impressions expo

Exhibitor Service Manual

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Welcome to the Impressions Expo Dallas 2026 Exhibitor Services Manual!

The information in these pages is designed to guide exhibitors through the planning process of exhibiting at Impressions Expo this October. Schedules, deadlines, and links to additional information, online ordering sites, and downloadable order forms are included.

The Main Menu above is designed for easy wayfinding: clicking on a topic will automatically transport you to that section of the manual. Also, each page includes linked tabs at the top to help you navigate back to key sections of the manual.

We encourage you to thoroughly review this document, especially those areas that pertain to you and your booth, and ask questions about any areas you need further clarification on.

GENERAL INFO

DATES & TIMES

Exhibitor Move-in

- Monday, October 19th, 2026 — **See Target Move-In Map on Page 5 for Assigned Time**
- Tuesday, October 20th, 2026 — 8:00 AM – 8:00 PM*
  *No in/out after 5:00 PM

Installation of Booths

- The above Move-in hours are posted as standard move-in times.
- All booths must be completed by 10:00 AM on Wednesday, October 21st.
- All booths must remain completely set until 12:00 PM (noon) on Friday, October 23rd.

Show Days

- Wednesday, October 21st, 2026 *9:00 AM – 5:00 PM
- Thursday, October 22nd, 2026 *9:00 AM – 5:00 PM
- Friday, October 23rd, 2026 *9:00 AM – 12:00 PM
  *Exhibitors may enter at 8:00 AM

Exhibitor Move-out

- Friday, October 23rd, 2026 — 12:00 PM – 10:00 PM

Dismantle of Booths

- Outbound carriers must arrive and check in with Freeman by 10:00 PM on Friday, October 23rd.
- Freeman will return empty crates at the close of the Show (12:00 PM Friday, October 23rd).
- Bills of Lading must be turned into Freeman by 8:00 PM on Friday, October 23rd.
- All booths must be completely removed from the facility by 10:00 PM on Friday, October 23rd.

Removal of chemicals and other liquids

- Dumping or leaving behind any inks, chemicals, solvents, fluids, and liquids (oil-based and water-based) anywhere in the facility (i.e. restrooms, drains, trash cans, exhibit hall, hallways, loading docks, etc.) is illegal and strictly prohibited. These items **CANNOT be left behind in the facility or disposed of on show site.**
- Violators will be reported to the EPA, and fines may be imposed by Impressions, the facility, city, county, and/or the state.

EXHIBIT HALL LOCATION

Hilton Anatole, Dallas
Trinity Exhibit Hall
2201 N Stemmons Fwy,
Dallas, TX 75207

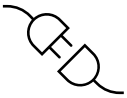
SHOW MANAGEMENT CONTACTS

Click here for a full list of Show Management contacts.

VENDORS

Click on vendors to get more information.

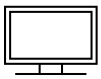
FREEMAN FURNISHING
ORDER ONLINE



ELECTRICAL
ORDER ONLINE

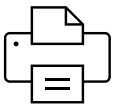
AIR, WATER, GAS
ORDER ONLINE

LEAD CAPTURE
MOBILE APP

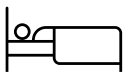


AUDIO / VISUAL
ORDER ONLINE

INTERNET
ORDER ONLINE



FedEx
LOCATED IN HILTON
ORDER ONLINE



HOUSING
BOOKING WEBSITE

BOOTH CLEANING
ORDER ONLINE

BOOTH SECURITY
ORDER FORM

CATERING
MENU
EMAIL ORDER

EXHIBITOR INSURANCE
ORDER FORM

FACILITY
HILTON ANATOLE
WEBSITE

MANNEQUIN &
APPAREL DISPLAYS
ORDER FORM

SCOOT-A-ROUND
Call (888) 441-7575 to reserve a wheelchair or scooter

SHOW PLANNER

Click on items to access more information and links to the website or form.

SEP 21

FREEMAN DISCOUNT DEADLINE FOR ONLINE ORDERS

- FURNISHINGS
- ELECTRICAL/UTILITIES
- LABOR
- CARPET

OCT 16

DISCOUNT DEADLINE FOR INTERNET ORDER

OCT 2

UPDATE SHOW DIRECTORY LISTING

SEP 18

EXHIBITOR CERTIFICATE OF INSURANCE DUE

EAC FORM AND INSURANCE CERTIFICATE DUE
(if applicable)

HANGING SIGN AND AIRBORNE OBJECTS ORDER DUE
(If applicable)

SEP 18

FREEMAN ADVANCE WAREHOUSE SHIPPING BEGINS SEPTEMBER 18TH, 2026

ACCEPTED THROUGH OCTOBER 12TH, 2026 WITHOUT SURCHARGE

OCT 19

SHOW SITE SHIPPING STARTS

BEFORE YOU ARRIVE TO SHOWSITE

- [ ] Submit Certificate of Insurance
- [ ] Coordinate Hotel & Travel
- [ ] Register Booth Personnel
- [ ] Update Show Directory Exhibitor Profile
- [ ] Submit EAC Notification Form & EAC Certificate of Insurance (if applicable)
- [ ] Submit Hanging Sign Order (if applicable)

ONCE YOU ARRIVE

- [ ] PICK UP BADGE FROM REGISTRATION
- [ ] CONFIRM FREIGHT DELIVERY
- [ ] CONFIRM ADVANCED ORDERS
- [ ] PLACE ONSITE ORDERS

IMPORTANT SHOW RULES & REGULATIONS

REMOVAL OF CHEMICALS AND OTHER LIQUIDS

- Dumping or leaving behind any inks, chemicals, solvents, fluids, and liquids (oil-based and water-based) anywhere in the facility (i.e. restrooms, drains, trash cans, exhibit hall, hallways, loading docks, etc.) is illegal and strictly prohibited. These items **CANNOT be left behind in the facility or disposed of on show site.**
- Violators will be reported to the EPA, and fines may be imposed by Impressions, the facility, city, county, and/or the state.

