

5931 Campus Circle Drive West, Irving, Texas 75063
Phone: 972.580.9000
Email: ExhibitorService@theexpogroup.com
Order Services online at theexpogroup.com

DSC Convention and Sporting Expo 2023
Kay Bailey Hutchison Convention Center
Dallas, TX
January 5-8, 2023

Discount Deadline:
November 28, 2022

Exhibit Hall Colors	Back drape color:	Black/Blue/Black
	Side drape color:	Black
	Aisle & Booth carpet color:	Pepper

Exhibit Hall Exhibitor Move-In

Tuesday	January 3, 2023	8:00am - 5:00pm
Wednesday	January 4, 2023	8:00am - 5:00pm

All exhibits must be fully installed, empty containers removed and moved to storage by 5:00pm on Wednesday, January 4, 2023 . Additional charges may apply for empty removal after this time.

Show Hours

Thursday	January 5, 2023	9:00am - 5:30pm
Friday	January 6, 2023	9:00am - 5:30pm
Saturday	January 7, 2023	9:00am - 5:30pm
Sunday	January 8, 2023	9:00am - 3:00pm

Exhibitor Move-Out

Sunday	January 8, 2023	3:00pm - 10:00pm
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Dismantle The Expo Group will begin returning empty containers **once the show has closed.**

All Booths must be dismantled by Sunday, January 8, 2023 by 10:00pm.

All carriers other than the official show carriers must check in at the freight desk by 5:00pm on Sunday, January 8, 2023 otherwise exhibitor shipments will be subject to rerouting.

Important Dates Expedite Fees

Portable Solutions, Perspective Rental Exhibits and Accessories, and Graphics

50% Expedite Fee if ordered after December 13, 2022.

100% Expedite Fee if ordered after December 20, 2022.

Installation Dates

Audio Visual/Computer equipment, if ordered, will be installed starting on January 3, 2023.

Cancellation Dates

Portable Solutions, Perspective Rental Exhibits and Accessories, and Graphics

A 50% penalty is charged for cancellations after November 28, 2022, and prior to December 23, 2022.

Labor

Labor cancellations received less than 2 days prior to scheduled service will be billed a 1-hour minimum charge.

All Remaining Services

Received on or after December 23, 2022, are subject to a charge of 100% of the order total.

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Shipping Information

Advance Receiving at the Warehouse

Address: <EXHIBITOR COMPANY NAME>
<EXHIBITOR BOOTH NUMBER>
DSC Convention and Sporting Expo 2023
c/o The Expo Group
ABF Freight
4242 Irving Blvd
Dallas, TX 75247

- Advance Shipments will be accepted between Monday, November 28, 2022 through Thursday, December 29, 2022.
- Materials received after December 27, 2022 will be subject to an additional surcharge.
- **The warehouse will be closed December 23-26 & 30, 2022 for the Christmas Holiday.**
- Warehouse hours are Monday through Friday, 9:00am to 3:00pm.

Direct Shipments to Kay Bailey Hutchison Convention Center

Address: <EXHIBITOR COMPANY NAME>
<EXHIBITOR BOOTH NUMBER>
DSC Convention and Sporting Expo 2023
Kay Bailey Hutchison Convention Center
c/o The Expo Group
650 South Griffin Street
Dallas, TX 75202

Direct shipments must arrive at show-site beginning at 8:00am on Tuesday, January 3, 2023 through Sunday, January 8, 2023. Shipping labels are included in this Exhibitor Service Manual.

Please Note:

All items and materials that are brought into the facility may be subject to Material Handling charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

Show Carriers

<u>Common Carrier:</u>	ABF Freight
<u>Air Carrier:</u>	PGL Freight
<u>International Freight Forwarder:</u>	PGL Freight



2023 Convention – Move-In Instructions & Directions

Tuesday and Wednesday - January 3rd and 4th, 2023

Marshalling Yard - 500 Memorial Drive, Dallas, TX 75207

Lot E 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 have a shipper setting up your booth, please arrive at the Kay Bailey Hutchison Convention Center, 650 S. Griffin Street, Dallas, TX, 75207. Go to the registration desk in Lobby D to retrieve your exhibitor badge 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 follow the signs and drive to Lot E. If you have an assigned company assisting you setting up your booth, they will be able to receive a bracelet granting access to the halls to complete the set up. Please direct them to the exhibitor registration desk. A badge is not required for them to set up.

