



Exhibitor Policies & Guidelines

2025 DSC Summer Expo & Foundation Gala
Gaylord Texan Resort & Convention Center
Grapevine, Texas

Dear Exhibitor Partners,

Welcome to the 2025 DSC Summer Expo & Gala!

We have made every effort at this year's Expo keeping one goal in mind – for you to have a successful show. Please take the time to read the guidelines outlined here. Although some items might not impact you directly, they all will impact your overall show experience.

The DSC Summer Expo will be held at the Gaylord Texan Resort & Convention Center in Grapevine, Texas
<https://www.marriott.com/en-us/hotels/dalgt-gaylord-texan-resort-and-convention-center/events/>.

As always, our “DSC 100” volunteers and staff are here to serve you and extend our warm southern hospitality.

Thank you for your continued support of DSC.

We are looking forward to seeing you soon!

DSC Exhibits Team

Tatiane Brazil – Convention Facilities & Exhibits Manager

Jacqueline Pulk – Convention Facilities & Exhibits Coordinator

Food & Beverage Policy

Due to liability and legal restrictions, no outside food or beverages of any kind may be brought into the Resort by the customer, guests, exhibitors or other suppliers. The Resort is the only licensed authority to sell and serve liquor for consumption on the premises. Texas Law requires persons to be a minimum of 21 years of age to consume alcoholic beverages. Gaylord Texan Resort & Convention Center reserves the right to refuse alcohol service to anyone.

- For any exhibitor handing out samples of food and beverages, please click [here](#).
- Exhibitors wanting to order catering services please reach out to Michael Chapman at mchapman@gaylordhotels.com

Badges

- Badges should always be visible inside the Exhibit Halls and all DSC Expo Events.
- Badges must not be shared with others. Violators can be removed from the expo at DSC Show Management discretion.
- Badges should not be altered.
- Damaged, lost, or altered badges will incur a reprint fee. Your first reprint is complimentary. Any additional reprints or lost badge reprints will incur a fee of \$25.00.
- Additional badges will be available for a fee. Please see the registration desk for more information.

Booth Setup, Teardown, and Designs

Plan your setup and tear down time accordingly. Emergencies occur, please let us know as soon as possible. We will analyze each situation on a case-by-case basis.

The exhibitor set-up will take place from 7:00 AM to 7:00 PM on Wednesday, July 16, 2025, and Thursday, July 17, 2025, from 7:00 AM – 12:00 PM. Exhibitors must complete set up by 12:00PM on Thursday, July 17, 2025. Failure to set up during the designated time may result in the loss of booth space and no refund of booth payment.

Booths may not be disassembled, or their contents removed before 5:00 PM on Saturday, July 19, 2025. Early move out will result in forfeiture of all DSC Exhibitor Support Credits.

Teardown will start on show closing on Saturday, July 19 at 5:00PM and halls will be open until 11:00PM. Moving out of Hall D will take priority as this hall needs to be clear by Sunday 9:30AM. Exhibitors in this hall will be notified and made aware of the timeline. All other halls will need to be clear by Sunday 2:00PM.

More information on move-in and move-out will be provided by June 15, 2025.

During show days exhibitors have access to the show floor at 8:00 AM. Use this time to clean your booth space, replenish products, and get ready for the day. You must always have your badge available to have access to the show floor, exhibitors' events, and during the show hours.

Your booth comes with carpet, drapes (back panel and side panel) and complimentary Wi-Fi. **Carpet:** is provided throughout the show floor. **Wi-Fi:** is complimentary to all exhibitors and more details regarding the network and password will be given out before the show. We ask that you do not share this information with attendees or others as it is only for exhibitors. For more information about booth/exhibitor services, please click [here](#).

**** Island setup does not come with pipe & drape. If you need pipe & drape on your island space, please let us know by June 15 ****

If you would like a banner above your booth, please contact Encore for more information. If your booth is 400 sq ft or bigger, you will be allowed to hang a banner.

Please see Marshaling yard and MIMO section for additional information.

For more information on booth design, please see the end of this guide.

Loading Dock

- Exhibits, displays, and equipment **must** be brought into and taken from the building via the loading dock only.
- Parking is NOT allowed at the loading dock. ***You must unload your vehicle and immediately move it to the parking garage or marshalling yard. You may not be set up in the building while your vehicle is at the dock. During the move-out you must have your things ready to load before you move your vehicle to the dock.***
- Vehicles are NOT allowed to park on the loading dock or the loading dock ramps.