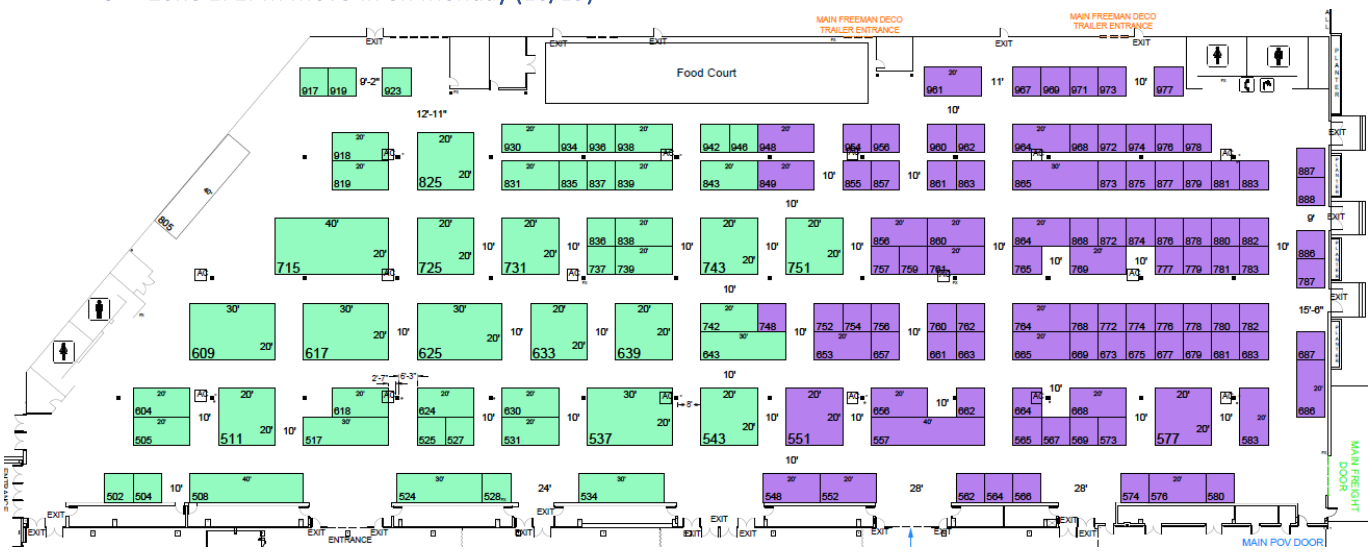
AGE REQUIREMENTS

- Attendees must be 16 years of age or older to enter the exhibit hall at Impressions Expo. There are no exceptions.

TARGET MOVE-IN MAP

Exhibitors may move in on Monday, October 19th, at their color-assigned times.

- Zone 1: 11AM Move-In on Monday (10/19)
- Zone 2: 2PM Move-In on Monday (10/19)



INSURANCE

Impressions does not provide insurance coverage for the property and/or personnel of exhibiting companies. Exhibitors must maintain insurance that meets the requirements below and provide proof to Impressions before the show.

Click here to submit your insurance documents online. Be sure the name of the attachment reflects the name of the insured exhibiting company.

Exhibitors must, at their own expense, secure and maintain through the term of this contract, including move-in and move-out days, the insurance listed below. All such insurance shall be primary to any other valid and collectible insurance of the exhibitor and shall be written on an occurrence basis. Claims-made policies are not acceptable and do not constitute compliance with the exhibitor's obligations under this paragraph.

The following three types of insurance are required:

- **Workers' Compensation** insurance, unless you are the sole proprietor. A sole proprietor is a business entity that is owned and run by one individual. If you have even one other person in the booth working with you, you will need workers' compensation coverage.
- **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, including coverage for personal injury, contractual, and operation of mobile equipment, products, and liquor liability (if applicable).
- **Automobile Liability** insurance with limits not less than $1,000,000 for each occurrence, combined single limit for bodily injury and property damage, including coverage for owned, non-owned, and hired vehicles, including loading and unloading operators. Auto coverage is only required if there is a vehicle in your booth or if you are using a designated loading/unloading area, i.e., POV area.

Comprehensive General Liability and Automobile Liability insurance policies shall **name as additional insureds**, ***Emerald (Show Management), Hilton Anatole Dallas (Facility), and Freeman (General Service Contractor)***. If requested, copies of additional insured endorsements, primary coverage endorsements, and complete copies of policies satisfactory to Emerald shall be furnished to Emerald sixty (60) days before the first day of the event. Certified copies of the Certificates of Insurance or policies shall ensure that they may not be canceled without a 30-day advance written notice to Emerald.

The following **MUST be contained** on the certificate: **DOWNLOAD A SAMPLE CERTIFICATE OF INSURANCE**

- **"Producer"** – Name, Address, and Phone Number of the insurance carrier
- **"Insured"** – Company Name, Address, Phone Number, and Booth Number
- **"Description of Special Items"** – Emerald – Impressions Expo Dallas 2026, Freeman, the Hilton Anatole Dallas, must be listed as additional insured for the dates (October 19th – October 23rd, 2026).

NEED GENERAL LIABILITY INSURANCE?

Marsh/Total Event Insurance offers General Liability Insurance for $65 plus tax. Click here to order and for more information.

Certificate Holder Information should be listed as:

Emerald - Impressions Expo Dallas 2026
31910 Del Obispo #200
San Juan Capistrano, CA 92675
ATTN: Operations
For more information, email: info@impressionsexpo.com

REPORTING

In the event of damage or loss of property, or an accident or injury, it is your responsibility to contact your insurance broker or carrier immediately.

BOOTH REGULATIONS

CONSTRUCTION/DESIGN

Impressions Expo is a **"CUBIC CONTENT"** Show. Booths must be constructed as detailed in the "Booth Construction & Display Guidelines." Violations could result in a fine and/or loss of priority points.

Impressions Expo Show Management provides the following exhibit equipment:

- 8-foot-high back drape, black
- 3-foot-high side drape, black

The floor space area for standard exhibits is 10 feet x 10 feet. If you have **a hard wall booth**, allow space for electrical drops (4") behind your booth. It is recommended that the depth of your booth (front to back) be **9'6" to accommodate electrical drops.** It is the responsibility of the exhibitor to **cover the exposed sides or back walls if they are unfinished or unsightly**. Show Management reserves the right to deem what is unsightly and may order a cover for the unfinished wall at the exhibitor's expense.

Show Colors

- Backwall: Black
- Siderail: Black
- Aisle Carpet: None

Standard Booth Equipment

All booths will be supplied with the following equipment. Please refer to the "Booth Construction & Display Guidelines" in the *Show Rules & Regulations* section of this Exhibitor Manual for more details and booth diagrams. Click here to review the standard booth package.

