



## **Exhibitor Policies & Guidelines**

2026 DSC Summer Expo & Foundation Gala  
Gaylord Texan Resort & Convention Center  
Grapevine, Texas

Dear Exhibitor Partners,

Welcome to the 2026 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](mailto: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 22, 2026, and Thursday, July 23, 2026, from 7:00 AM – 11:00 AM. Exhibitors must complete set up by 11:00 AM on Thursday, July 23, 2026. 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 3:00 PM on Sunday, July 26, 2026. Early move out will result in forfeiture of all DSC Exhibitor Support Credits and future DSC Convention & Expos participation.

Teardown will start after show closing on Sunday, July 26 at 3:30 PM or once we receive the all clear from the facility, and halls will be open until 11:00 PM and continue Monday, July 27, from 7:00 AM to 11:00 AM. All halls will need to be clear by Monday at 11:00 AM.

More information on move-in and move-out will be provided by mid-May 2026.

During show days exhibitors have access to the show floor at 7:00 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](#) (TEG E-KIT).

\*\* 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.

For more information on booth design, please see addendums.

### 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 during the show.
- Please see Marshaling yard and MIMO section for additional information.

### 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. Show Management approval required for exhibits.
- 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 or Legacy 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](mailto: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). For more information, please click [here](#) or see the section on Encore 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 retain 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.**

# **Addendums**

- 1. Booth Guidelines & Designs**
- 2. DSC & Gaylord Texan Resort Approved Vendors**
- 3. Vehicle Display Information**
- 4. Insurance – COI Sample Form**
- 5. 2026 DSC Approved Vendors**
- 6. Move-in/out instructions**

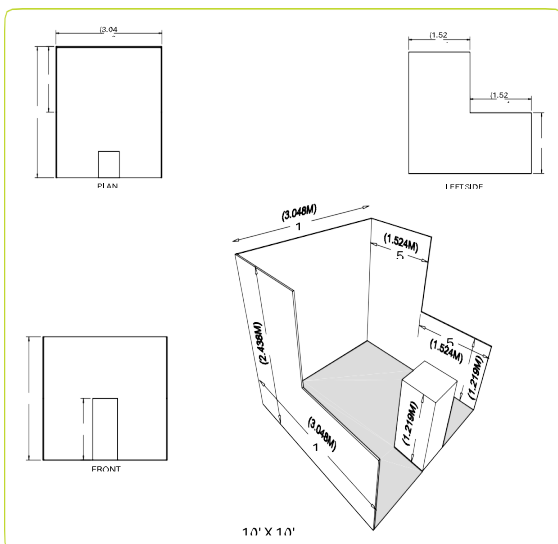
## **Booth Guidelines & Designs**

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 & Booth Graphics was provided by The International Association of Exhibitions and Events® (IAEE) – 2019 Update. [www.iaee.com](http://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.

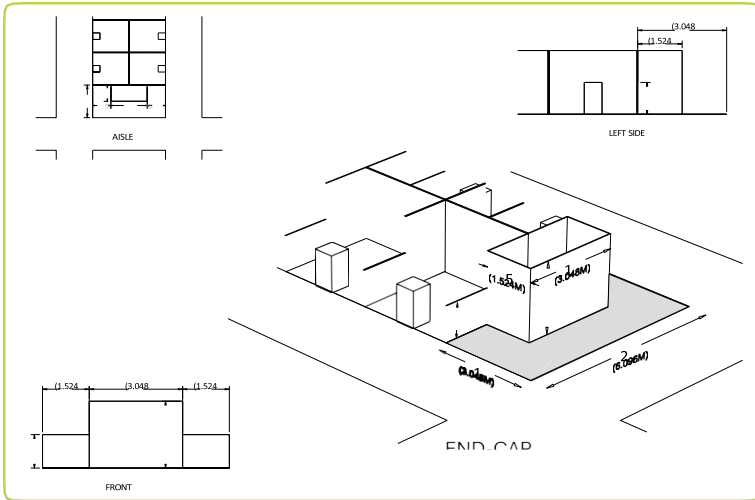
**Line of Sight** - Line-of-Sight display rules provide restrictions on certain areas of booths to allow attendees to view neighboring booths in their line of sight as they walk the floor. There are a variety of booth types, and each one is addressed below with specific insight on how to implement Line-of-Sight 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 10feet high (subject to adjustment for any designated areas) and cannot display branding or graphics on the backside of header, 2 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.