IF YOU NEED TO BRING A VEHICLE INSIDE THE CONVENTION HALL you will go to Lot E, DSC’s marshalling yard at 500 Memorial Drive, Dallas, TX 75207. Upon arrival, you will check in at the 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 your designated hall (A or F) 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 always affixed to your rear-view mirror while you are in Lot E. If you misplace your pass, please arrive at the check-in station in Lot E after 2PM on Sunday to re-issue passes.

Inside the hall area, you will be directed by DSC’s volunteers on where to park your vehicle for unloading. **There is a one-hour limit for unloading or your vehicle is subject to being towed at your expense.** 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 remove it from the hall to give the next exhibitor space and time to move-in. A shuttle will be at the lot to return you to the convention center so you can complete set up. Please be respectful to all volunteers/ staff / and other exhibitors. To avoid additional stress, please allow yourself plenty of time to set up.



2023 Convention – Move-Out Instructions & Directions

Sunday - January 8th, 2023

Lot E between 3PM and 10PM

If you **DO NOT NEED ACCESS TO THE HALL TO MOVE-OUT** (“booth in a box” and shipper pick-ups) exit the hall the way you entered on Tuesday & Wednesday; no vehicle “load out pass” is needed.

If you **NEED TO BRING A VEHICLE/TRAILER/BOX TRUCK INTO THE HALL** Make sure the combination “load-in/load-out/Lot E” pass that was issued to you during move-in is affixed to your rear-view mirror. If you have lost your load-in/load-out/Lot E pass or if you have a third party who is assisting you with move-out and that party does not have a load-in/load-out/Lot E pass, passes will be available in the check-in trailer after 2 PM on Sunday in Lot E. No vehicle will be allowed in the convention hall on Sunday without a load in/load out/Lot E pass.

If you are **NOT PULLING A TRAILER (cars, trucks, SUVs)** - You may move your vehicle from Lot E (or from wherever your vehicle is located) anytime on Sunday to Hotel Street (street adjacent to Lot E). Volunteers will direct you on where to park.

If you are **PULLING A TRAILER OR HAVE A BOX TRUCK** – You may hook-up to your trailer **anytime you wish on Sunday** (or you may relocate to Lot E if you have parked your trailer/truck offsite). **Once your vehicle is at Lot E, do not move – all vehicles must stay in place.** Blocking our driving lanes will prevent other vehicles from hooking up. Vehicles blocking lanes will be subject to towing. If lot E is full, you will be directed to a nearby overflow lot.

Remember, you do not need to occupy your vehicle until after the show closes and the move-out process is ready to begin (usually within one hour after closing). There is no advantage to occupying your vehicle before the show closes.

What to Expect on Move-Out

- The move – out process will start at approximately 4 pm (attendees must be cleared from convention hall)
- Release of vehicles/trailers will be staged to achieve orderly movement of all lanes and as fast as space is available in the convention center.
- Vehicles not pulling trailers will be lined up along Hotel Street to separate them from vehicles pulling trailers.
- Vehicles pulling trailers will be released into the convention hall as soon as all vehicles not pulling trailers have been released.



2023 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 prior to show opening.

**The Fire Marshal will perform inspections in the convention hall on
Tuesday, January 3rd from 1 pm – 4 pm
Wednesday, January 4th from 1 pm – 4 pm**

Please arrive at Lot E before 11 am 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. ****

Please follow these instructions:

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 re-inspect to secure all the remaining items:

- Fuel tanks shall contain no more than one-quarter or 5 gallons of fuel. All vehicles must be approved and tagged by the Fire Marshal
- Battery cables shall be disconnected from the ignition system. Gas caps must be locked or sealed (taped) closed.
- KBHCCD flooring (exhibit hall, carpet, terrazzo, and epoxy) must be protected from potential fluid leaks. A drip pan is required under the vehicle's drive train.
- Refueling is prohibited in the facility.
- Ignition keys for display vehicles shall be kept by a responsible person, at the display location always, for use in removal of the vehicles in the event of an emergency.
- Vehicles may not be washed on property unless wastewater is contained, collected, and disposed of properly. Wastewater from vehicles may not enter the storm drain system.

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



EXHIBITOR CERTIFICATION OF DISABLED FIREARM(S)

Dallas Safari Club (“DSC”), in furtherance of ensuring compliance with the Texas Alcoholic Beverage Commission (“TABC”) rules and regulations, requires that every firearm brought in to the Kay Bailey Hutchison Convention Center (“Convention Center”) by a DSC exhibitor during the DSC annual convention to be displayed or which otherwise may be accessible to convention attendees must be disabled either by removal of the firing pin, proper application of a locking device designed to prevent firing, or in some other manner altered so that the firearm may not be fired. Failure to comply with this requirement constitutes a material breach of the Exhibitor Application Terms and Conditions and subjects the exhibitor to removal from the Convention Center.

