

OCTOBER 19-20, 2019

Dallas Market Hall-North Hall

DALLAS, TEXAS

Mountain Time Ski Expo 2019



EXHIBITOR MANUAL

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I. EXPO BASICS

A | EXPO HOURS

Friday, October 19th5:00 p.m.-10:30 p.m.
Saturday, October 20nd.....10:00 a.m.-9:00 p.m.
Sunday, October 21st 10:00 a.m.-5:00 p.m.

B | MOVE IN

Wed, October 17th (large exhibits only) 8:00a.m.-5:00 p.m.
Thurs, October 18th (drive-in allowed) 8:00a.m.-7:00p.m.
Friday, October 19th (WALK IN ONLY) 8:00a.m.-4:00p.m.

Move-in times will be strictly followed. Exhibitors may vehicle(s) into the exhibit hall to unload at assigned booth(s) during Thursday, October 18th ONLY.

Drive in freight door clearance are as followed:
Freight door clearance is 18'x20'
Side freight door is 12'X14'

Exhibitors may walk-in any materials to their booth Friday, October 19th from 8AM-4PM. All exhibitors must have all exhibit materials in booth and floorcovering down by Friday at 2pm. **If floorcovering is not down by Friday at 3pm GES will install carpeting which your company will be charged for.** If any exhibitor fails to occupy the space contracted for, or fails to comply with the terms of the exhibit space contract, Show Management has the right to use such space in any manner. All exhibits must be open for business during event hours.

C | MOVE OUT

Sunday, 5:00 p.m.-9:00 p.m. Exhibition closes at 5:00 p.m. Dismantling and removal of exhibits and equipment will not be permitted prior to the closing of the expo. No vehicles will be permitted in the hall before 6:00 p.m. Move out will end promptly at 9:00 p.m.

Monday, 8:00 a.m.-12:00 p.m. All materials must be removed from the hall by 12:00 pm. Any exhibits still remaining will be removed and exhibitor will be responsible for any labor costs incurred.

Children are not permitted on the show floor during move in and move out!

D | EXPO ADMISSION

- Regular Admission Ticket \$15.00 (\$12 if purchased 30 days before expo)
- Seniors & Military Admission Ticket \$12.00 (65 and above, valid all weekend, must show ID)
- Children 12 and under FREE

Ticket Pricing Subject to Change

E | EXHIBITOR BADGES

- Badges allow in/out privileges to the exhibition throughout the event.
- Every exhibiting company will receive 4 badges per 10'x10' space contracted which can be picked up at the expo hall from expo staff during move in and at will call during expo hours.

All exhibitors entering the facility during event hours must have their badges in order to enter through the exhibitor entrances. Those without their badges will be instructed to check in at will call.

F | EXPO PROGRAM LISTING

All exhibitors booked in the event with a deposit by the deadline will be listed in the expo program distributed to attendees when entering the expo. Exhibitor name, web address and booth number will be listed.

Exhibitors are **NOT PERMITTED** to use pallet jacks of **ANY KIND** on the show floor.

G | DRIVING DIRECTIONS

From Downtown:

Take 35E north to Wycliffe. Exit Wycliffe. Stay on service road approximately ½ mile. Dallas Market Hall will be on your right.

From Tollway:

Take Dallas North Tollway South to end. Once through toll plaza exit immediately on Wycliffe. Follow Wycliffe until it dead ends into Harry Hines Blvd. Take a right on Harry Hines and stay in left lane. At next light, take a left onto Market Center Blvd. Dallas Market Hall will be the closest building on your right.

From Ft. Worth:

Take IH30 east through Arlington, Grand Prairie and into Dallas. Once you see the downtown skyline get into the left lane and prepare to exit on 35E North (Stemmons Freeway). Once on Stemmons, proceed to Wycliffe. Exit Wycliffe. Stay on service road and proceed through light across Market Center Blvd. Dallas Market Hall is immediately on your right.

From Irving:

Take 183 East or 114 East to merge with 35E South. Once on 35E south, go approximately 7 miles to Market Center Blvd. Exit Market Center Blvd. Take a left. Go under bridge and take another immediate left to stay on service road. Dallas Market Hall is directly on your right.