Linear, Corner, and Perimeter booths

- 8' high pipe and drape back wall.
- 3' high pipe and drape side rails.
- 11" x 17" booth identification sign with company name and booth number.

Peninsula and End-Cap booths

- 8' high pipe and drape back wall for 10' in center.
- 3' high pipe and drape back wall for 5' on each end.

Split Island booths

- 8' high pipe and drape back wall.

Island booths do not include back drape. If it is desired, it may be ordered from Freeman.

All other equipment and services are the responsibility of the exhibitor. Online ordering (where available) and printable order forms are located within this kit.

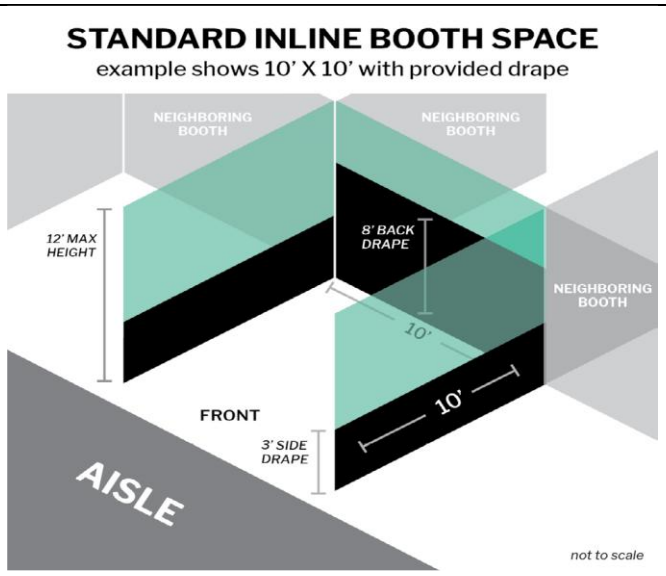
Linear / Inline Booth Guidelines

Definition and/or Dimension
Standard booths, also called "inline" booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Linear & Perimeter booths are commonly ten feet (10') deep and multiples of ten feet (10') wide, i.e., 10' x 10'; 10' x 20'; 10' x 30', etc.

What's Provided / Included
- 8' high pipe and drape back wall, black.
- 3' high pipe and drape side rails, black.
- 11" x 17" booth identification sign with the company name and booth number.

All other equipment and services are the responsibility of the exhibitor.



Use of Space – Cubic Content Rule:
Exhibitors may build their exhibit within the entire width and depth of their booth and up to a maximum height of 12 feet. All lights and signs must face the inside of your booth space.

Footprint Rule or "Wiggle Room" Factor
The width and depth of your booth structure should be designed so that any side adjacent to another exhibitor's booth is 4 inches less than the dimensions of your booth space. This is to allow space for the dividing drape and utility cables/hoses that must be run between booths.

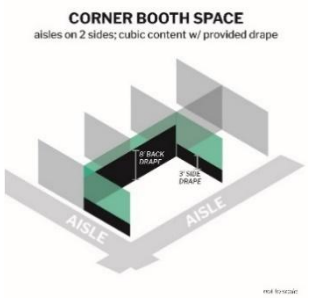
Hanging Signs / Graphics
Linear/Inline booths are not permitted to have hanging signs.

Signs, lights, and graphics placed along booth edges may not face into adjacent booths and may not exceed an overall height of 12 feet.

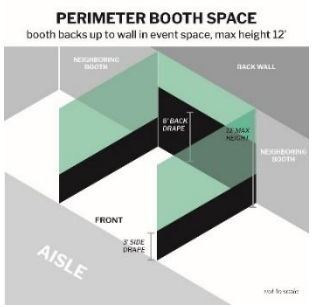
Exposed Surfaces
All exposed exhibit components extending above the 3' high pipe and drape sidewalls and/or the 8' high pipe and drape backwall must be completely finished, painted, and with no exposed wires or framing visible. Show Management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor's expense.

Linear / Inline Booth Variations:

Corner booths must adhere to the same guidelines as linear booths, with the exception that two sides will be exposed to an aisle.



Perimeter booths are linear booths that back up against a wall of the facility, not against another line of exhibits, and have a maximum height of twelve feet (12').



End-Cap booths are exposed to an aisle on three sides and comprise two adjacent 10'x10' booth spaces and must adhere to the same guidelines as linear booths.

Additional Information

Labor/Union Laws
Building Rules/Guidelines
Display Guidelines
Demonstration Guidelines
Americans with Disabilities Act

Island Booth Guidelines

Definition and/or Dimension
Island booths are any size booth exposed to an aisle on all four sides.

Island booths are typically twenty feet (20') by twenty feet (20') or larger, although may be configured differently.

What's Provided / Included
Island booths do not come with drapes or ID signs.

All equipment and services are the responsibility of the exhibitor.

Use of Space – Cubic Content Rule:
The entire cubic content of the booth may be used up to the maximum allowable combined height of twenty feet (20') between any ground supported structure and hanging sign, when viewed perpendicular to the floor from any point on any side.

Footprint Rule or "Wiggle Room" Factor
Since Island Booths do not have any adjacent booths, the footprint rule is not applicable.

Multi-Level Exhibits
A Multi-Level exhibit consists of a display fixture comprised of two or more levels. A multi-level exhibit requires prior approval by the exhibit facility and/or relevant local government agency because it is deemed to be a "structure" for building purposes.

All Multi-Level exhibits require a plan that is signed, sealed (with official seal), and dated by a registered architect or engineer, and a certificate of flame retardant materials submitted to the facility at least sixty (60) days in advance of move-in.

Covered Exhibits
A Covered exhibit consists of a display fixture with something placed over or upon the exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a Covered exhibit is not occupiable.

All Covered exhibits with 300 sq. ft. or more of covered space require a plan that is signed, sealed (with official seal), and dated by a registered architect or engineer and a certificate of flame retardant materials submitted to the facility at least sixty (60) days in advance of move-in.

SIGNS & BANNERS
Banners may be hung above peninsula displays that are a minimum of 20' X 20'. Each sign or banner must be set back at least 25% of the booth's width dimension from the back line of the booth. Hanging signs must be approved by both Show Management and Freeman, and rigging labor must be ordered.