By completing this document and signing below, I acknowledge that I understand the DSC above-stated firearm policy and represent that I am a principal of, or an authorized agent for, the Exhibitor named below and that every firearm subject to the DSC firearm policy in the Exhibitor’s possession, custody or control has been disabled in accordance with Texas law and the DSC firearm policy.

VEHICLE DISPLAYS

Automobiles, trucks, tractors, and other vehicles which do not exceed maximum weight capacities may be displayed in exhibit halls only if approved by DSC and KBHCCD, under the following conditions:

- Fuel tanks shall contain no more than one-quarter tank or five (5) gallons of fuel, whichever is the least, with a locking gas cap or tape over the gas cap.
- Battery cables must be disconnected from the ignition system, and keys for display vehicles must be held by a responsible person at the display location.
- Floor plans must indicate where vehicles are to be located and vehicles shall not be moved during show hours.
- KBHCCD flooring (exhibit hall, carpet, terrazzo, and epoxy) must be protected from potential fluid leaks. A drip pan is required under the vehicle's drive train.
- Refueling is prohibited in the facility.
- Arrangements must be made with Dallas Fire-Rescue to inspect and tag all vehicles prior to placement inside the building. Vehicles may not be washed on property unless wastewater is contained, collected, and disposed of properly. Wastewater from vehicles may not enter the storm drain system.

KBHCCD can assist in providing a list of contractors that are approved. These contractors provide containment units, pumps, and other items necessary to protect the environment. A copy of the contractor's manifest, indicating waste disposal location(s), must be given to your Event Manager.

All event-related vehicles must be staged in assigned and designated areas.



ON-SITE WIRELESS SERVICES

KAY BAILEY HUTCHISON CONVENTION CENTER

NEED WIRELESS CONNECTIVITY?

Smart City Networks offers on-site wireless services for both attendees and exhibitors. Our **Complimentary Internet** is offered free of charge and is available in all public spaces and meeting rooms. Our **Exhibitor Internet** is available facility-wide on a 5 GHz wireless network, at speeds of 3 Mbps up/down per device. Depending on where you are in the facility, you may see both SSIDs (network names), but only **Exhibitor Internet** is supported in all areas.

**Internet access is available on one unique device, per purchase.*

EXHIBITOR INTERNET

Our Exhibitor Internet is available throughout the facility at speeds of 3 Mbps up/down. Broadcasted on 5 GHz wireless frequency only. Each purchase is device specific.

*** 1 day for \$79.99**
3 days for \$227.97
5 days for \$359.95

COMPLIMENTARY INTERNET

Our Complimentary Internet is a free service and is available in all public spaces and meeting rooms.

For questions regarding on-site wireless services, please call Smart City Networks at 214-853-8900. To order any other services we provide, please visit us online at: orders.smartcitynetworks.com.



KAY BAILEY HUTCHISON
CONVENTION CENTER DALLAS

LEAD RETRIEVAL 101

How are you capturing and following up with all of the leads collected at your booth?

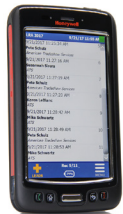
"Maximize your ROI by using ATS Lead Retrieval services."

Badges at events act as a form of identification and most importantly, electronic business cards. In an effort to streamline session attendance tracking & exhibitor lead capture show managers incorporate QR barcodes fully encoded with attendee contact info as well as important demographic data allowing the exhibitors to easily qualify and follow up.

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Why use event provided Lead Retrieval services?

- Easy to scan & capture attendee contact + key demographic information.
- Digital qualifiers & note taking
- Lead data available in real-time & post event (saved in Cloud for up to 60 months)
- Onsite technical support included
- Easily manage your exhibit booth team's leads
- Customization and seamless integrations into your existing CRM system available.



Dedicated device
to capture leads
Just Point & Scan

MobilePlus™



Large format
device to capture
leads
Just Point & Scan

iPad MiniPlus™



Use your own
device to capture
leads
Just Point & Scan

LeadsPlus™ App



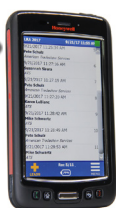
**AMERICAN
TRADESHOW SERVICES**

LEAD RETRIEVAL ORDER FORM

DISCOUNT DEADLINE: Friday, Dec 9, 2022

**Click here to
ORDER ONLINE**

- Instantly capture attendee contact info! Just **"Point and Scan"** the badges QR Code
- Personalize Leads by using our **"Custom Qualifiers"** with the ability for note taking
- Real-time lead data & analytics make following up a breeze; easy and efficient
- Leads stored in the cloud for up to 60 months



