

**THE NEARSHORING AMERICA EXPO**

DECEMBER 9TH - 11TH, 2024

**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	Michael Mendoza   214.778.2490   mmendoza@dallasmarketcenter.com	
Ongoing	Update your Online Directory Listings   Buyers List	Helen Smith   214.655.6230   hsmith@dallasmarketcenter.com	
Oct 23rd	Final Payment Due	Zesley Hardman   214.749.5466   zhardman@dallasmarketcenter.com	
Nov 5th	First Day of Advance Shipping	GES (Global Experience Specialists)   855.384.3965   ges_dmcevents@ges.com	
Nov 22nd	EAC Forms/Proof of Insurance Due	Stephanie Norris   214.749.5443   snorris@dallasmarketcenter.com	
Nov 22nd	Request for Exhibitor Badges	DMC Registration   214.655.6131   tempexhibbadge@dallasmarketcenter.com	
Nov 22nd	Catering   Alcohol	Levy Restaurants   214.749.5493   mcomo@levyrestaurants.com	
Nov 22nd	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	
Dec 4th	Last Day of Advance Shipping	GES (Global Experience Specialists)   855.384.3965   ges_dmcevents@ges.com	
Dec 6th - 8th	Direct Delivery Shipping Dates	GES (Global Experience Specialists)   855.384.3965   ges_dmcevents@ges.com	
Dec 6th - 8th	Exhibitor Move-In, 8am – 6pm	<b>SHOW MANAGEMENT</b>  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	
Dec 9th	Show Starts 8:30am – 6pm		
Dec 11th	Show Ends 3pm		
Dec 11th & 12th	Exhibitor Move-Out 3pm – 8pm & 8am - Noon		