



2024 Convention – Move-In Instructions & Directions

Tuesday and Wednesday - January 9th and 10th, 2024

Marshalling Yard - 500 Memorial Drive, Dallas, TX 75207

Lot E between 8AM and 5PM

The Exhibitor Hall will be open on Tuesday and Wednesday from 8am-5pm to allow exhibitors to move-in. Exhibitors will need their badges or bracelet to enter the halls. 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 or marshalling yard. A badge is not required for them to set up.

No booth setup will be permitted during show hours. No exceptions. If you are not able to move-in during the time frame due to unforeseeable circumstances, please contact show management- Tatiane@biggame.org or Jacqueline@biggame.org, as soon as possible to explore options.

All Exhibitors with booths sized 400sqft or larger will be required to move-in on Tuesday, January 9th, beginning at 8:00 am. If you are using a third party non-official contractor to complete your setup, please submit your EAC forms on time to The Expo Group (TEG). The form is available online on TEG website under your exhibitor profile.

All other booths sizes will be allowed to move-in at any time. However, if your booth has a complicated setup and requires extra time, please consider moving in as early as possible.

Scheduled booth sizes

- **01/09/24 at 8:00am – 600- 1600sqft this will include any configuration 10x40, 20x20, 20x30, 20x40, 20x50 or larger.**
- **01/09/24 at 10:30am – 300sqft or larger. This will include any configuration, 10x30, 10x40, 20x20, or larger.**
- **01/09/24 and/or 01/10/24 starting at 8:00am, any booth size, not mentioned above, is eligible to move-in. (all 10x10 and 10x20 can move in at any time)**

Please make sure you are following the above schedule accordingly, so we can have a smooth move in. Wednesday afternoon we will have an hour of disrupted move-in time. Please plan accordingly.

The Fire Marshall will be available to inspect display vehicles at certain dates and times. We will announce this information closer to show dates. Please reference the Display Vehicle guidelines for additional information.

Again, exhibitors with smaller booth sizes can start to move-in at any time, and we strongly suggest for anyone to move-in earlier on Tuesday rather than waiting until Wednesday.

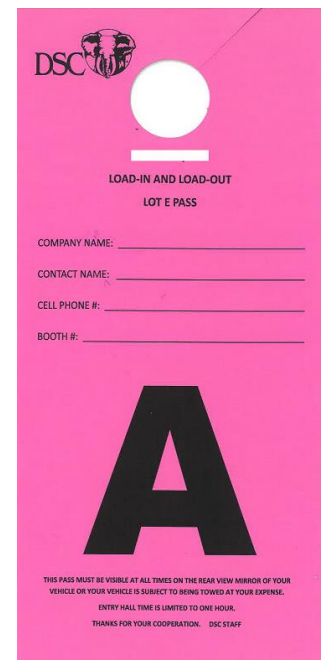


IF YOU DO NOT NEED TO BRING A VEHICLE TO THE LOADING DOCK because you have a “booth in a box” or have a shipper setting up your booth, please arrive at the Kay Bailey Hutchison Convention Center, 650 S. Griffin Street, Dallas, TX, 75207. Go to the registration desk in Lobby D to retrieve your exhibitor 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 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

<https://www.dallasconventioncenter.com/attendees/transportation-and-parking>) 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.** This is your unload time, not setup time. 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 move it to either Lot E, complimentary exhibitor parking, or to another location of your choosing. Please be mindful of those waiting in line for their turn to unload. Our amazing DSC 100 volunteers will be available to help with limited capacity. **If you need a forklift and/or to move heavy materials, please contact TEG to arrange additional help.** 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.



2024 Convention – Move-Out Instructions & Directions

Sunday - January 14th, 2024

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).

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.



2024 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 9th from 1 pm – 4 pm
Wednesday, January 10th 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 Marshall 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 Marshall
- 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 the convention hall if it fails to meet any of these criteria.