Thursday, April 9, 2020 · 3 to 7 pm
Dallas Market Hall · Main Exhibit Hall
2200 Stemmons Freeway, Dallas, Texas 75207

MOVE-IN TIME
Wednesday, April 8, 8:00 am – 5:00 pm
Dock door will not be open the day of the show for move-in; however, if your items can be carried in through the regular sized door next to the dock you may do so prior to 11:00 am only. Dock door will remain closed until 7:00 pm. Fire Marshal & Security will strictly enforce.

MOVE-OUT TIME
Thursday, April 9, 7:00 pm– 9:00 pm
Any material left in or around booth after 9:00 p.m. will be discarded or retained by Market Hall. Items may not be picked up the next day.

DISMANTLE
Early Tear-Down Penalty
IMPORTANT – Do not begin dismantling your booth until 7 pm. Doing so will incur additional charges to exhibitor. Dismantling early impedes Superior Expo’s tear-down process resulting in additional fees to BOMA.

Each aisle will be monitored during the show to insure exhibits do not begin tear-down before 7 pm. PRIORITY POINTS WILL BE DEDUCTED and/or final attendee list will not be distributed to exhibitors in violation.

COI REQUIREMENTS
As outlined in your Exhibit Space Contract, insurance certificates must be provided to BOMA BEFORE exhibit may be set up. For those using other exhibitor appointed contractors (EAC) for your set-up, contractor insurance certificates must also be provided to Superior Expo before set-up may begin. Those not providing insurance certificates covering the date of the show will NOT be allowed to set up.

EXHIBITOR MEETING DAY OF SHOW
2:00 pm, Stage
There will be a brief pre-show meeting for all exhibitors at 2:00 pm immediately before the show. Please listen for the announcement over the PA system and meet at the stage. An exhibitor representative must attend.

BADGE/REGISTRATION
April 2, Badge Deadline for all Booth Personnel
All exhibit personnel working your booth must be pre-registered and wear an Exhibitor badge at all times. Registration Deadline: April 2

- Please refer to your Rules & Regulations document found in your Exhibit Space application for more information regarding booth badge fees.
BADGE PICK-UP

- Booth personnel must remain inside the booth. No soliciting is allowed on the show floor.
- Booth personnel walking the show/visiting exhibit booths will be asked to return to their booth.
- Show attendance is not open to non-exhibiting vendors. Employees of exhibiting companies not working in the booth are not allowed to attend the show.

LEAD RETRIEVAL

Provided by Looking Cube registration company. The Group Contact for your booth will receive an email from Looking Cube with order information, or you may order at https://www.regexpo.com/lr/bi20, or contact Clifton House at lr@lookingcube.com

GIVE-A-WAYS & DRAWINGS

Stage area prize drawing announcements must meet the following criteria:

- All prizes, contests and drawings must be conducted in accordance with all applicable state and federal laws, rules and regulations.
- For the prize winner name to be announced by the emcee, the tangible prize must have a value of at least $250.
- Prizes must have a value of at least $100 for the winner name to be pinned on the prize board and will not be announced.
- All prizes must be tangible items, such as gift cards, tickets etc.
- No discounts or “percent off” coupon/vouchers as a prize will be allowed.

Exhibitors may also conduct prize drawings within their booth and contact the winner. Drawings and give-a-ways are not required to be announced by the emcee or to be pinned on the prize board.

SERVING ALCOHOL

- No food or beverage may be brought inside Dallas Market Hall without the approval of Levy Restaurant.
- These rules are strictly enforced by the Health Department so please follow them closely.
- If serving alcohol, you are required to purchase from Levy Restaurant, on-site holder of the TABC liquor license. All liquor must be served by a TABC certified bartender provided by Levy Restaurant. Fees apply.
- No alcohol may be given away as a prize.
- Order forms and menu are on the BOMA website under Trade Show, Exhibitor Service Center. Deadlines apply.

WI-FI ACCESS

Market Hall does not charge for Wi-Fi access

PROHIBITED

Helium Balloons – no give-a-ways. Decoration only and must be anchored at your booth.

Hay & Straw – flame-proofed and Fire Marshal approved. Booths will be inspected before the show opens.
Flammable Fuel – motor vehicles shall have no more than two (2) gallons of fuel in tank. Tank must be locked, and battery cables disconnected. Fire Marshal will inspect before vehicle can be moved in.

Dock – vehicles not in the actual process of loading and unloading will be removed and or ticketed by the Fire Marshal. Please be courteous to others during move-in/move-out.