H | VENUE

Dallas Market Hall – North Hall

2200 Stemmons Freeway
Dallas, Texas 75202
214.655.6181
dallasmarkethall.com

I | PARKING

Daily parking is free at Dallas Market Hall.

J | HOTEL ACCOMMODATIONS

**Hilton Garden Inn
Dallas/Market Center
(MOUNTAIN TIME
Discount Room Block Set
Up Here. Good till Oct 4
or while rooms last)
2325 North Stemmons
Freeway
214.634.8200**

For details go to:
http://hiltongardeninn.hilton.com/en/gi/groups/personalized/D/DALMAGI-MOUNT-20181016/index.jhtml?WT.mc_id=POG

or <http://bit.ly/2LE2Mqw>

**Renaissance Hotel
2222 Stemmons Freeway
214.631.2222**

**Clarion Suites Hotel
2363 Stemmons Freeway
214.350.2300**

**Embassy Suites
2727 Stemmons Freeway
214.630.5332**

**Marriott Suites Market Center
2493 N. Stemmons Freeway
214.905.0050**

**RV LOT –
Cedar Ridge Mobile Home Park
5800 S Lancaster Road
214.371.9818**

**RV LOT – Dallas West Mobile Home
400 W Commerce Street
214.748.1538**

**Crowne Plaza Dallas – Market
Center
7050 Stemmons Freeway
214.630.8500**

**Sheraton Suites
2101 Stemmons Freeway
214.747.3000**



II. EXPO CONTRACTOR SERVICES

EXPO DRAPE COLORS ARE

GREEN &

WHITE

A | CONTRACTOR SERVICE CENTER

For your convenience a Contractor Service Center will be set up in the hall. Any questions in regards to contractor services should be directed here. The Center will be tentatively open Wednesday through Friday. Any contract entered into between the exhibitor and such contractor does not in any way form part of the contract between the exhibitor and the Organizers. All contractor services will be directly invoiced to the exhibitor by the contractor and the exhibitor shall be responsible for paying the contractor's charges. The exhibitor should note that the Organizers will endeavor to ensure that the services are performed as requested, but the Organizers do not accept responsibility for any failure to do so.

B | CONTRACTOR LISTING

Concessions/Sampling Approval

Levy Restaurant

214.760.2843

Health Permits

Dallas Health Department

214.670.8083

Decorator/Freight/Heavy Equipment

GES

214.243.4866

rmadden@ges.com

GES has been appointed as the official decorator for the expo. You will need to contact GES online or by phone to rent furnishings (such as tables, chairs, carpet, exhibit display materials), schedule forklift operators, or arrange shipments coming into or out of the exhibition. To get the GES MOUNTAIN TIME Expo kit go to:

<https://ordering.ges.com/042600838/welcome>

Electrical/Plumbing/Gas

GES Electrical

214.443.2514

GES is the in-house contractor for all electrical, gas or water needs in the hall. You will need to go online below to order services. All exhibitors are responsible for their own utilities.

<https://ordering.ges.com/042600838/utilities>

The sharing of electrical outlets is strictly prohibited. DMC

WiFi is Free at Dallas Market Hall-North Hall

C | FREIGHT & ON SITE HANDLING

GES has been designated the official freight handling company for the expo. They will control access to the hall for all delivery and freight trucks, administer assignment and usage of loading docks for shipments, and supervise the loading and unloading of freight shipments.

All exhibition and display material being shipped to the hall must be delivered via the loading dock. These materials **MUST** be consigned to GES so that they will be accepted upon arrival. Show Management will **NOT** sign for any materials that need to be off-loaded.

Instructions on pricing, advance shipments, & pre-show storage available up to 30 days before the show are included at

<https://ordering.ges.com/042600838/mhEST>

Please contact GES directly regarding any freight handling questions at 214.243.4866 rmadden@ges.com

GES will arrange the delivery of goods from the freight door to your exhibit, arrange for the storage of packing cases for the duration of the exhibition and delivery of the packing cases back to you at the end of the show for your repacking and dispatch of the display material. **In order to avoid on-site confusion, please arrange any off-loading needs with GES prior to move-in.**

Any materials that must be off-loaded with a forklift, or other heavy equipment, **MUST** be consigned to GES. If the shipment is not consigned to GES, unless you or someone from your company is present to pay for this service, your shipment will not be accepted. Show Management will **NOT** accept any freight that needs a forklift to be offloaded.