Exposed Surfaces
All exposed exhibit components must be completely finished, painted, and with no exposed wires or framing visible. Show Management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor's expense.

Additional Information

Labor/Union Laws
Building Rules/Guidelines
Display Guidelines
Demonstration Guidelines
Americans with Disabilities Act

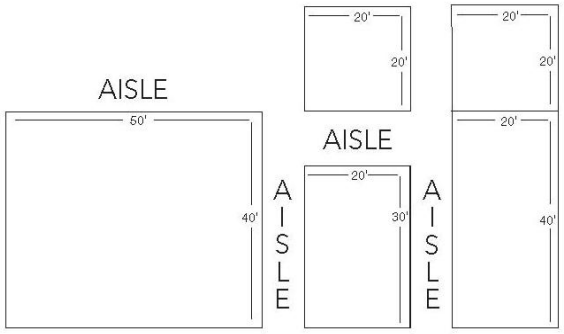
Island, Split Island, & Peninsula 20'x 20' or Larger Booth Guidelines

Height Restrictions

Exhibit fixtures, components, and identification signs are permitted to a maximum height of 20 feet. All lights and signs must face the inside of your booth space.

Peninsula booths are normally "faced" towards the cross aisle. Any portion of the exhibit bordering another exhibitor's booth must have the back side of that portion finished and must not carry an identification sign or other copy that would detract from the adjoining exhibit. If an exhibitor does not comply after a written warning has been issued, Show Management reserves the right to order a cover from Freeman at the exhibitor's expense.

DEFINITION: An exhibit space that is the minimum of 20' X 20' sq. ft with aisles on three or four sides



Multi-Level and Covered Exhibits

Multi-story exhibits (a booth where the display fixture includes two or more levels) require prior approval by the exhibit facility, and/or relevant local government agency, as well as Show Management, because it is deemed to be a "structure" for building purposes. All Multi-Level and Covered exhibits require a plan that is signed, sealed (with official seal), and dated by a registered architect or engineer, and a certificate of flame-retardant materials submitted to Show Management and the facility at least 60 days in advance.

Sound and Noise Levels

Show Management will measure sound pressure levels with a Calibrated Sound Level Meter. Exhibitors must regulate their equipment to be sure the noise levels from their demonstrations or sound systems are below 80 dB and do not interfere with other exhibits. Remember that the use of sound systems or equipment producing sound is a privilege. Show Management reserves the right to determine at what point sound constitutes interference with others and must be discontinued. Per your space contract, exhibitor agrees that it will not violate any copyrights at the Show and assumes sole liability and responsibility for the use of copyrighted materials at the Show. Exhibitors must obtain all necessary licenses from copyright owners.

Hanging Signs / Banners

(Please see Hanging Sign Restrictions page for details)

Banners may be hung above peninsula displays that are a minimum of 20' X 20'. Each sign or banner must be set back at least 5' (five feet) from the adjacent exhibitors' booth. Hanging signs must be approved by both Show Management and Freeman, and rigging labor must be ordered.

Fire Code Regulations

All exhibit materials (including chairs) must be kept out of the aisles. Booth materials must be flame-proofed to the satisfaction of the Fire Marshal by a flame-retardant certification or ability to pass an on-site flame test. See Fire Safety Rules and Regulations within this manual for more information.

Additional Information

Labor/Union Laws
Building Rules/Guidelines
Display Guidelines
Demonstration Guidelines
Americans with Disabilities Act

Split Island Booth Guidelines

Definition and/or Dimension

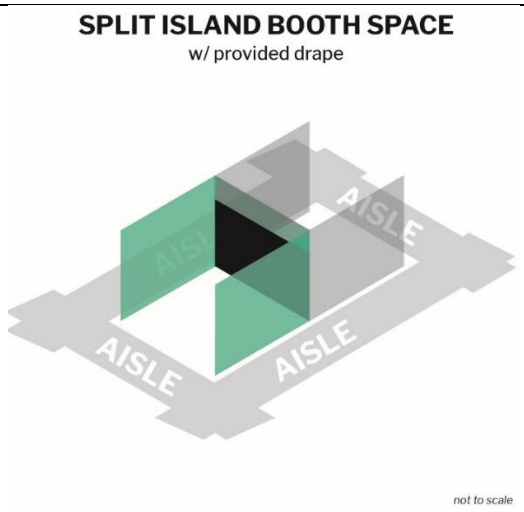
Split Island booths are exposed to an aisle on three sides, at least 20' x 20', and backed up to another island booth.

Split Island booths are typically twenty feet (20') by twenty feet (20') or larger but may be configured differently.

What's Provided / Included

- 8' high pipe and drape back wall.
- 11" x 17" booth identification sign with the company name and booth number.

All other equipment and services are the responsibility of the exhibitor.



Use of Space – Cubic Content Rule:

The entire cubic content of the booth may be used up to the maximum allowable combined height of twenty feet (20') between any ground-supported structure and hanging sign, when viewed perpendicular to the floor from any point on any side.

Footprint Rule or "Wiggle Room" Factor

The width and depth of your booth structure should be designed so that any side adjacent to another exhibitor's booth is 4 inches less than the dimensions of your booth space. This is to allow space for the dividing drape and utility cables/hoses that must be run between booths.

Multi-Level Exhibits

A Multi-Level exhibit consists of a display fixture comprised of two or more levels. A multi-level exhibit requires prior approval by the exhibit facility and/or relevant local government agency because it is deemed to be a "structure" for building purposes.

All Multi-Level exhibits require a plan that is signed, sealed (with official seal), and dated by a registered architect or engineer, and a certificate of flame retardant materials submitted to the facility at least sixty (60) days in advance of move-in.

Covered Exhibits

A Covered exhibit consists of a display fixture with something placed over or upon the exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a Covered exhibit is not occupiable.

All Covered exhibits with 300 sq. ft. or more of covered space require a plan that is signed, sealed (with official seal), and dated by a registered architect or engineer, and a certificate of flame retardant materials submitted to the facility at least sixty (60) days in advance of move-in.

Additional Information

Labor/Union Laws
Building Rules/Guidelines
Display Guidelines
Demonstration Guidelines
Americans with Disabilities Act

Exposed Surfaces

All exposed exhibit components must be completely finished, painted, and with no exposed wires or framing visible. Show management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor's expense.