Convention Center

- Stick-on decals (except name tags) may NOT be distributed or used in the building.
- Painting of any kind (exhibits, displays, equipment, etc.) is NOT allowed inside the building.
- “Day tanks” of bottled gas may be used in conjunction with an approved exhibit or display for cooking or demonstration purposes. Tanks must have a release valve and **MUST** be removed from the building at the close of daily activities.
- Drones are NOT allowed to be flown inside any building.

Exhibits

- Decorations, banners, signs, etc., may NOT be affixed to any wall, door, window, column, ceiling, or painted surface in the building.
- Static helium balloon displays are permitted in the building. Helium balloons may NOT be used as giveaways. **A labor charge will be assessed to retrieve a balloon from the Exhibit Hall or ballroom ceiling.** Helium tanks must be secured to a cart or column while inside the building and must be removed daily. Storage of tanks is NOT allowed inside the building.

- In accordance with the Grapevine Fire Marshal, no exhibit, display, or drape may obstruct, impede, or otherwise hinder access to fire exit doors, fire strobes, fire speakers, fire department access cabinets, fire alarm pulls, or electrical boxes (on left side of columns).
- Any vehicle or equipment (such as, but not limited to lawn equipment, generators, etc.) which utilizes a fuel/power source (liquid or battery) entering the building for display **MUST** have a permit issued by the **Grapevine Fire Marshal**. Any heat-producing device (such as, but not limited to cooking/warming devices, heaters, dryers, coffee machines, heat presses, etc.) **MUST** have a permit issued by the **Grapevine Fire Marshal**.
- Covered or multi-level booths over 300 square feet must have an automatic extinguishing system or required fire watch personnel. Scaled, stamped plans of the booth must be submitted. The cost of fire watch personnel is determined by the Grapevine Fire Marshal.
- Haze and smoke producing devices must use water-based fluids. The use of these devices must be approved in advance through Convention Services in conjunction with Grapevine Fire Rescue and Gaylord Texan Director of Security.

Liability & Insurance information (COI)

The hotel is not responsible for any injury, loss, or damage that may occur to the exhibitors, agents, employees, property or any other person or property prior to, during or subsequent to the period covered by the exhibit contract.

A sample of the form is at the end of the guide.

Insurance. Due to the requirements of the Convention Facility, the Exhibitor agrees to procure and maintain the following insurance for the duration of the Expo:

- Exhibitor shall, at its own expense, secure and maintain through the term of this contract and the Event, including move-in and move-out days, Comprehensive General Liability insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage. For this DSC Event, Comprehensive General Liability shall name as additional insureds Dallas Safari Club and Gaylord Texan Resort & Convention Center and their respective officers, employees, and agents (the "Additional Insureds").*
- The Comprehensive General Liability shall contain a waiver of subrogation in favor of the Additional Insureds. Exhibitor waives all rights against the Additional Insureds **for damages of any kind caused by a loss to the extent covered by the Commercial General Liability insurance obtained pursuant to this Agreement or other insurance applicable to the loss.***
- The insurance required herein shall be primary to, and not seek contribution from, any other insurance maintained by the Additional Insureds. Copies of additional insured endorsements and primary coverage endorsements shall be promptly furnished to DSC upon request to ensure compliance with this contract and Convention Facility requirements.*

Additional insurance information:

- DSC (Dallas Safari Club) – 13709 Gamma Rd, Dallas, TX 75244
- Gaylord Texan Resort & Convention Center – 1501 Gaylord Trail, Grapevine, TX 76501 - Marriott International, LLC., Marriott Hotel Services, LLC., and Ryman Hospitality Properties, INC/ RHO Operations, GT, LLC.

Marshalling Yard - MIMO

Marshalling yard address: 816 Ruth Wall Road, Grapevine, Texas 76051

<https://www.google.com/maps/dir/816+Ruth+Wall+Rd,+Grapevine,+TX+76051>

DSC will be providing a marshaling yard on a first come first served basis. Security/ Police will be provided 24 hours at the yard; however, DSC is not responsible for any damage caused to vehicles while parked at the yard.

- Vehicles (e.g., association trucks, production trucks, trailers, etc.) may park overnight in the Marshalling Yard. You must have prior permission from Exhibit Hall management – mirror tags must be always displayed with accurate contact information. NO EXCEPTIONS.