Shipments should arrive, Thursday, October 18th, 2018
8AM-5PM

Sample for Shipping Label



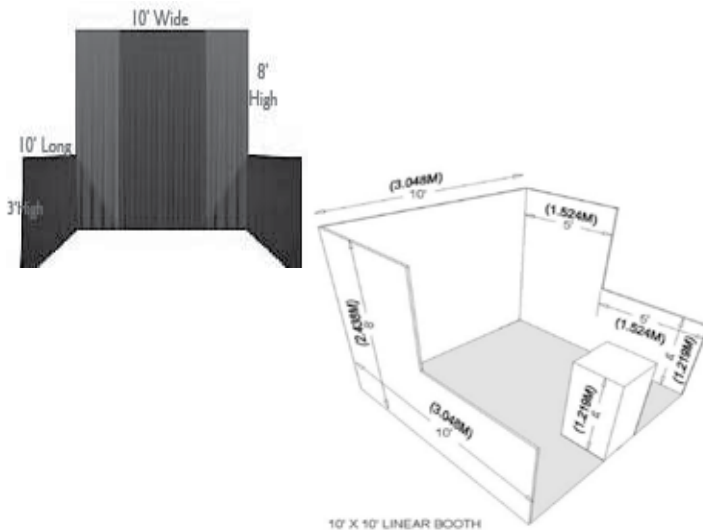
Exhibitors are **NOT PERMITTED** to use pallet jacks of **ANY KIND** on the show floor.

III. EXPO RULES

Your display is subject to inspection and may require modification to meet safety standards. Any exhibit not meeting such specifications must modify their exhibit at exhibitor's expense. MOUNTAIN TIME ENTERPRISES LLC reserves the right to prohibit any exhibit or part thereof that in their opinion violates this agreement or that is in other ways not suitable to and in keeping with the character and spirit of the expo.

A | PIPE & DRAPE

The pipe and drape system is offered at no additional cost to the event's exhibitors for In-Line booths. The System will include an 8' high back drape with two side drapes: The system will be extended for larger exhibit spaces. Corner booths will only have one side drape unless exhibitor requests a side drape on the corner side of exhibit.



Island Exhibit Spaces do **NOT** come with Pipe and Drape or an ID Sign. If an exhibitor wishes to use pipe and drape on the boundary of their Island Exhibit Space, then the exhibitor is responsible for ordering these materials and all costs incurred. **(Additional pipe & drape must be ordered through GES Decorating).**

B | EXHIBIT BOUNDARIES

Exhibit height may **NOT** exceed the 8' pipe and drape system. Exhibitors are permitted to have 8' high sidewalls, but they may only extend 4' into the booth space from the back wall of the exhibit space. If approved, the back and sides facing your neighbor or aisle way must be aesthetically appealing to the eye, i.e. no unpainted or unfinished wood walls.

Any exhibit outside of these boundaries must be submitted in writing to The Organizer for approval prior to arrival on site. If exhibit has not been approved, Show Management has the right to request exhibitor to reconfigure exhibit on site.

Island Exhibits:

It is the responsibility of the exhibitor to have designed and constructed a custom built booth. It is the responsibility of the exhibitor to ensure that both sides of exhibit are finished to a satisfactory standard of decoration.

The penetration of floors, walls, columns, ceilings, or trim **WILL NOT** be permitted; neither may any holes be drilled in any portion of the facility or pipe and drape displays for support. Nothing may be hung from the ceiling, columns, or trim. Nothing may be attached (by tape, glue, tacks, etc.) to any wall, trim, or fixture of the facility.

