hall 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 Don Reeves at GES, doreeves@ges.com or 469.278.3027.

There are **two ways** to deliver exhibit materials and merchandise to the Dallas Market Center for the show.

- 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 Friday, August 12, until Monday, September 12, 2022. Shipments must arrive by Monday, September 12, to ensure the lower Advance Shipment Receiving rates. Shipments will be accepted Monday through Friday from 8:00 a.m. to 3:30 p.m. Please note that the facility will be closed on Monday, September 5, 2022 in observance of Labor Day.

Materials should be shipped crated, boxed, or skidded to avoid additional material handling charges. For more information and rates, see *Material Handling/Drayage Services* under *Shipping, Drayage and Material Handling* of this *Exhibitor Kit*.

- 2) **Direct Shipments** to show site according to your assigned freight acceptance date and time as outlined below.

12th Floor, Assigned Booths

Friday, September 16

Direct freight deliveries will not be accepted after 5:00 p.m. on Monday, September 19.

Both Advance and Direct Shipments should be shipped to the address below. For your convenience, clear and concise labels may be created using *Print Address Labels* under *Shipping, Drayage and Material Handling* of this *Exhibitor Kit*.

c/o GES
Preview & Holiday Market
EXHIBITING COMPANY NAME, BOOTH #
Dallas Market Center – World Trade Center
2050 Stemmons Freeway
Dock 2
Dallas, TX 75207
United States of America

Hand-Carry Procedures The 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.

International Freight Forwarder Phoenix International Business Logistics, Inc. (PIBL) has been selected as the official Customs Broker and International Freight Forwarder for the show. All merchandise imported into the United States requires Customs House Clearance before being released from any U.S. port or airport. Refer to *International Freight Forwarder* under *Additional Show Services* of this *Exhibitor Kit* for PIBL guidelines and other information that will facilitate your international shipment for the show.

Move-In Hours Friday, September 16 to Monday, September 19, from 8:00 a.m. to 5:00 p.m.

Recommended Domestic Carrier GES Logistics can handle all of your ground transportation needs, including shipping to and from the show. 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 Logistics, you eliminate the need to coordinate inbound targets. For information, see *GES Logistics* under *Shipping, Drayage and Material Handling* of this *Exhibitor Kit*.

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

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, September 19. *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.

No empty cardboard boxes may be stored in the exhibit hall during the show. Unlabeled boxes will be trashed.

UPS, FedEx, DHL, etc. Material handling rates and policies apply to inbound exhibitor shipments from couriers such as UPS, FedEx, and DHL. For more information, see *Shipping, Drayage and Material Handling* of this *Exhibitor Kit*.