DSC Membership

- All Exhibitors are required to be members at the Professional Level or above. Only Life Members will receive exhibitor support credits for their booth placement. Only one membership will be counted.
- Purchase or upgrade your membership today - [Membership Info - Dallas Safari Club \(biggame.org\)](#). For more information, please reach out to our office at info@biggame.org or call 972-980-9800.

Non-Exhibitor (Briefcase) sales are prohibited

If you see something say something. You pay for your booth space!

If you observe non-exhibitor (briefcase) sales being conducted in our expo hall, please contact one of our floor managers or advise someone at the front registration exhibitor windows or DSC HQ. Our Floor Managers will be circulating the halls wearing a yellow vest with “DSC Floor Manager” on the back of their vest.

Non-Smoking Policy

The Gaylord Texan Resort & Convention Center is a smoke-free environment which includes all hotels rooms, public space, restaurants and lounges. Smoking is only permitted in designated outdoor smoking areas and terraces.

Shipping & Storage

Please visit the [TEG E-Kit](#) for further information on how to ship to the advance warehouse, show site, or more various information regarding your booth.

Business Center /Parcel Receiving

FedEx Office retains exclusive rights to operate a retail Business Center that provides business services (i.e. photocopying, fax, signage services) to resort guests, group attendees and exhibitors.

FedEx Office is available for the receiving and distribution of conference materials no earlier than 5 days prior to your arrival. Receiving all conference related materials will be billed at the prevailing rate.

FedEx hours of operation are Monday-Sunday, 9:00am - 5:00pm

Meeting Materials Should be Shipped To:

Gaylord Texan Resort & Convention Center

(Event Name) (Arrival Date)

Hold for Guest: (Guest Name) (Guest Cell Number)

(Guest Company Name) (Meeting Room or Booth
Number)

1501 Gaylord Trail

Grapevine, Texas 76051

Signage

Rigging for Signage:

Requests for installation of banners, signs and any rigging should be submitted to Event Now (Encore). Encore information is provided in the approved vendor section below.

Nails, tacks, glue, screws, tape or stickers may not be used to hang or adhere signs anywhere in the facility.

Soliciting

Soliciting is not permitted at any time. Exhibitors caught handing out flyers/ marketing materials outside of their booth space may face ejection from the show and future DSC Conventions & Expos.

Sound Levels

The Gaylord Texan and DSC retains the right to regulate the volume of any sound, whether it be music, voice, special, or artificial effects to the extent that the same interferes with other Exhibitors within the facilities or otherwise violates the terms of the rules and regulations of the License agreement and the building policies.

Exhibits that include the operation of audio/visual or lighting equipment must be arranged so the noise/light from said equipment will not annoy or disturb any adjacent Exhibitors or nearby Exhibitors or attendees. DSC's determination of prohibited annoyance shall be final.

Trailers and Empty Storage

Generally, all crates and empties should be stored in the marshaling yard or bone yard. TEG (The Expo Group) can assist with storage if needed.

No crates, packing material, wooden boxes, or other highly combustible materials may be stored in exhibit halls, meeting rooms, service areas or fire exit areas. Please contact DSC Show Management for exceptions requiring fire watch procedures.

Unauthorized Non-Exhibitor

Authorized exhibitors may not sublet part of their booth space to another company. We have a Co-list process in place that will allow a third-party company to share your booth. You must have 10x20 space and the co-list company will be bound by the same contract laws as the main exhibitor. DSC reserves the right to accept or deny any requests for co-listing. For more details, please contact us.

Video Ethics Guidelines

Dallas Safari Club has a video ethics policy to ensure that hunting is portrayed in the positive, ethical light it deserves. Please review the information below and note that you may be required not to play or sell videos that do not comply with this policy. Thank you.

Ethics

- Portray the image of ethical hunting.
- No excessive shots. A prompt insurance shot on dangerous game is fine.
- Show only a good clean kill.
- No goading game to charge or escape.
- No prolonged death scenes or excessive blood or suffering.
- Where dogs are used for tracking, show proper hound control.

Image

- Your demeanor and dress should be one of respect for the game and the sport.
- Show utmost respect for quarry.
- Portray proper and respectful handling of animal and trophy after kill. Do not stand on or straddle game.
- No alcohol.
- Respect private property.
- No profane language or excessive celebration of a kill.
- No hero shots (bare chest, etc.)

Safety

- Stress and demonstrate the Ten Commandments of gun and bow safety.

- Unload firearms when preparing for photographs, when entering and exiting vehicles, when climbing fences or trees or into blinds.
- Ensure safe background/stop zone for bullets behind animal. One does not often realize what the scene in the viewfinder of a camera portrays.