C | FLOOR COVERING SERVICES

All booths are required to have a floor covering, whether it is carpet, Astro turf, rubber tile, etc. Floor covering is not included in booth price. Exhibitors must use a polyurethane cover (Visqueen, or similar) when using any quantity of dirt, sod, rocks, concrete, water, etc., in order to protect the flooring at the facility. You may provide your own floor covering or rent one from GES Decorating. **As per Fire Regulations, please do not use carpet if your exhibit will be hosting a cooking demonstration or sampling any food items.**

D | BANNER/SIGNS

One company identification sign (7"x 44" – standard company names only) will be provided at no additional cost to the exhibitor. Orders for signs **WILL NOT** be accepted after **WEDNESDAY**. ID signs will be automatically ordered when exhibit space is contracted.

Banners/signs hung within the booth by exhibitor that will rise above the 8' pipe and drape must have approval from the Organizer and will be charged an additional fee of \$150.00.

All banners/signs must be one sided as not to detract from neighboring exhibits. This includes any company logo/signage that is displayed on any booth components, i.e. walls, shelving, pipe, etc.

D | BANNER/SIGNS (CONTINUED)

Banners to be hung from the ceiling must be ordered through The Organizers, the cost is \$350.00 per banner. Exhibitor must provide banner to be hung. Please use enclosed form to order.

All signs must be of professional quality and must be approved by Show Management prior to the opening of the Show. Show Management may, in its sole discretion, remove any sign that is deemed to conflict with the Show policy or that is deemed inaccurate or misleading to the public or of unprofessional quality or workmanship.

E | SAMPLING/HEALTH PERMIT GUIDELINES

The Facility's in-house caterer must give approval for any and all sample items.

Guidelines for Samples must be strictly followed:

- Beverages: up to 2 oz. cups
- Food: up to 1" x 1" bite-sized pieces

For Sample approval and possible fees, you must contact:
Levy Restaurants 214.749.5493

After approval is received from the in-house caterer, the Exhibitor must purchase a temporary health permit from The City of Dallas Health Department, and adhere to all health codes, 214.670.8083.

The cost of the permit: \$200.00 for the first entire weekend and **MUST** be purchased two days prior to event or a rush charge is added to the cost (cost subject to change without our knowledge). This cost is not included in the booth price. Exhibitors are responsible for obtaining their own health permit.

Note that all cooking demonstrations are required to have a fire extinguisher at their booth. Please see "Fire Regulations" page for more details.

Beer and wine are the only alcoholic beverages permitted, and must be purchased through the Official Caterer. Companies found to be in violation of this ruling may lose their right to participate in future Shows.

Popcorn machines are not allowed

F | WATER, ICE & SNOW DISPLAYS

Any exhibitor creating an exhibit containing a water feature must ensure there is **NO** water leakage. If any occurs, the exhibitor is responsible for taking care of the leak, and extracting the water from the aisles and other booths (as to not cause a hazard). Exhibitor will be responsible for any costs incurred by Show Management for clean-up assistance.

Exhibitors with water exhibits must leave contact name and after-hours phone number with organizers. If leak occurs and exhibitor cannot be reached in a reasonable amount of time, exhibitor will be responsible for any costs incurred from clean up by

facility personnel.

G | VEHICLE/FUELED EQUIPMENT DISPLAYS

There is a \$125.00 vehicle permit fee if you wish to have a gas fueled vehicle in your booth. Exhibitor must notify The Organizer if they plan to have a vehicle as part of their display. **A Vehicle Display Form must be filled out on site, a copy of the keys must be given to Show Management, and the permit fee of \$125.00 must be paid before the vehicle is left in the hall.**

All Liquid & Gas fueled vehicles/ equipment within the facility during show hours will be subject to Fire Marshall inspection/approval and must adhere to the following:

- Batteries must be disconnected
- Fuel in the fuel tank shall not exceed one quarter of the tank capacity or 5 gallons, whichever is less.
- Fuel tank openings shall be locked and/or taped & sealed to prevent the escape of vapors

H | EXHIBIT RELOCATION

The Organizer reserves the right to alter the location of the Exhibitors or booths as shown on the official floor plan, if deemed in the interest of the event. The Organizer reserves the right to change the location of the Exhibitor's booth in its sole discretion. If the Organizer changes the Exhibitor's booth location, it will make reasonable efforts to relocate the Exhibitor at a booth comparable in size and visibility. The Organizer will also make attempts to notify the Exhibitor of this change as well as all appropriate contractors.

