

**AETA INTERNATIONAL TRADE SHOW**  
**JANUARY 21-24, 2026**

**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   214.631.1737   info@americanshowroomconcepts.com Habitat Decorating   214.879.8144   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. 19th	Final Payment Due	Zesley Hardman   214.749.5466   zhardman@dallasmarketcenter.com	
Dec. 16th	First Day of Advance Shipping	GES (Global Experience Specialists)   855.384.3965   ges_dmcevents@ges.com	
Dec. 16th	EAC Forms/Proof of Insurance Due	Christie Messer   214.655.7669   cmesser@dallasmarketcenter.com	
Dec. 16th	Request for Exhibitor Badges	DMC Registration   214.655.6131   tempexhibbadge@dallasmarketcenter.com	
Dec. 16th	Catering   Alcohol	Levy Restaurants   214.749.5493   mcomo@levyrestaurants.com	
Jan. 5th	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. 16th	Last Day of Advance Shipping	GES (Global Experience Specialists)   855.384.3965   ges_dmcevents@ges.com	
Jan. 19th-20th	Direct Delivery Shipping Dates	GES (Global Experience Specialists)   855.384.3965   ges_dmcevents@ges.com	
Jan. 19th-20th	Exhibitor Move-In: 8 AM – 6 PM	<b>SHOW MANAGEMENT</b> DMC Trade Show Operations, Booth Approvals, Customer Service Nancy Castaneda   214.749.5446   ncastaneda@dallasmarketcenter.com Sales Admin   Storage Ruthie Tezeno   214.655.6110   rtezeno@dallasmarketcenter.com	
Jan. 21st	Show Starts: 8:30 AM – 6 PM		
Jan. 24th	Show Ends: 3 PM		
Jan. 24th	Exhibitor Move-Out: 3 PM – 8 PM		