Laws and Regulations

- Abide by the rules of fair chase.
- Obey the game laws and conservation rules of the state, province or country where you are hunting.

Remember, videos may be the only exposure non-hunters have from hunters.

A poor or unethical video can make an anti-hunter out of a non-hunter.

Booth Guidelines & Designs

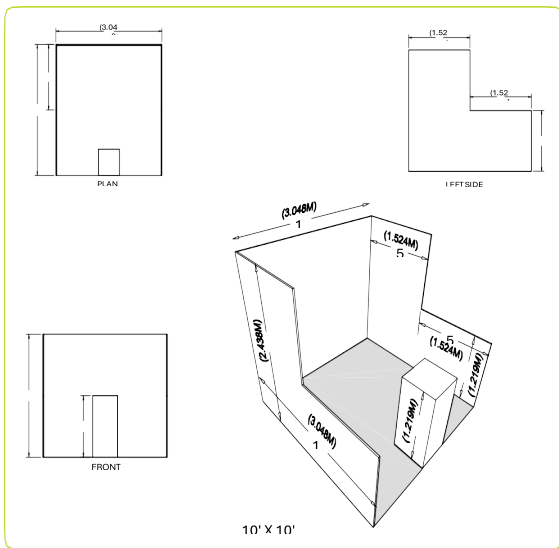
The information provided below is guidelines for a booth display. The guidelines are in place to foster a better understanding of booth designs & displays, show experience, and participation. Content was provided by The International Association of Exhibitions and Events® (IAEE) – 2019 Update.

www.iaee.com

Safety in Design. All exhibitions shall be constructed and managed in a prudent and safe manner. No exhibit shall be allowed to extend into the aisle beyond the space assigned. Exhibitors can distribute literature and materials from their booths only.

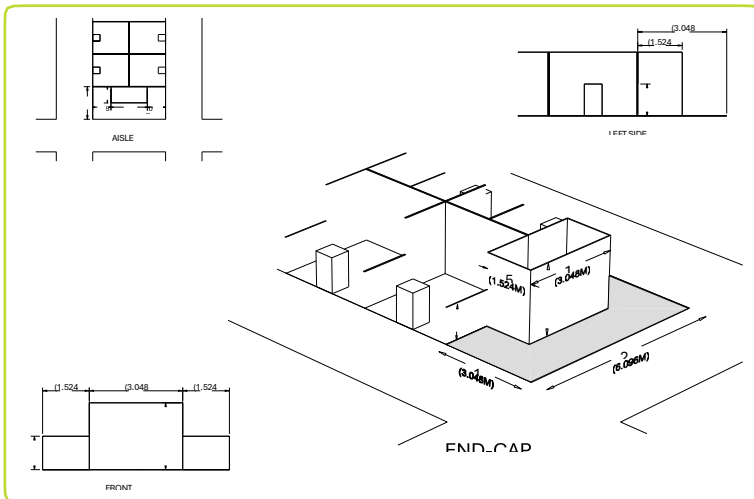
Line of Sight - Line-of-Sight display rules provide restrictions on certain areas of booths to allow attendees to view neighboring booths in their line of sight as they walk the floor. There are a variety of booth types, and each one is addressed below with specific insight on how to implement Line-of-Sight regulations. Exhibitors constructed sidewalls more than 4 feet high cannot extend more than 5 feet from the rear of booth to allow unobstructed view of adjacent booths. The back wall shall not be greater than 10-12 feet high (subject to adjustment for any designated areas) and cannot display branding or graphics on the backside of header, 2-4 feet not covered by the pipe and drape, and it should be a complete finish.

Linear Booth - The ability to have products or services easily seen by attendees as they walk the aisles is essential to all exhibitors, and that is the basis for including a Linear Booth Line-of-Sight setback rule. Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle.