I | PERSONNEL/SOLICITATION

All distribution of literature or expo material must be done within the perimeter of your booth space. Exhibitors are not permitted to distribute literature or solicit attendees within aisle-ways, lobbies, restrooms, concession areas, etc.

J | SOUND

The operation of sound equipment of any kind is subject to prior written consent of The Organizer. The Organizer reserves the right to refuse applications for any reason. Rule of thumb: sound and noise should not exceed 85 decibels.

K | LANDSCAPING & CONSTRUCTION

During construction & dismantle of your booth, please dispose of your booth waste materials properly. There is to be no dumping of any materials, liquids, etc., into floor pockets or bathroom sinks/toilets. If you need to cut stone or large pieces of material that cause debris and/or dust in the air, you must make those cuts on the back-dock area.

L | CLEAN UP

The exhibitor is responsible for all general clean-up of exhibit, including removal of all dirt, organic materials, water, etc.; otherwise, he/she will be charged for the clean-up.

M | LOADING DOCKS/TRAILERS

The use of the loading docks is at the sole discretion of The Organizer and the appointed decorator. If an exhibitor wishes to use a loading dock, they must see The Organizer for a Dock Pass. Only trailers with this pass will be permitted to stay in a loading dock. All other trailers that need to remain overnight in the parking lot must see Show Management to make arrangements.

N | DAMAGE TO HALLS

Contractors/Exhibitors should ensure that they do not damage the fabric of the exhibition halls. Any damage caused will be repaired by the hall authorities and all cost for the repair be passed on to the contractor/exhibitor concerned.

O | ANIMAL EXHIBITS

Animals are not permitted in the exhibit hall except as an approved exhibit, activity, or performance requiring the use of animals. Guide dogs are permitted. The Organizer must be informed upon booking that exhibitor wishes to have animals as part of their exhibit. The Organizer reserves the right to deny any exhibitor the use of animals as part of their exhibit.

All animals must be crated or gated into a secure area. Protective floor covering must be used. **WHEN AN ANIMAL IS OUT OF THE SECURE AREA, IT MUST BE LEASHED AND SUPERVISED AT ALL TIMES.** Animals are not permitted in the aisles, or on the show floor, except for transporting them to and from the exit doors.

A member of your staff must supervise and grant permission for any interaction with an attendee with any of your animals. Minors are not permitted in your exhibit space and/or to interact with the animals without their parent/guardian's supervision and permission. If a problem arises, please see Show Management immediately. Any incidents within your booth regarding your animals must be reported to Show Management immediately. You must have a copy of your insurance at all times while on show site. All animals must be up to date on all vaccinations. Proof of vaccinations must be available on show site. All animal behavior must be conducive to the show environment. Please be aware that the show floor can be extremely noisy with a constant flow of traffic. Animals that cannot behave properly, or cause a threat to attendees, must be taken out of the exhibit hall immediately.

P | SECURITY

The security of individual booths during show hours and particularly at the end of the show is the responsibility of the exhibitor.

Valuables should not be left unattended in the booth. **EXHIBITORS ARE STRONGLY ENCOURAGED TO REMOVE ANY VALUABLES FROM EXHIBIT DURING MOVE OUT SUNDAY NIGHT.**

Security for this show has been provided by the facility and Show organizer. Further questions regarding security may be directed to Show Management on site. Neither the Organizers nor the appointed security company or Dallas Police Department can or will accept liability for any loss or damage to any booth, exhibits, material goods, property, or personal items. It is the responsibility of the individual exhibitor to ensure that their booth, exhibits, and personal property are secure at all times.

Q | LICENSES

By law, exhibitors are required to obtain a tax license for each state in which they participate prior to exhibiting. Licenses must be in the Exhibitor's possession throughout the duration of the show.

R | INSURANCE

All exhibitors are required to carry comprehensive general liability insurance naming MOUNTAINTIME ENTERPRISES LLC and the Dallas Market Hall as an additional insured for the duration of the event.

