



## 2019 Convention – Move-In Instructions & Directions

Tuesday and Wednesday - January 15<sup>th</sup> and 16<sup>th</sup>, 2019

Between 8AM and 5PM

**IF YOU DO NOT NEED TO BRING A VEHICLE TO THE LOADING DOCK** (because you have a “booth in a box” or you have a shipper setting up your booth), please arrive at the Kay Bailey Hutchison Convention Center, 650 S. Griffin Street, Dallas, TX, 75027. Go to the registration desk in Lobby D to receive your exhibitor packet and pass to get into the exhibit hall and to your booth area. (If you plan to park your vehicle in the exhibitor secure lot (Lot E) during the show, please let one of the attendants at the registration desk know in order that you may be issued a parking pass).

**IF YOU NEED TO BRING A VEHICLE INSIDE THE HALL OR TO A LOADING DOCK** you will go to Lot E, DSC’s marshalling yard at 500 Memorial Drive, Dallas, TX 75027. See **page 3** for driving directions to Lot E.

Upon arrival, you will check in at the Freeman trailer and be issued a load-in/load-out/Lot E parking pass. **Please be sure and bring your license tag # with you as it is required by the KBHCCD staff who will assist with check in.** You will then be released to drive to a dock pull-in area for unloading as soon as possible. **IMPORTANT NOTE: Please retain the pass you receive at check-in as it serves three purposes: (1) allows you to be released from the lot for load-in, (2) allows you to be released from the lot for load-out on Sunday, and (3) allows you to park in the lot during the convention.** This pass must be affixed to your rear view mirror at all times while you are in Lot E. Freeman personnel will be available at the Lot E check-in trailer after 2 PM on Sunday to re-issue passes that are misplaced.

At a dock pull-in area, you will be directed by Freeman and/or DSC volunteers on where to park your vehicle for unloading. Flatbed carts and volunteers will be available to assist you to your booth. Once your items are in the booth, please return to your vehicle and go back to Lot E for secure parking. A shuttle will be at the lot to return you to the convention center so you can complete set up.





## **2019 Exhibitors – Fueled Vehicles Displayed in Booth**

### **Special Instructions**

Vehicles containing fuel that are displayed in a booth must be inspected and cleared by the Fire Marshall.

**The Fire Marshal will perform inspections in the convention hall on Tuesday, January 15, 2019 beginning at 2 PM**

**Please arrive at Lot E before 1 PM in order to be released to enter the convention hall**

**\*\* If you arrive outside of this time a fee of \$100.00 may be assessed to have the Fire Marshal return to clear your vehicle. \*\***

Prior to arrival, please make sure your vehicle(s) do not contain more than five (5) gallons of fuel.

Once your vehicle(s) is in your booth inside the convention hall, the Fire Marshal will inspect each vehicle(s) fuel level and ensure that:

- fuel tanks are locked and sealed
- battery cables are disconnected
- ignition keys are removed and located somewhere within your booth, not inside the vehicle

You will be required to remove your vehicle(s) from convention hall if it fails to meet any of these criteria.

Thanks so much. See you there!



## Marshalling Yard

Lot E - 500 Memorial Drive, Dallas, Texas 75027

### **Directions are subject to change without notice due to ongoing construction!**

#### **From the north – heading south on I-35E**

- 35 South to Exit 428 A for Riverfront
- Keep left for Lamar/Griffin St
- Take right exit for Lamar St; Continue past dock entrance
- Left on Memorial Dr.
- Lot E is on the left.

#### **From the south – heading north on I-35E**

- 35 North to Exit 427 C, Riverfront Blvd/Cadiz
- Stay straight at the light, which is Cadiz
- Left on Hotel Drive
- Lot E is on the left

#### **From the west – heading east on I-30**

- Take exit 45B towards Waco, Lamar/Griffin St
- Keep in second lane from left for Lamar/Griffin St
- Take right exit for Lamar St; Continue past dock entrance
- Left on Memorial Dr
- Lot E is on the left

#### **From the east – heading west on I-30**

- Take 30 West to 35 South, Waco Left exit 46B, Ervay St
- Continue on Ervay St to Canton
- Turn left on Canton
- Turn right on Griffin St
- Turn left on Memorial Street to Sports St
- Lot E is on the left

#### **From I-45**

- Exit I-30 west
- Follow above directions for I-30 from the east

#### **From I-75**

- Take exit 284 A onto I-30W
- Keep right to take exit 45 towards Ervay St
- Follow above directions from I-30 from the east