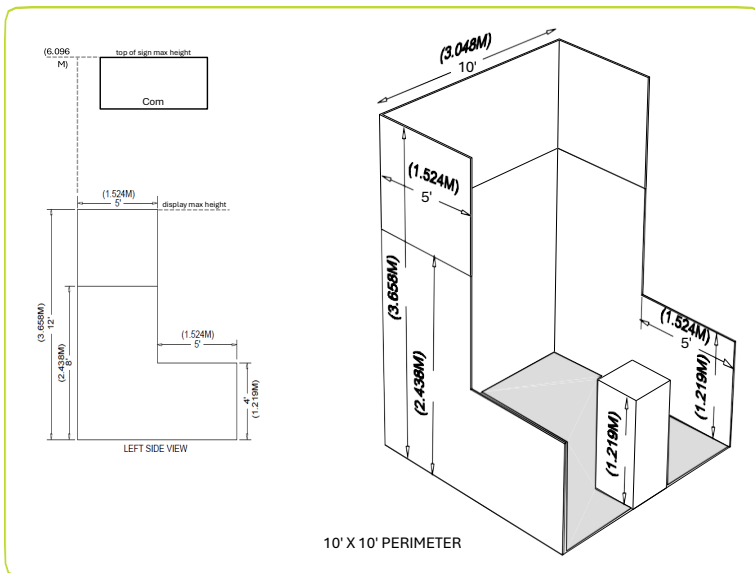


Corner Booth - A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All guidelines for Linear Booths apply.

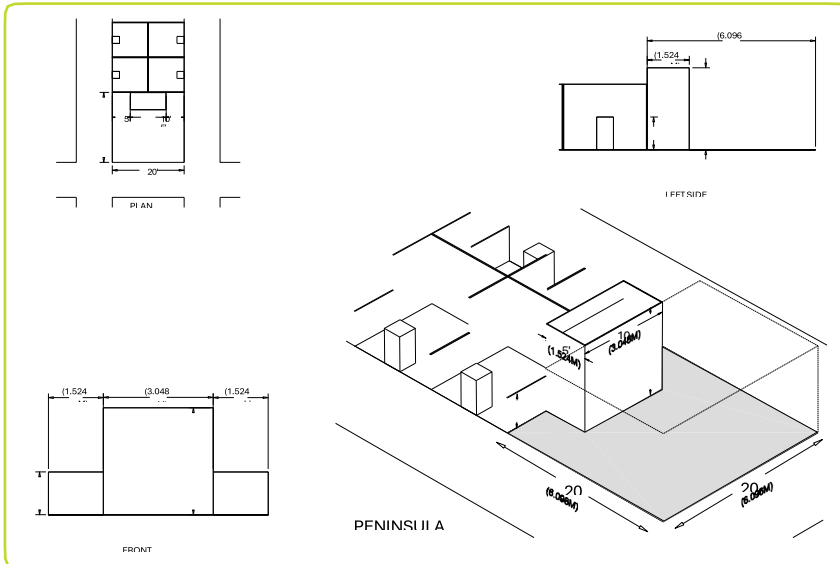
End-Cap Booth - An End-cap configuration is essentially an in-line (linear) booth placed in the position of a Peninsula or Split Island. This configuration must follow the dimensions below. End-cap Booths are generally 10ft (3.05m) deep by 20ft (6.10m) wide. The maximum back wall height allowed is 8ft (2.44m) and the maximum backwall width allowed is 10ft (3.05m) at the center of the backwall with a maximum 5ft (1.52m) height on the two side aisles. Within 5ft of the two side aisles, the maximum height for any display materials is 4ft.



Perimeter Booth - A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit. All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height for Perimeter Booths is 12ft (3.66m).

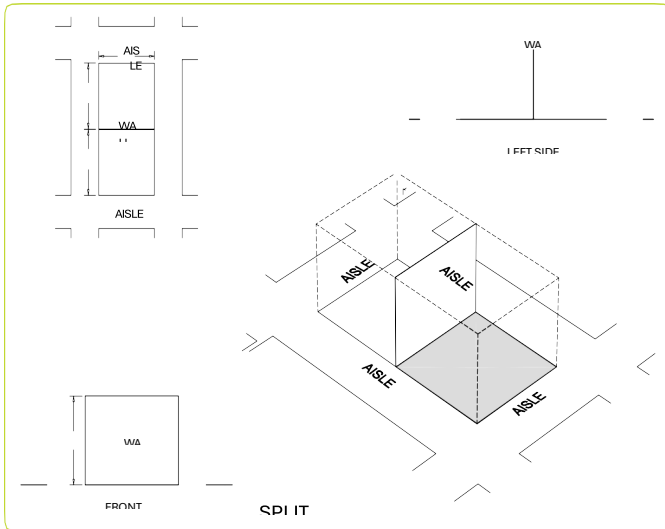


Peninsula Booth - A Peninsula Booth is exposed to aisles on three sides. A Peninsula Booth is usually 20ft by 20ft (6.10m by 6.10m) or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining Linear Booths. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back 10ft (3.05m) from adjacent booths.