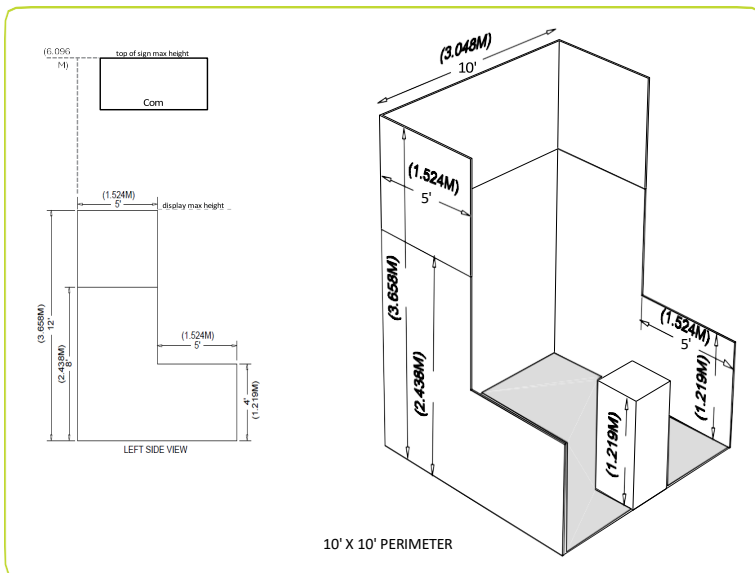


**Corner Booth** - A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All guidelines for Linear Booths apply.

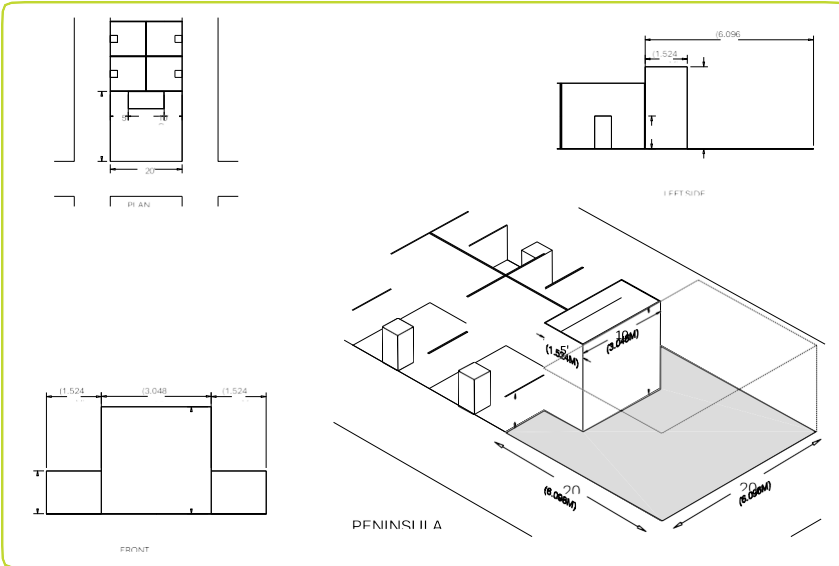
**End- Cap Booth** - An End-cap configuration is essentially an in-line (linear) booth placed in the position of a Peninsula or Split Island. This configuration must follow the dimensions below. End-cap Booths are generally 10ft (3.05m) deep by 20ft (6.10m) wide. The maximum back wall height allowed 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.