Hanging Signs & Airborne Objects

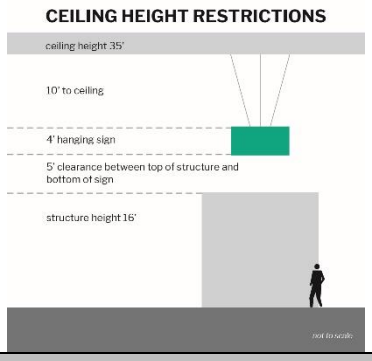
Hanging signs and graphics will be permitted above Island, Split Island, and Peninsula booths that are 400 sq. ft. or larger. End-cap and linear booths do not qualify for hanging signs and graphics, regardless of size. Hanging signs and graphics should be set back 5 feet from adjacent booths and be directly over contracted space only. All exhibit wall signage must be one-sided facing inward towards your contracted booth space.

HEIGHT RESTRICTIONS

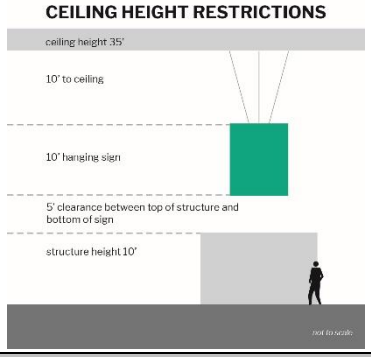
Hanging signs are permitted to a maximum height of seventeen feet (17') from the floor to the top of the hanging sign.

The maximum combined vertical height between any ground-supported structure and hanging sign, at their highest dimensions when viewed perpendicular to the floor from any point on any side, may not exceed a maximum of seventeen feet (17'). Examples of different types of structure and hanging sign designs in a hall with a 35' ceiling are shown below.

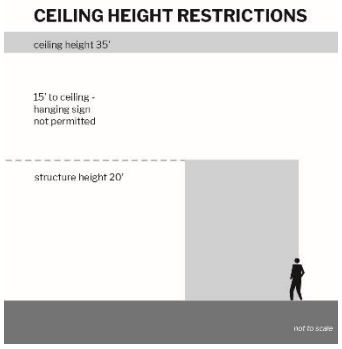
The ceiling height of the Trinity Exhibit Hall in the Hilton Anatole is only 18'.



Structure at a max height of 16'
Sign at a max height of 4'



Structure at a max height of 10'
Sign at a max height of 10'



Structure at a max height of 20'
No hanging sign permitted

STRUCTURAL INTEGRITY

All hanging signs must have drawings available for inspection by Show Management. Drawings must include a signature or stamp of a structural engineer indicating that stress points for hanging the sign have been properly engineered.

WEIGHT & MATERIAL

Exhibitors are encouraged to use lightweight materials in the construction of a hanging sign to eliminate excessive stress on the facility's ceiling structure.

ORDERING LABOR & SHIPPING

To order Labor to hang your sign, click here.

SHIPPING YOUR HANGING SIGN

For hanging sign shipping label, click here. Add to the label 'Hanging Sign' and ship the hanging sign separately (in its own box).

Balloons

- Helium balloons are NOT allowed on the show floor at any time and should not be used in the design of the exhibit space or be distributed.

Lighting

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to Show Management for approval.
- Lighting, including spotlights and gobos, should be directed to the inner confines of the exhibit space. Lighting should not be projected onto other exhibits or exhibition aisles.
- Potentially harmful lighting, such as lasers or ultraviolet lighting, should comply with facility rules and be approved by Show Management.
- Lighting that spins, rotates, pulsates, or uses other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the exhibition.
- Currently, some facilities do not allow quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with Show Management for rules specific to the event facility.
- Droplights or special lighting devices must be hung at a level or positioned so as not to prove to be an irritant or distraction to neighboring exhibit booths or guests.
- Use of halogen rules varies by facility and should be verified prior to booth construction. To ensure safety, halogen lamps are limited to 75 watts and must be of the sealed variety, which prevents direct handling of the bulb. The use of any stem-mounted halogen or other fixtures employing either a linear quartz bulb or a non-shielded halogen bulb is strictly prohibited.

FREIGHT & DELIVERIES

Warehouse Shipping Address

Exhibiting Company Name/Booth #
Impressions Expo Dallas
C/O Freeman
5130 Cash Rd.
Dallas, TX, 75247

- Freeman will accept crated, boxed, or skidded materials at their warehouse beginning **Friday, September 18th, 2026,** at the above address.
- Material arriving **after October 12th, 2026,** will be received at the warehouse with an additional after-deadline charge.
- Please note that the Freeman warehouse does not accept uncrated freight (loose, pad-wrapped material, and/or un-skidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing over 5,000 pounds, or a single piece of freight beyond the dimensions of 180 inches high x 93 inches wide.
- Warehouse materials are accepted at the warehouse **Monday through Friday** between the hours of **8:00 AM and 3:30 PM**
- Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.
- You can download and print Advance Warehouse Shipping Labels for booths by clicking the links below. Plan to use two labels on each piece you will be shipping, using a waterproof marker to address the label and mark your booth number.
  - ➢ Advance Warehouse Shipping Labels

Direct to Show-Site Shipping Address

Exhibiting Company Name/ Booth #
Impressions Expo
Hilton Anatole Hotel Dallas
C/O Freeman
1378 Wycliff
Dallas, TX 75207
US

- Freeman will receive shipments at the exhibit facility beginning on **Monday, October 19th, 2026**. Shipments arriving before target dates may be refused by the facility. Any charges incurred for early freight accepted by the facility or for multiple delivery attempts will be the responsibility of the exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

- This show will be marshaled for outbound only.
- Please note: Any materials received by Freeman are **subject to material handling charges** and are the responsibility of the exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the Material Handling Form for charges for the service.

➢ Show-Site Shipping Labels

Freeman material handling fees for direct shipments to the Hilton Anatole include:

- Acceptance and unloading of items upon delivery and delivery to the booth.
- Removal and storage of empty crates during the Show.
- Return of empty crates after the close of the Show. This process will take several hours, and Freeman cannot guarantee or specify the arrival time of empty crates.

Please be aware that the disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to the disposal of your exhibit properties.

Move-in/out Procedures

Freight Arrival

- Direct Shipments may arrive on your Targeted Freight Move-In Day.
- Review POV Self Unloading Policy below.

