



Exhibit Hall Schedule / Facility Specifics

LOCATION: Dallas Convention Center- Dallas, Texas
Hall A
650 S. Griffin St.
Dallas, TX 75202
214-939-2700

EXPOSITION DATES AND TIMES:

Exhibitor Move-in:	Wednesday, March 3	8:00 a.m. - 2:00 p.m.
	Thursday, March 4	8:00 a.m. – 2:00 p.m.
Exhibit Hours:	Friday, March 5	11:00 a.m. - 10:00 p.m.
	Saturday, March 6	10:00 a.m. – 10:00 p.m.
	Sunday, March 7	11:00 a.m. – 7:00 p.m.
Exhibitor Move Out:	Sunday, March 7	7:00 p.m. – 11:00 p.m.

Southwest Automotive Aftermarket Exhibitors materials and vehicles must be cleared by Sunday, March 7, at 11:00 p.m.

BOOTH EQUIPMENT:

Each 10'x 10' booth will be set with 8' high blue and black back drape, 36" high blue side dividers, and a 7" x 44" booth identification sign. Each booth will also include gray carpet. Additional booth furnishings may be ordered from Freeman by accessing the "Freeman Forms" of the exhibitor service kit.



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EXHIBITOR CREDENTIALS:

Please review the exhibitor credentials information included in the exhibitor service kit. Exhibitors may pick up credentials at Registration, outside of Hall A on the second level of the Dallas Convention Center. The desk will be open during the following hours:

Wednesday, March 3	2:00 p.m. – 8:00 p.m.
Thursday, March 4	2:00 p.m. – 8:00 p.m.
Friday, March 5	9:00 a.m. – 8:00 p.m.
Saturday, March 6	9:00 a.m. – 8:00 p.m.
Sunday, March 7	9:00 a.m. – 4:00 p.m.

Please note: No Children, under the age of 16, are allowed in the exhibit hall during move-in or move-out. No exceptions will be made.

AVAILABLE UTILITIES:

Electricity, Telephone, Internet, Water, Compressed Air, Drainage, Natural Gas
See the "Utility Contractors" section of the service kit for additional information and order forms.

Booth Height Restrictions:

- 8' In-Line
- 14' Perimeter
- 16' Island

BOOTH CLEANING:

Booth cleaning services are available through the Freeman Companies

DAMAGE TO THE FACILITY:

All exhibitors are responsible for returning the space they have leased from Show Manager to the facility in the same condition they received it. Damage to leased space or surroundings by an exhibitor during move-in, show days, or move-out is the responsibility of that exhibitor. Costs to repair damages will be billed to the exhibitor.



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FIRE REGULATIONS:

A fire marshal will be making inspections throughout the show checking that exhibitors and Show Manager are in compliance with the state and local codes.

Please make sure that you have not stored any loose trash, empty boxes, or literature behind your booth. Please do not clutter the aisles with similar materials. All materials within your booth must meet local, state and federal fire retardation levels. If a violation is found, Show Manager will inform the exhibitor and that violation must be removed immediately. If the exhibitor cannot be found, Show Manager will remove the violation at the exhibitor's expense.

INSURANCE:

Exhibitors are encouraged to obtain a rider on an existing policy protecting them against damage, loss or theft of their materials or displays during move-in, show day, and move-out.

The general service contractor is responsible for exhibitor's materials only while they are handling them. The contractor is not responsible for damage to uncrated material, improperly packed material or loss/theft after material has been delivered to the booth space or before material has been picked up at the end of the show.

SECURITY:

Uniformed security guards will monitor the exhibit hall during the entire show period. While general perimeter security is provided the security of your booth or valuable items cannot be guaranteed. It is advisable to remove valuable items that are easily removed when you leave your booth. Report any missing items to Show Manager and to the security supervisor immediately.