INDEMNIFICATION: MOUNTAINTIME ENTERPRISES LLC - Exhibitors and employees shall indemnify and hold the Organizer (MOUNTAINTIME ENTERPRISES LLC) harmless from any damages, losses, or liabilities resulting from any claims, demands, suits or other action(s) based on or arising out of the Exhibitor's occupation or use of the exhibit space or its installation, operation, or removal of exhibits, including but not limited to all claims and demands of Exhibitors, their agents, employees, representatives, customers, and guests for injury to person or property (including theft or mysterious disappearance) arising by virtue of any occurrence in the exhibit space or the Dallas Market Hall, or in the parking areas in proximity to the Dallas Market Hall, during the Contract term as well as any period during which Exhibitor is moving into or out of the Dallas Market Hall.

IV. VENUE RULES

A | COOKING

All displays must comply with the regulations of the City of Dallas Fire Department and are subject to Fire Department inspection. Fire extinguishers must be available in all vehicle displays and cooking demonstration exhibits. Where cooking equipment involves the use of vegetable or animal oils and fats, it is required that at least one 2.5 gallon (6L) "Type K" fire extinguisher with current inspection date tag be available. Fire extinguishers shall be readily visible, located not more than 30-foot unobstructed travel distance and placed no closer than 5 feet of the cooking appliance.

B | DECORATIVE MATERIAL

All decorative materials, including drapes, signs, banners, acoustical treatment, table coverings, etc. must be non-combustible or effectively treated with an approved fire retardant chemical. Hay and/or straw of any kind are prohibited unless properly treated.

C | FLAMMABLE MATERIALS

The use of flammable and volatile materials or materials under high pressure within exhibits, displays, offices, and meeting rooms within the Dallas Market Hall is strictly prohibited unless approved by the Dallas Fire Department and the Dallas Market Hall. These materials include, but are not limited to: all octane, propane, all gas pressure vessels, CO₂, acetylene, helium, etc. The in-house utility contractor is the exclusive provider of any gases.

D | PORTABLE BUILDINGS/ROOFS

If you are planning on having any kind of portable building/structure or a tent in your exhibit space you need to be made aware of the following Fire Regulations being enforced during consumer events in the city of Dallas. The Fire Marshall will be on site and will check the various exhibits.

- **Portable buildings/structures, (sheds, storage units, outdoor kitchen roofs, etc.) must have a 10lb ABC Fire Extinguisher located inside each structure. The structure may not be used to store any materials during the event. Structure must have a single station smoke alarm in all buildings.**

E | TENTS

All tents must be flame retardant and proof of that must be with the tent, any exhibit with a tent must have a 10lb ABC Fire Extinguisher. Tents in excess of 200 square feet would need special consideration as opposed to strictly denying anything larger than 200 square feet. In addition, any tent (with walls) in excess of 200 square feet requires permitting from the Fire Marshall office. Any canopy (roof, no walls) in excess of 400 square feet requires permitting from Fire Marshall Office.

BANNER SIGNAGE

YOUR COMPANY NAME CAN BE SEEN THROUGHOUT THE ENTIRE EXPO

Provide us with your pre-made banner. Banner width may not exceed the total width of your contracted booth space (approximate banner size should be a maximum of 3-4' x 15' horizontal, with grommet holes along the top) and we will hang it onsite as close to your Exhibit as possible!

Banner **MUST** be delivered to the Show Management Office on show site no later than **THURSDAY MORNING** of move in.

HANG MY COMPANY BANNER: 1 BANNER \$350 2 BANNERS \$550

PLEASE CHARGE AMEX MC VISA DISC

NAME ON CARD (PRINT): _____

CARD NUMBER: _____

EXPIRATION DATE: _____ CVV: _____

BILLING ADDRESS: _____

X _____

SIGNATURE OF CREDIT CARD HOLDER

OR I will mail a check for the amount of \$ _____

OR I will deliver a check with my company banner to the Show Management Office on show site no later than **THURSDAY MORNING** of move in.



COMPANY NAME: _____

CONTACT: _____

BOOTH NUMBER: _____

TELEPHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

Please email form to:

julien@mountaintimeexpo.com

MOUNTAIN TIME ENTERPRISES LLC is not responsible for any banners left on show site during move out.