Exhibit Hall Access

- Exhibitors will need to pick up badges once registration opens onsite.
- Prior to registration opening onsite, exhibitors will need to pick up wristbands from event security to access the exhibit hall.
- EAC personnel will need to pick up wristbands daily at the EAC Check-In areas to access the exhibit hall. EACs requiring access to the exhibit hall during show hours must have a registered badge.

Booth Set-up

- Exhibitor Move-In begins on Monday, October 19th at assigned times and ends on Tuesday, October 20th at 5:00 PM.
- All booths should be set and show ready by 10:00 AM on Wednesday, October 21st.

Self-Unloading / Hand Carry Policy

Full-time exhibitor personnel may carry materials in and out of the Hilton Anatole by hand or with the use of an exhibitor-owned, non-motorized two-wheeled hand cart. This does NOT include pallet jacks or motorized equipment of any type. If needed, cart service and/or empty storage and return will be provided by Freeman at the prevailing rates.

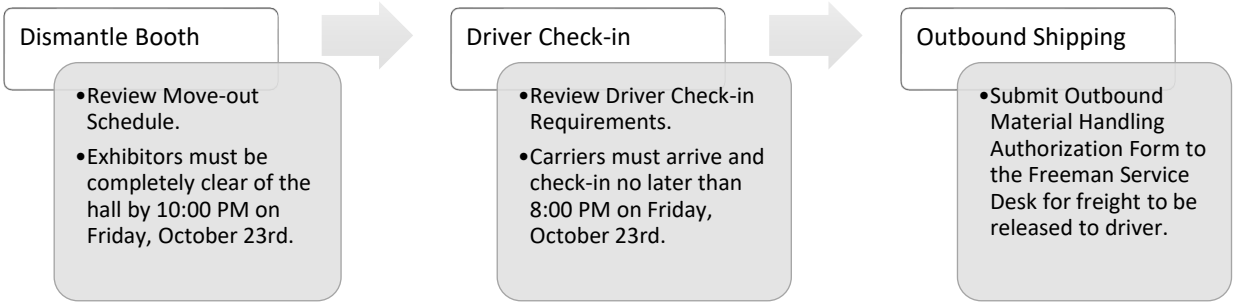
Privately Owned Vehicles (POV)

A Privately-Owned Vehicle (POV) may drive up and stop at the Check-In for POV's that is located at the entrance to the loading dock area. A POV is defined as a "non-commercial" vehicle. This includes cars, vans, and small trucks. Click here to order POV or Cart Service.

POV, or Privately Owned Vehicles, are defined as cars, pick-up trucks, vans, and other trucks primarily designed for passenger use, not for cargo or freight.

Outbound Shipping

Freeman Exhibitor Support will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form, and your paperwork will be available at show-site. Be sure your carrier knows the company name and booth number.



Accessible Storage

- Accessible storage service is available at show-site for exhibitors to easily access their product samples and literature during show days only.

International Freight

- Phoenix International Business Logistics has been appointed as the official international freight forwarder and customs broker.

INSTALL/DISMANTLE & LABOR REGULATIONS

Access to the Exhibit Hall

- Exhibitors are allowed access to the exhibit hall one (1) hour before and thirty (30) minutes after posted official show hours.
- Please note that the exhibitor service desk will only be in operation during the hours noted in the Freeman Quick Facts and services provided by Freeman and other vendors may be limited outside of those times.

Labor/Union Laws

- Labor jurisdiction and union rules are determined by the facility, state and municipality in which the exhibition is held.
- Where union contracts exist with service contractors, exhibitors must acknowledge union jurisdictions and conform to those contracts and use of the union personnel involved.
- Skilled and unskilled labor as needed or required can be arranged through the official service contractor at established rates. Arrangements should be made in advance.
- Exhibitors who are eligible to set up their own display according to union guidelines must typically utilize full-time employees of the company and proof of employment may be requested.

Forklifts

- Forklift labor is an exclusive service provided by Freeman. Forklifts with operators are available at the prevailing rates.
- Arrangements must be made with Freeman at least 14 days prior to set-up for special requests, such as cranes or forklifts with over 5,000-pound lift capacity for special handling of large equipment or machinery.
- To order forklift or rigging labor, click here.

Tipping

- Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered.
- Any attempt to solicit gratuity by an employee for any service should be reported immediately to Freeman.

Safety

- Please visit the following Guidelines & Information page for Fire Marshal and City requirements.

OSHA Regulations

- All exhibitors and hired third-party contractors must comply with environmental laws and OSHA regulations.
- To facilitate this compliance, the Organizer strongly urges all exhibitors who give samples of any chemicals, cleaners, or inks to include a Material Safety Data Sheet (MSDS) with each sample given.

CLEANING

Clean Floor Policy

- All crates and skids must be tagged and removed from the exhibit floor no later than **5:00 PM on Tuesday, October 20th.** This will allow Freeman and the cleaning provider sufficient time to complete the overall cleaning of the exhibit hall as well as provide exhibitors the space to complete their booth set up by keeping aisles clear. There will be no exceptions to this policy.
- After **5:00 PM on Tuesday, October 20th**, crates without empty or access storage stickers will be tagged by the area floor managers or Freeman and be removed from the exhibit hall – whether full or empty. Exhibitors may request products to be returned to their booth at the exhibitor's expense. Depending on where the crates are located, it may not be possible to access the crates prior to exhibitor move-out.

Excessive/Bulk Trash

- Any exhibitors promoting giveaways from their booths which generate additional trash are required to order porter service for their booth.
- Exhibitors who require porter service for their booths, but do not order it, will automatically be billed for this service.
- Any wooden crates or large containers left on the Show-floor (not labeled as empty storage) will be subject to an additional fee for dismantling and disposal.

Booth & Material Abandonment

- Exhibitors that leave excessive literature and/or display materials in their booth at the end of the published move-out time will be deemed to be guilty of "material abandonment".
- Any charges incurred on behalf of Show Management to remove the abandoned materials to ensure that Show Management can comply with the published move-out schedule of the facility as stated in their license agreement for the event will be billed to the exhibitor directly.
- Show Management & the facility will NOT be responsible for the recovery of abandoned materials that are left in an exhibitor's booth past the move-out dates/times as published in the Exhibitor Manual.

