



SHOW HOURS:

Thursday	September 15th	9:00AM - 6:00PM
Friday	September 16th	9:00AM - 3:00PM

MOVE-IN HOURS:

Wednesday	September 14th	12:00PM - 6:00PM
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MOVE-OUT HOURS

Friday	September 16th	3:00PM - 11:00PM
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SHIPPING

Maximum Freight Dimensions - 5'7" Wide X 7'5" Tall

ADVANCE SHIPPING DATES

August 29th - September 9th, 2022

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

DRAYAGE FEES

There is no charge for drayage if your shipment arrives within the above shipping window.

ADVANCED SHIPPING ADDRESS

Exhibitor Name & Booth Number
 Hold For: ArchLIGHT Summit
 c/o Global Experience Specialists
 World Trade Center, Dock 2
 2050 Stemmons Freeway
 Dallas, TX 75207

USPS DOES NOT DELIVER to THE DALLAS MARKET CENTER DOCK.

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



DIRECT-TO-SHOWSITE SHIPPING DATES

DRAYAGE FEES

Drayage fees apply. Please see Drayage/Materials section of kit for pricing.

All GES labor services provided on weekend or after 4:30pm on weekdays will be billed overtime rates

DIRECT TO SHOW SHIPPING ADDRESS

Exhibitor Name & Booth Number
Hold For: ArchLIGHT Summit
c/o Global Experience Specialists
World Trade Center, Dock 2
2050 Stemmons Freeway
Dallas, TX 75207

MOVE-IN DETAILS

SELF MOVE-IN

Exhibitors are permitted to drive up to the loading dock to unload 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 on 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 SERVICES (Small Privately Owned Vehicles (POV)) - GES offers cartload services assistance for small passenger vehicles that need assistance in moving small loads. 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 included 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 for 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 Wednesday September 14th** for GES pick. 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 are running late and require special consideration.

MOVE-OUT DETAILS

Breakdown begins at 3:00pm. Early move-out is a breach of contract and is strictly prohibited, resulting in penalties.

EMPTY RETURNS

- Empty returns begin at 3:00pm
- Please allow 1-2 hours for empty 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 can store fixtures between shows at no charge with a contract to 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.

OUTBOUND SHIPPING

SMALL PACKAGE & FREIGHT CARRIERS - BILL OF LADING (BOL)

Once empties are returned and you have packed up completely and applied shipping labels to boxes and freight all exhibitors are required to leave a BOL with the 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 their new 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 weekends, during move-out, so please obtain any packing supplies before the weekend.

USPS DOES NOT DELIVER to THE DALLAS MARKET CENTER DOCK

FREIGHT CARRIER CHECK-IN - All freight carriers must be checked in by **3pm Friday or 9am on Saturday September 17th** to avoid overtime rates.



SELF MOVE-OUT

Exhibitors are permitted to pack and remove items for their booth without assistance or fees.

- Vehicles cannot 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 your Bill of Landing (BOL) to GES upon your departure. GES offers assistance removing and loading your materials into your POV vehicle. See Drayage/Materials section of kit pricing.

CARTS - Carts are not allowed on the show floor until 3:00pm. 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 delay.