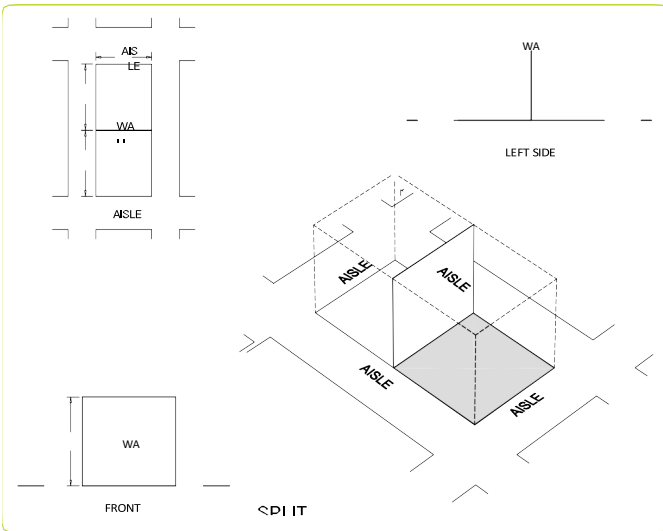
**Perimeter Booth** - A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit. All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height for Perimeter Booths is 12ft (3.66m).



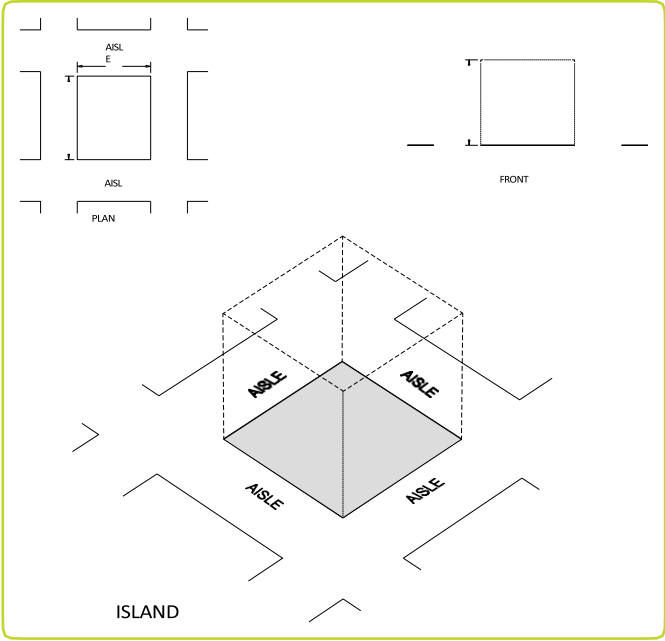
**Peninsula Booth** - A Peninsula Booth is exposed to aisles on three sides. A Peninsula Booth is usually 20ft by 20ft (6.10m by 6.10m) or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate 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 2026 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: 2026 DSC Summer Expo & Foundation Gala ([theexpogroup.com](http://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](mailto: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](mailto: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](#).
  - For an easy reference on what the color bars mean on our badges – **Blue:** Exhibitors, **Green:** Attendees, **Yellow:** Press, **Orange:** DSC Vendors, **Red:** DSC Staff

### **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/DSCSummer2026/CUSTOM/images/EDCOfferings.pdf> or for any questions, you can contact: [exhibitsupport@a2zinc.net](mailto:exhibitsupport@a2zinc.net).

- **Connections Housing:**

- For questions regarding hotel reservations, Contact Connections Housing, the official hotel reservation company, of the DSC Convention at [DSCsummer@connectionshousing.com](mailto:DSCsummer@connectionshousing.com) or call 404.371.3406, 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](#).

**Please note:** DSC does not sell exhibitor or attendee information to any outside source or entity. No Convention attendee list exists or is authorized by DSC. Ignore all offers to buy any such list. All approved vendor items will be marked with the official DSC Vendor Seal.