Removal of chemicals and other liquids

- All exhibitors must take all chemicals, solvents, fluids, and liquids (oil-based or water-based) with them when loading out. These items CANNOT be left behind in the facility or disposed of on Show-site.
- Dumping of any inks, chemicals, solvents, fluids, or liquids in restrooms, drains, or trash cans is **strictly prohibited**. Violators will be reported to the EPA, and **fines may be imposed** by the Show, facility, city, county, and/or by the state.

Care of the Facility

- It is understood that exhibitors shall neither injure, nor mar, nor in any manner deface the premises.
- No bolts, screws, hooks, or nails shall be driven into or otherwise attached to the walls or floors of the exhibit areas.
- No part of the display may be attached to or otherwise secured to the columns, drapery backdrop or side dividers.
- Decals or other adhesive materials shall not be applied or affixed to the walls, columns, or floor of the exhibit areas.
- All curtains, draperies and decorations made from textiles of combustible fibers or other flammable materials must be flameproofed in the manner approved by all applicable jurisdictions.
- Exhibitors shall promptly pay for all damage to the facility, booth equipment, or the property of others caused by the exhibitor or any of its employees, agent's contractors or representatives.

DONATIONS

- Exhibitors wishing to donate products may arrange to do so at the conclusion of the Show. Booth and display materials should not be left as donated materials. More information on donations will be available closer to the Show.

EXHIBITOR APPOINTED CONTRACTOR

If exhibitors wish to use an Exhibitor Appointed Contractor (EAC), the following rules and regulations must be adhered to by the exhibitor and the EAC. **These rules will be strictly enforced.** Completion of the required EAC Notification Form & Insurance Submission qualifies as acceptance that the EAC will abide by all rules and regulations, especially those as contained herein for EAC.

Exhibitors using an installation and dismantling contractor (I&D), and/or an exhibitor appointed contractor (EAC) to set-up or teardown their exhibit, must complete the EAC Notification Form & provide their insurance by **9/23/26**.

All contracted personnel must pick up the **daily EAC wristband** from a designated EAC Check-In area before admission to the exhibit floor. Personnel must have proof of company affiliation and a photo I.D. EACs requiring access to the exhibit floor during show hours must have a registered badge (wristbands do not provide access during show hours).

The EAC shall **refrain from placing an undue burden** on the official service contractors by interfering, in any way, with the official contractor's work. If the EAC, in any way, disrupts the orderly conduct of business by any of the official contractors or impairs the smooth installation and dismantling of the event, the EAC will immediately cease such disruption or be removed from the event site. Show Management will have the final decision in such instances.

The EAC will **not solicit business at the event and personnel must wear the daily wristband at all times**. It is the exhibitor's responsibility to make sure that all independent contractors are properly badged before arrival.

EAC Certificate of Insurance: Emerald (Show Management), the Hilton Anatole (Facility), and Freeman (General Service Contractor) **must be named as additionally insured by all contractors working in the hall**. Show Management must receive the **certificate of insurance from EAC** no later than 30 days before the commencement of installation and it must be submitted using the online EAC Notification Form & Insurance Submission. Certificates received through mail, e-mail, fax, or any other means will not be accepted.

Show Management will give authorization to the EAC to provide installation and dismantling services to the exhibiting firm upon receipt of:

- **Certificate of insurance** for workers' compensation and employers' liability, comprehensive general liability, and automobile liability insurance.
- The **workers' compensation and employers' liability insurance** must provide a minimum limit of (recommended $1,000,000 USD) and meet the requirements established by the state in which the event is held.
- **Comprehensive general liability coverage** must provide at least $1 million USD per occurrence and $2 million USD general aggregate in coverage, and shall name Show Management, the sponsoring associations, the event owners, the official contractor, and the facility as additional insured.
- **Automobile liability** should include all owned, non-owned, and hired vehicles with minimum limits of $1,000,000 USD bodily injury and $500,000 USD property damage liability.

The following **MUST be contained** on the certificate: DOWNLOAD A SAMPLE CERTIFICATE OF INSURANCE

- **"Producer"** – Name, Address, and Phone Number of the insurance carrier
- **"Insured"** – Company Name, Address, Phone Number, and Booth Number
- **"Description of Special Items"** – Emerald – Impressions Expo Dallas 2026, Freeman, the Hilton Anatole Dallas must be listed as additional insured for the dates (October 19th – October 23rd, 2026).

In performing work for their clients, the EAC shall cooperate fully with the official contractors and shall comply with existing labor regulations or contracts as determined by the commitments made and obligations assumed by Show Management in any contracts with the official contractors. Failure to comply with these regulations will result in refusal or loss of authorization to perform services and immediate removal from the event site.

Services ordered on behalf of exhibitors by EAC's or other third parties must be so authorized in writing by the exhibitor. Payment for all services will be the responsibility of the exhibitor.

UTILITIES

ELECTRICAL, PLUMBING, GAS & COMPRESSED AIR SERVICES

- Encore is the exclusive provider for electrical, which can be ordered here.
- Plumbing, gas, and compressed air services can be ordered through Freeman. LINK COMING SOON.

INTERNET SERVICES

- Encore is the exclusive provider of telephone services, as well as high-speed Internet to exhibitors at the Hilton Anatole.
- Services can be ordered online.

ONSITE BOOTH GUIDELINES

DISPLAY

Animals

- Permission for any domesticated animal (cats, dogs, etc.) to appear must be approved by Show Management then by the facility. Non-domesticated animals will be considered on an individual basis.
- Under the Americans with Disabilities Act (ADA), Show Management must allow people with disabilities to bring their service animals into all areas of the facility where exhibitors and attendees are normally allowed to go.
    - Service animals are animals that are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting people who have seizures, or performing other special tasks.