Handheld
"State of the Art"
Honeywell Scanner

MobilePlus™



Use our iPad &
our LeadsPlus
Application

iPad® Mini Plus™



Use your own
IOS or Andoid
Devices

LeadsPlus™ App

ITEM	DIS. DEADLINE	SHOW RATE	QTY	SUBTOTAL
Mobile Plus	\$ 369.00	\$ 419.00	_____	\$ _____
iPad Mini Plus	\$ 449.00	\$ 499.00	_____	\$ _____
LeadsPlus App (First License)	\$ 359.00	\$ 409.00	_____	\$ _____
LeadsPlus App (Additional License)	\$ 99.00	\$ 149.00	_____	\$ _____
LeadsPlus App Bundles:				
3 Pack	\$ 499.00	\$ 549.00	_____	\$ _____
6 Pack	\$ 799.00	\$ 849.00	_____	\$ _____
10 Pack	\$ 999.00	\$ 1049.00	_____	\$ _____
Mobile Plus Add-Ons:				
		Post Dis. Deadline		
Z-Printer Plus	\$ 75.00	\$ 95.00	_____	\$ _____
Custom Survey	\$ 60.00	\$ 80.00	_____	\$ _____
Delivery & Setup	\$ 65.00	\$ 85.00	_____	\$ _____

Click here to ORDER ONLINE

Username: DSC2022 | Password: 1209

Sub-Total = \$ _____
Add DLTx tax 8.25% = \$ _____
Total Due (in US Funds) = \$ _____

(PLEASE PRINT)

BOOTH NO. _____

COMPANY _____

EMAIL(S) _____

ADDRESS _____

CITY, STATE, ZIP, COUNTRY _____

ORDER CONTACT _____

PHONE NO. _____

ONSITE CONTACT _____

ONSITE CELL PHONE _____

CREDIT CARD NO.: ☐ AMERICAN EXPRESS ☐ MasterCard ☐ VISA

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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CARDHOLDER NAME: _____

EXPIRATION DATE: _____ / _____ SECURITY CODE: _____

CARDHOLDER SIGNATURE: _____

Visit Us at: www.american-tradeshow.com Email Orders to: orders@american-tradeshow.com
Questions? Please call: 985-240-5507 Fax: 985-809-1888
Mail Checks to: ATTN - American Tradeshow Services | 217 General Patton Ave. Mandeville, LA 70471

D & L ENTERTAINMENT SERVICES, INC.

* SECURITY * CONSULTING * STAFFING * CROWD MANAGEMENT *

EXHIBIT SECURITY ORDER FORM DALLAS SAFARI CLUB 2023

D & L ENTERTAINMENT SERVICES, INC. is a state licensed and insured security service contractor. D&L has provided security to convention/trade show and special event clients for more than thirty years. If you desire security for your individual exhibit or booth please fill out this order form and return it to the address listed below.

Exhibit Security:
Police Officers:

Regular Rate - \$30.00 Hr.
Rates quoted on request.

Discount Rate - \$28.00 Hr.

(NOTE: THE ABOVE RATES DO NOT INCLUDE SALES TAX-ADD 8.25% FOR SALES TAX TO THE ABOVE RATES)

NOTE: Rates are based on a **6-hour minimum** per shift.

TERMS: Full payment must accompany this form and be received in our office no later than **15 days** prior to the first move-in day to qualify for the discount rate. On-Site Orders are at our regular rate and are payable at the time the order is placed.

To pay by Credit Card: visit www.pay.dlesi.com Please print your receipt and attach to this order when returned.

To pay by Check, make payable to: D&L Entertainment Services, Inc. & send to 4120 Main St. Dallas, TX 75226

DATE / TIME

DATE / TIME

FROM:	TO:
FROM:	TO:
FROM:	TO:
FROM:	TO:
FROM:	TO:
FROM:	TO:

EXHIBITING FIRM: Booth #:

Billing Address:

City/St/Zip: Phone #: ()

Contact Person at Booth:

Authorized By:

SIGNATURE

TITLE

SEND TO: **ATTN.: MR. JOE FARLEY**

D & L ENTERTAINMENT SERVICES, INC.

(Fed. Tax I. D. # 75-1605078)

4120 Main St. Dallas, TX 75226

D&L Office at Dallas Convention Center:(214) 634-0757

D&L Corp. Office: (214) 634-0757 Fax: (214) 634-8525

E-mail joefarley@dlesi.com