

AETA INTERNATIONAL TRADE SHOW
JANUARY 22-25, 2025

CRITICAL DATES & CONTACTS

DEADLINE	SERVICE	CONTACT	✓
ASAP	Hotel & Travel Reservations	Connections Housing 214.744.7444 dmctravel@connectionshousing.com	
ASAP	Order Mannequins Steamers Showcases	American Showroom Habitat Decorating 214.631.1737 214.879.8144 info@americanshowroomconcepts.com mdavishabitat@yahoo.com	
Ongoing	Wi-Fi is included. Questions with respect to upgrades and privacy, please contact DMC IT	Tenant Help Desk 214.760.2826 tenanths@dallasmarketcenter.com	
Ongoing	Advertising/Sponsorship Opportunities	Jamie Majecki 214.655.6174 jmajecki@dallasmarketcenter.com	
Ongoing	Update your Online Directory Listings Buyers List	Helen Smith 214.655.6230 hsmith@dallasmarketcenter.com	
Dec. 20th	Final Payment Due	Zesley Hardman 214.749.5466 zhardman@dallasmarketcenter.com	
Dec. 17th	First Day of Advance Shipping	GES (Global Experience Specialists) 855.384.3965 ges_dmcevents@ges.com	
Dec. 14th	EAC Forms/Proof of Insurance Due	Christie Messer 214.655.7669 cmesser@dallasmarketcenter.com	
Dec. 14th	Request for Exhibitor Badges	DMC Registration 214.655.6131 tempexhibbadge@dallasmarketcenter.com	
Dec. 14th	Catering Alcohol	Levy Restaurants 214.749.5493 mcomo@levyrestaurants.com	
Jan. 3rd	Complimentary Booth Package Deadline GES Electrical Discount Deadline GES Graphics Discount Deadline GES Accessories & Furnishings Discount Deadline GES Carpet Discount Deadline	GES (Global Experience Specialists) 855.384.3965 ges_dmcevents@ges.com	
Jan. 15th	Last Day of Advance Shipping	GES (Global Experience Specialists) 855.384.3965 ges_dmcevents@ges.com	
Jan. 20th-21st	Direct Delivery Shipping Dates	GES (Global Experience Specialists) 855.384.3965 ges_dmcevents@ges.com	
Jan. 20th-21st	Exhibitor Move-In, 8am – 6pm	SHOW MANAGEMENT DMC Trade Show Operations, Booth Approvals, Customer Service Stephanie Norris 214.749.5443 snorris@dallasmarketcenter.com Sales Admin Storage Ruthie Tezeno 214.655.6110 rtezeno@dallasmarketcenter.com	
Jan. 22nd	Show Starts 8:30am – 6pm		
Jan. 25th	Show Ends 3pm		
Jan. 25th	Exhibitor Move-Out 3pm – 8pm		