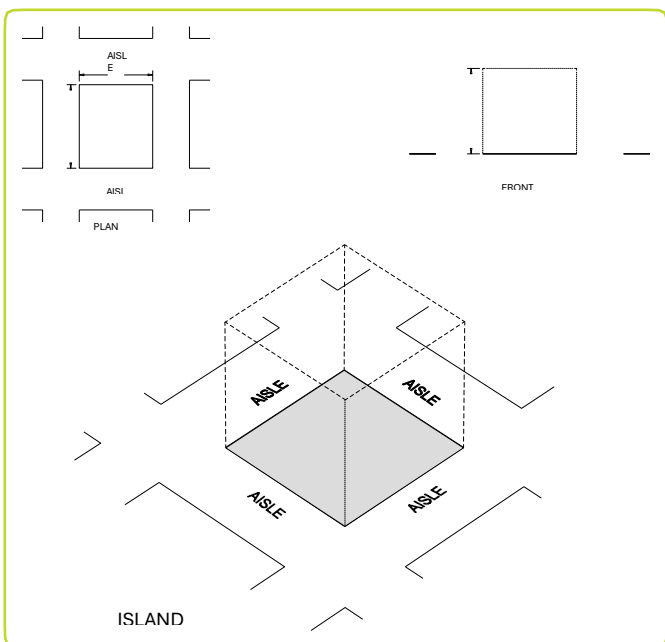


Split Island Booth - A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth. The entire Cubic Content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. A typical maximum height range allowance is 12ft to 16ft), including signage. The entire Cubic Content of the space may be used up to the

maximum allowable height. Double-sided signs, logos and graphics shall be set back 10ft (3.05m) from adjacent booths.



Island Booth - Island Booth is any size booth exposed to aisles on all four sides. An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently. The entire Cubic Content of the space may be used up to the maximum allowable height, which is usually a range of 12ft to 16ft including signage.



APPROVED VENDORS LIST

- **The Expo Group (TEG):**

- The official show decorator/contractor for the 2025 DSC Summer Expo & Foundation Gala. The Expo Group offers a quick and cost-effective solution to showcase your booth for trade show participation, i.e. furniture, shipping, decorations, etc. Forms and additional information available here: 2025 DSC Summer Expo & Foundation Gala (theexpogroup.com)
- Please visit the [TEG E-Kit](#) for further information regarding your booth.
- For any questions, please contact Customer Service at 972.580.9000 or by email exhibitorservice@theexpogroup.com. You can also find their Exhibitor Service desk located in the lobby for any questions during the show days.

- **Maritz:**

- Registration & Tickets:
 - For questions regarding registration, or if you need assistance registering for convention Day Pass Badge(s) and banquet Ticket(s), contact Maritz Global Events, the official registration vendor for the DSC Summer Expo at 864-580-4516 or email biggame@maritz.com for assistance Monday-Friday 9:00 AM – 5:00 PM EST.
- Lead Retrieval:
 - By choosing to do the lead retrieval, it will instantly capture contact & demographic data throughout the show. For more information or the order form, click [here](#).

- **A2Z Events – Personify**

- To better enhance your booth/company's online presence for the show, you can choose to purchase into any of the digital listing features. All exhibitors receive the Basic Listing. For more information, click here: <https://s36.a2zinc.net/clients/dsc/DSCSummer2025/CUSTOM/images/EDCP.pdf> or for any questions, you can contact: exhibitsupport@a2zinc.net.

- **Connections Housing:**

- For questions regarding hotel reservations, Contact Connections Housing, the official hotel reservation company, of the DSC Convention at dscsumm@connectionshousing.com or call 702-476-6976, Monday-Friday 9:00 AM – 6:00 PM EST.

- **Technology and Rigging Provider:**

- Event Now (Encore) is the exclusive technology provider of the Gaylord Texan. They can provide large and small format HD monitors, PC based laptops, HDMI cables, various audio packages, and much more. For more information, click [here](#).

COI – Insurance SAMPLE form below.

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\$ 1,000,000																																											
E.L. DISEASE-EA EMPLOYEE																																											
\$ 1,000,000																																											
E.L. DISEASE- POLICY LIMIT																																											
\$ 1,000,000																																											
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS ADDITIONAL INSURED AS RESPECTS LIABILITY PER WRITTEN CONTRACT: January 7-12, 2025																																											

CERTIFICATE HOLDER

CANCELLATION

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
AUTHORIZED REPRESENTATIVE	