**2026 DSC Summer Expo & Foundation Gala – Gaylord, TX**  
**VEHICLE DISPLAY INFORMATION**

All vehicle and boat displays must follow the following guidelines to be able to display. 3

At no time should a vehicle be traveling at a rate of speed more than 5 miles per hour or such lesser rate of speed as may be required so as not to endanger or interfere with other similar or pedestrian traffic.

**Liquid-fueled or gaseous-fueled vehicles, boats or other motor craft** shall not be located indoors, except as follows:

1. Vehicles may be pushed or driven into place.
2. Batteries are required to be disconnected once the vehicle is parked at the designated area.
3. Fuel in fuel tanks does not exceed the lesser of one-quarter tank or 5 gallons (19 L).
4. Fuel tanks and fill openings are closed and sealed to prevent tampering.
5. Vehicles, boats, or other motor craft equipment are not fueled or defueled within the building.
6. Vehicles may not be washed on property.
7. A drip pan is required under the vehicle's drive train or boat to collect any fluid leaks.
8. Vehicles may not be driven or operated in the Convention Hall during event opening hours.

**Electric Vehicles**

1. State of Charge (SOC) is no greater than 30% capacity.
2. Vehicles shall not be charged inside the structure.
3. Demonstration or test driving is not permitted.
4. Safety measures to lockout vehicles - PIN to Drive or Showroom mode shall be used to secure vehicles from being placed into gear.
5. Vehicle must be placed in permanent location prior to inspection by Fire Marshal. Vehicles shall not be moved after inspection is complete.

All event-related vehicles must be staged in the assigned and designated areas and be inspected by the Fire Marshal. Once the vehicle is set and inspected, it will may not be moved. **Vehicles that are non-compliant with Vehicle on Display guidelines will not be able to be displayed.**

If you have a vehicle or boat display in your booth, **you must complete required form [here](#).**

**Fire Watch**

A temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof by one or more qualified individuals for the purposes of identifying and controlling fire hazards, detecting early signs of unwanted fire, raising an alarm of fire, and notifying the fire department.

The information provided herewith could be updated at any time based on the need and changes to the Facility, Fire Department, City, and/or State Law.

## COI – Insurance SAMPLE form below.

CERTIFICATE OF LIABILITY INSURANCE					SAMPLE		DATE (MM/DD/YYYY) 00/00/0000	
PRODUCER (000) 000-0000 FAX					THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
AGENTS NAME AGENTS ADDRESS								
INSURED YOUR COMPANY NAME YOUR COMPANY ADDRESS					INSURERS AFFORDING COVERAGE NAIC #			
EAC FOR:					INSURER A:			
					INSURER B:			
					INSURER C:			
					INSURER D:			
					INSURER E:			
<b>COVERAGES</b>								
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.								
INSL LTR	ADD'L INSRD	TYPES OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS		
	X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <hr/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	POLICY #	EFF DATE	EXP DATE	EACH OCCURRENCE	\$ 1,000,000	
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000	
						MED EXP (Any one person)	\$ 5,000	
						PERSONAL & ADV INJURY	\$ 1,000,000	
						GENERAL AGGREGATE	\$ 2,000,000	
						PRODUCTS-COMP-OP AGG	\$ 2,000,000	
		AUTOMOBILE LIABILITY	POLICY #	EFF DATE	EXP DATE	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	
		<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$	
		<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$	
		<input checked="" type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$	
		<input checked="" type="checkbox"/> HIRED AUTOS						
		<input checked="" type="checkbox"/> NON-OWNED AUTOS						
		<input type="checkbox"/> GARAGE LIABILITY ANY AUTO				AUTO ONLY-EA ACCIDENT	\$	
						OTHER THAN EA ACC	\$	
						AUTO ONLY: ACC	\$	
		EXCESS/UMBRELLA LIABILITY	POLICY #	EFF DATE	EXP DATE	EACH OCCURRENCE	\$ 1,000,000	
		<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$ 1,000,000	
		<input type="checkbox"/> DEDUCTIBLE						
		<input checked="" type="checkbox"/> RETENTION \$ 10,000						
		WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY	POLICY #	EFF DATE	EXP DATE	<input checked="" type="checkbox"/> WC STATUTORY LIMITS		\$
		ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				E.L. EACH ACCIDENT		\$ 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								
<b>ADDITIONAL INSURED AS RESPECTS LIABILITY PER WRITTEN CONTRACT:</b> <b>January 7-12, 2026</b>								

