

2024 DSC Convention and Sporting Expo
Kay Bailey Hutchison Convention Center
Dallas, TX

Discount Deadline:
December 11, 2023

BOOTH EQUIPMENT	All inline booths will be set with 8' high black / green back drape, 3' high black side drape. Booths 300 sqft or less will receive a 7" x 44" identification sign. Booths larger than 300 sqft may receive a 7" x 44" identification sign upon request.																							
	Drape Color: black / green	Aisle Carpet Color: Pepper																						
	See Rules and Regulations for booth setup guidelines.																							
EXHIBIT HALL CARPET	The exhibit area is carpeted in pepper.																							
DISCOUNT PRICE DEADLINE	Take advantage of the discounted rates - place your order on or before December 11, 2023.																							
SHOW SCHEDULE	<div>Exhibitor Move-In</div> <table><tr><td>Tuesday</td><td>January 9</td><td>8:00 AM - 5:00 PM</td></tr><tr><td>Wednesday</td><td>January 10</td><td>8:00 AM - 5:00 PM</td></tr></table> <div>Exhibit Hours</div> <table><tr><td>Thursday</td><td>January 11</td><td>9:00 AM - 5:30 PM</td></tr><tr><td>Friday</td><td>January 12</td><td>9:00 AM - 5:30 PM</td></tr><tr><td>Saturday</td><td>January 13</td><td>9:00 AM - 5:30PM</td></tr><tr><td>Sunday</td><td>January 14</td><td>9:00 AM - 3:00 PM</td></tr></table> <div>Exhibitor Move-Out</div> <table><tr><td>Sunday</td><td>January 14</td><td>3:00 PM - 10:00 PM</td></tr></table>			Tuesday	January 9	8:00 AM - 5:00 PM	Wednesday	January 10	8:00 AM - 5:00 PM	Thursday	January 11	9:00 AM - 5:30 PM	Friday	January 12	9:00 AM - 5:30 PM	Saturday	January 13	9:00 AM - 5:30PM	Sunday	January 14	9:00 AM - 3:00 PM	Sunday	January 14	3:00 PM - 10:00 PM
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EXHIBITOR SERVICE HOURS	<ul style="list-style-type: none">Our Customer Service Management Team will be available from 8am - 5pm from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.If you need assistance with the following services, please click the corresponding link below: Electrical Internet Lead Retrieval																							
DISMANTLE AND MOVE OUT INFORMATION	<ul style="list-style-type: none">All exhibitor materials must be removed from the exhibit facility by January 14, 2024. To ensure all exhibitor materials are removed from the exhibit facility by the deadline, please have all carriers check-in by January 14, 2024 at 7:00 PM.In the event that your selected carrier fails to show on final move-out day, The Expo Group reserves the right to re-route your freight onto another carrier.The Expo Group is not responsible for security of exhibitor freight that is left unattended in the booth while waiting for the designated carrier.All accounts must be reviewed prior to show close to ensure accuracy of all charges. No credits will be issued after the show closes. Account summaries will be sent electronically from show site for your review. Please send contact information including name and email for the person that would be responsible to review and approve all charges.																							

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**DISMANTLE
AND
MOVE OUT
INFORMATION**
(continued)

- Our Customer Service Management Team will gladly prepare your outbound Material Handling Agreement (MHA) and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site.
- Be sure your carrier knows the company name and booth number when making arrangements for picking up your exhibit at the close of the show.
- Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both - a handling fee and disposal fee during move-out.
- Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee.

**SHIPPING
INFORMATION**
(See labels
included in
manual)

Advance Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____
DSC Convention and Sporting Expo 2024
C/O The Expo Group
PGL
2800 Story Road West
Irving, TX 75038

- The Expo Group will accept crated, boxed or skidded materials beginning , at the above address December 18, 2023. Shipments arriving after December 29, 2023, will be received at the warehouse with an additional after deadline charge.
- Please note that The Expo Group Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or un-skidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 9:00 AM - 3:30 PM. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.
- Certified weight tickets must accompany all shipments.
- The advance warehouse will be closed on December 25 and 26 in observance of the Christmas Holiday and on January 1, 2024 for the New Year's Holiday.

Direct To Show Site Shipping Address:

Exhibiting Company Name / Booth # _____
DSC Convention and Sporting Expo 2024
C/O The Expo Group
Kay Bailey Hutchison Convention Center
650 South Griffin Street
Dallas, TX 75202

The Expo Group will receive shipments at the exhibit facility beginning January 9, 2024. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Certified weight tickets must accompany all shipments.

Please note:

All materials received by The Expo Group are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for rates and details. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact The Expo Group for your personalized quotes and detailed rules for disposal of your exhibit properties.