Artificial Lighting – such as lanterns and candles must be Fire Marshal approved.

Flame Proofing – décor, drapes, curtains, awnings, tents and other similar items are required to be noncombustible or treated and maintained in a flame-retardant condition per the Fire Marshal. All booths will be inspected.

A Fire Marshal will be in the building conducting an inspection before and during move-in and will be in attendance at the show to ensure all regulations are strictly enforced.

If you are notified that your booth has a violation, please bring the Booth Violation Notice to Superior Expo Exhibitor Services located near the dock.

BOOTH CONSTRUCTION & DÉCOR REGULATIONS

The following information is in your Exhibit Space Contract and is reprinted here as a reminder.

Paid space includes carpet (color is chosen by BOMA Dallas) 1 6-foot draped table per 100 sf, 2 chairs, trash can, small sign with company name (in BOMA Dallas’ standard format), and with the exception of a 10 x 20 stand-alone or 20 x 20 island, flame proofed drapes with aluminum framing.

In addition, the following rules and regulations shall apply to booth usage:

- **Tables** – all tables in the booth must be at least 2 feet back from the aisle, inside the booth, and no table shall prohibit, block, or restrict access through the aisles. The aisles are deemed common areas and each exhibitor has the responsibility to assure proper flow of traffic. Excessive crowding blocks neighboring booths and is an infringement on the rights of other exhibitors and shall be deemed a violation of these Rules & Regulations.

- **Side rail height is 3 feet** – Limit single and double booths display, contents and décor height on each side of booth.

- **8’ wall height limit 10 x 10 in-line booths, 10 x 20 Endcap and 10 x 20 In-line booths** - Limit your display, contents and décor of booth to the 8-foot back wall height of exhibit space. Maximum back wall height of 8 feet is allowed only in the rear half of booth space. The 5 feet in the front half of exhibit space should stay within 4 feet tall maximum so as not to block other exhibitors’ line of sight vision. No display will be allowed to limit or otherwise interfere with other exhibits and BOMA Dallas will request removal or adjustment of the exhibit.

- **12’ wall height limit Perimeter booth** - Perimeter row booths may utilize up to 12 feet height on draped back wall. The 5 feet in the front half of your space should stay within 4 feet tall maximum so as not to block other exhibitors’ line of sight vision. No display, contents or décor will be allowed to limit or otherwise interfere with other exhibits and BOMA Dallas will request removal or adjustment of the exhibit.

- **16’ height limit Quad booth** – Island quad spaces do not allow rails, walls or draped walls. Carpet is provided. The space is open on all four sides. Quad booths and décor must maintain a 50% see-through effect so as not to block other exhibit booths located on any side of the quad. Exhibit décor or contents that block the view of booths next to or across from the space will be removed. Height restrictions are based on Fire Marshal and facility regulations. 16 feet, including signage is acceptable as long as there are no A/C units above exhibit space. Fire Marshal regulations are strictly enforced regarding construction, height, fire proofing, etc. Refer to exhibitor manual for Market Hall List of Approved Contacts and Fire Marshal information.
No display will be allowed to limit or otherwise interfere with other exhibits and BOMA Dallas will request removal or adjustment of the exhibit at exhibitors’ expense.

- **10’ height limit 10 x 20 Stand-Alone booth** – Carpet is provided. The space is open on all four sides; however, exhibitor may request pipe and drape from Superior Expo. Contact information is in the Exhibitor Manual. Stand-alone booths and décor must maintain a 50% see-through effect so as not to block other exhibit booths located on any side of the stand-alone booth. Exhibit decor or contents that block the view of booths next to or across from the space will be removed. No display will be allowed to limit or otherwise interfere with other exhibits and BOMA Dallas will request removal or adjustment of the exhibit at exhibitors’ expense.

- **All booths** - Booth display, contents or décor may not extend into the aisle. Exhibiting company will be required to move contents. No exception.

**ELECTRIC RENTAL - GES**

Electric hook-up is not included in the price of the booth and cannot be purchased through BOMA Dallas. Electricity is provided through GES and all electrical hook-ups and any costs related thereto shall be paid for solely by the exhibitor and BOMA Dallas shall have no liability therefor. The designated electric provider for Market Hall is GES.

GES online link to order electric service is [https://ordering.ges.com/042695552](https://ordering.ges.com/042695552)

GES order forms are also provided in the *Exhibitor Manual*.

Should you have questions please call Lisa Wallace at 214-744-7502, or email lwallace@bomadallas.org