CERTIFICATE HOLDER	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <b>30</b> 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



## **EXHIBITOR MOVE-IN SCHEDULE**

**Move-in hours will be Wednesday, July 22, 2026, 7:00 AM – 7:00 PM &  
Thursday, July 23, 2026, 7:00 AM – 11:00 AM**

**Marshaling Yard – 816 Ruth Wall Road, Grapevine, Texas 76051**

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

The On-site registration desk is in The Longhorn Foyer. Express badge pick up is also located in The Longhorn Foyer. If you are driving into the dock area to unload, you will need to check-in at the marshaling yard located at 816 Ruth Wall Road, Grapevine, Texas 76051 to obtain a move-in pass and security bracelet.

<https://maps.app.goo.gl/sTBWfeGDxJHpBzrn6>. You will need to exchange the bracelet for your exhibitor badge once you have an opportunity prior to the opening of the show.

Please note - 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 through the [TEG E-Kit](#) on the TEG website under your exhibitor profile.

**Exhibitors with privately owned vehicles (POVs) will be allowed in the dock area for a maximum of one (1) hour during move-in. This is your unload time, not set-up time.** So, unload your cargo and move your vehicle back to the marshaling yard 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, and a limited number of flatbed carts will be provided complimentary. If you need a forklift and/or to move heavy materials, please contact TEG to arrange additional help.

### **Scheduled Booth Size Move-In Times**

- 07/22/26 and/or 07/23/26 starting at 7:00 AM - any size booth is eligible to move-in however, you must be completed with Move-in by 11 am on Thursday, 7/23.

**Please make sure you are following the above schedule so we can have a smooth move-in.**

No booth setups will be permitted during show hours. No exceptions. If you cannot move-in during the time due to unforeseen circumstances, please contact show management [Tatiane@biggame.org](mailto:Tatiane@biggame.org) or [Jacqueline@biggame.org](mailto:Jacqueline@biggame.org), as soon as possible to explore options. Please plan accordingly.

The Grapevine Fire Marshal will be inspecting all display vehicles prior to the opening of the show. Please reference Fueled Vehicle Display Instructions for additional information in the Exhibitor Policies & Guidelines Addendum. A date and time will be scheduled soon, and information will be sent to all exhibitors.



## **EXHIBITOR MOVE-IN INSTRUCTIONS**

**Move-in hours will be Wednesday, July 22, 2026, 7:00 AM – 7:00 PM &  
Thursday, July 23, 2026, 7:00 AM – 11:00 AM**

**Marshaling Yard – 816 Ruth Wall Road, Grapevine, Texas 76051**

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

If you **DO NOT NEED TO BRING A VEHICLE TO THE DOCK AREA** because you have a “booth in a box” or have a shipper setting up your booth, please pick up your badges at Gaylord Texan Resort & Convention Center, Longhorn Foyer – 1501 Gaylord Trail, Grapevine, TX 76051. The registration desk is in the Longhorn Foyer of the Convention Center. Exhibitor badges must worn at all times.

If you have an assigned company assisting you in setting up your booth, that will not be driving to the dock area, they will be able to receive a bracelet granting access to the exhibit hall by going to the exhibitor registration desk. A badge is not required for them to set up.

If you **DO NEED TO BRING A VEHICLE TO THE DOCK AREA**, go to the marshaling yard at the above address. Upon arrival, you will check in at the trailer and be issued a move-in/out hangtag. You will be released to designated move-in/out areas closest to your booth.

If you pulled a trailer and plan to return to the marshaling yard during the show, please park in front of your trailer as space is limited in the yard.

**IMPORTANT NOTE: Please retain the hangtag on your rear-view mirror as it serves three purposes: (1) allows you to be released from the yard for move-in (2) allows you to be released from the yard for move-out on Sunday and (3) allows you to park in the yard during the convention.** The hangtag must always be affixed to your rear-view mirror while you are in the marshaling yard. If you misplace your hangtag, please arrive at the check-in trailer after 2:00 PM on Sunday to obtain a replacement.

Inside the dock area, you will be directed by DSC volunteers on where to park your vehicle for unloading while moving-in and loading during move-out. **There is a one-hour limit for unloading, please be mindful of others awaiting their turn.** Flatbed carts will be available on a first-come basis. Available DSC 100 volunteers will assist in moving you to your booth. However, if you require more than a flatbed and personnel power to unload your vehicle, please reach out to TEG to order additional equipment. [TEG E-Kit](#)

Once you have completed unloading your items, please return to your vehicle and remove it from the dock area to give the next exhibitor space to move-in/out. Please be respectful to all volunteers/staff and other exhibitors. Move-in/out can be very stressful.

The dock area is not your private parking lot. If a vehicle is exceeding the allowed time limit, the police will be contacting you and if you are not available to remove your vehicle within a reasonable time, 20 min, your vehicle will be towed at the owner’s expense.



## **Exhibitor Move-Out Instructions**

**Move-Out hours will be Sunday, July 26, 2026, 3:30 PM – 11:00 PM (after show floor closes) & Monday, July 27, 2026, 7:00 AM – 11:00 AM.**

**Marshaling Yard – 816 Ruth Wall Road, Grapevine, Texas 76051**

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

If you **DO NOT NEED ACCESS TO THE HALL TO MOVE-OUT** “booth in a box” make sure you have packed all your items, and for shipper pick-ups make sure you have labeled all boxes. No load-out pass is needed if you are not going to the dock area.

If you **NEED TO BRING A VEHICLE INTO THE DOCK AREA**, make sure the combination “load-in/out hang-tag issued at check-in is affixed to your rear-view mirror. If you have lost your hangtag or if you have a third party assisting you with move-out and that party does not have a hangtag, tags will be available in the check-in trailer on Sunday, July 26, after 2:00 PM. No vehicle will be allowed in the dock area on Sunday without a hangtag.

If you are **NOT PULLING A TRAILER (cars, trucks, SUV’s)**, when you arrive at the marshaling yard, volunteers will direct you to a specific area in the Marshaling Yard (SUNDAY move out ONLY).

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 the marshaling yard if you have parked a trailer/truck offsite. **Once your vehicle is in the marshaling yard, please do not move without further instructions – all vehicles must stay in place.** Blocking the driving lanes will prevent other vehicles from hooking up to their trailers and your vehicle could potentially be towed.

**Please note – Once you have your booth broken down, you will need to register at the Move-Out desk located in the lobby at the DSC HQ booth, and then you will be released in order. We ask that you remain in place (at your booth) until released by a DSC 100 Volunteer to proceed to the Dock. We will be releasing by booth number in order of registration.**

Remember, you do not need to occupy your vehicle until after the show closes at 3:00 PM and the move-out process is ready to begin, 30 minutes after closing. There is no advantage to occupying your vehicle before the show closes as vehicles will be released, in an orderly manner, only after the show closes.

### **WHAT TO EXPECT ON MOVE-OUT**

- The move-out process will start at approximately 3:30 PM (or when we have the all clear inside the hall).
- Release of vehicles/trailers will be staged to achieve orderly movement of all lanes as soon as space is available in the dock area.
- Vehicles not pulling trailers, volunteers will direct you to a specific area in the Marshaling Yard (SUNDAY move out ONLY).
- Vehicles pulling trailers will be released into the dock area as soon as all vehicles not pulling trailers have been released.