Booth Appearance

- All open or unfinished sides of the exhibit which may appear unsightly must be covered or Show Management will have them covered at the exhibitor's expense.
- Any portion of the exhibit bordering another exhibitor's space must have the backside of the exhibit finished and not incorporate any identification signs, lettering, or graphics that would detract from the adjoining exhibit.
- Peninsula, split island and island exhibits must have a finished back wall and be finished on all sides.
- Plain drape or unfinished hard walls are not permitted.
- Floor covering is optional in all booths and can either be brought in or ordered from the General Service Contractor, Freeman or by clicking here to view the carpet order form. Exhibitors that do not properly cover their exhibit area will be required to have carpet supplied by the General Service Contractor at the exhibitor's expense.
- No bolts, screws, hooks or nails shall be driven into or otherwise attached to the walls or floors of the exhibit areas.
- No part of the display may be attached to or otherwise secured to the columns, drapery backdrop or side dividers.
- Decals or other adhesive materials shall not be applied or affixed to the walls, columns, or floor of the exhibit/facility areas.
- No sign of any description may be installed, except within the confines of the exhibit space assigned.
- Fog, smoke and steam machines are not permitted.
- Exhibitors are prohibited from possessing, displaying or depicting any products or components in their booth which could be interpreted as being a promotion of another company.
- No exhibit will be permitted, which interferes with the use of other exhibits or impedes access to them or impedes the free use of the aisles.
- Items located in the exhibition space must be in good taste or will be removed at the discretion of Show Management. To order graphics through Freeman, click here.
- Exhibitors with large equipment such as walk-in coolers must reserve sufficient space to ensure that equipment which exceeds 4 feet (1.12 meters) in height and which, by virtue of its size, cannot be confined to the rear half of the exhibit space, is no nearer than 10 linear feet from any adjoining exhibit space.

Vehicles on Display

- All vehicles on display will require spotting service from the general service contractor, at the exhibitor's expense.
- Display vehicles must have battery cables disconnected and taped, alarm systems deactivated, fuel tanks no more than 1/4-tank full or five gallons, whichever is less, and fuel tank filler caps locked and/or sealed.
- Fueling or de-fueling of vehicles on the facility premises is prohibited.
- Display vehicles are permitted to occupy no more than 80 percent of the contracted exhibit space and must conform to cubic content rules.
- Tractor/Trailer/Rigs/RVs/Trailers and oversize vehicles are not permitted as exhibits in the exhibit hall unless on the perimeter of the exhibit hall exhibition floor and must be approved by Show Management.
- Booth vehicles must be set back 10 inches (.26 meters) from the aisle to prevent damage from aisle carpet installation.
- Once placed, display vehicles cannot be started or moved without the approval of Show Management and the direction of the general service contractor.
- Auxiliary batteries not connected to engine starting system may remain connected.
- External chargers or batteries are allowed for demonstration purposes; however, charging is not permitted.

DEMONSTRATIONS

Exhibitor Conduct /Good Neighbor Policy

- Activities may not disturb neighboring booths. Exhibitors are required to keep booth activities within the confines of their exhibit space and not interfere with aisle traffic flow or access to neighboring exhibits.
- Exhibitors are required to conduct themselves and operate their exhibit so as not to annoy, endanger or interfere with the rights of others at the Show. Unsportsmanlike, unethical, illegal or disruptive conduct, such as tampering with another party's exhibit or engaging in corporate espionage is strictly prohibited.
- Exhibitor's personnel and their representatives may not enter the exhibit space or loiter in another exhibit space without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed.

Food & Beverage Sampling

- The facility's exclusive food and beverage vendor has a responsibility to strictly regulate any food and beverage activity. All food must be prepared and served from within the regulations of the city and county.
- Any exhibitor sampling products may need to submit a sampling form to the facility's exclusive vendor for review and to Show Management for acceptance or rejection.
- Distribution of food and beverages: All business activities of the exhibitor at the event must be within the exhibitor's allotted space.
- Pre-packaged, single unit samples may be allowed to be distributed from an exhibitor's booth.
- Alcoholic sampling is not allowed by some facilities depending on local laws and type of event. Please check with the facility's exclusive food and beverage vendor to confirm.
- Popcorn, peanuts in the shell and cotton candy are NOT permitted on the Show-floor at any time and may not be distributed from any exhibit booth.

Staffing of Booth

- The exhibitor will not dismantle their display prior to the stated closing of the Show. No exhibit or any part thereof may be removed during the period of exhibition without the approval of Show Management. Exhibitors must make travel and staffing arrangements accordingly.
- Exhibition space must be fully operational and staffed during published exhibition hours.
- Unless prior arrangements are made, any space not claimed and occupied by 5:00 PM on Tuesday, October 20th, may be resold or reassigned by Show Management, without obligation on the part of Show Management for any refund to the exhibitor.
- Any exhibitor that fails to occupy its assigned exhibit space by the end of published set-up hours, leaves its exhibit space unattended during event hours, or begins dismantling of exhibit space prior to the close of the event, may forfeit its right to the exhibit space and its eligibility to exhibit at future events.
- Exhibit personnel shall wear professional attire consistent with the event decorum.

- Attendants, models and other employees must confine their activities to the contracted exhibit space. Exhibitor's personnel and representatives may not enter the exhibit space of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Neither the exhibit area nor other areas of the facility shall be used for any improper, immoral, illegal or objectionable purpose.
- All personnel of exhibitors, including personnel retained by exhibitor to be in or around its booth, must wear appropriate apparel at all times. Show Management reserves the right to make determinations on appropriate apparel and activities conducted by exhibitors. Violators may be escorted from the event and the exhibiting company may be subject to a loss of priority points.

Noise / Music

- In general, exhibitors with booths that are 400 sq. ft. and larger may use sound equipment in their booths so long as the noise level does not, in the exclusive judgment of Show Management, disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned to direct sound into the booth rather than into the aisle.
- Sound created by amplified devices should not exceed 80 decibels when measured from the aisle immediately in front of a booth.
- Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music. Show Management does not have a license with any licensing agencies; therefore, the exhibitor is responsible for obtaining licensing directly. Adherence to these federally mandated copyright licensing laws is of critical importance.

Raffles, Drawings, and Contests

- Raffles, drawings and contests, if permitted by law, are allowed in an exhibitor's booth but will be regulated by Show Management.
- Show Management reserves the right to limit promotional activity anywhere on the exhibition floor as they deem fit to ensure a professional and safe atmosphere. These activities include and are not limited to handouts, contests, lotteries, promotional activities, entertainment, raffles and drawings.

ADDITIONAL

Americans with Disabilities Act (ADA)

- All exhibiting companies are required to comply with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities.
- Click here for more information on the Americans with Disabilities Act (ADA).

Distribution of Promotional Items

- Circulars, catalogs, magazines, folders, promotional, educational or other giveaway materials may be distributed only inside the exhibitor's display. Distribution from booth to booth or canvassing on any part of the facility property is forbidden. Exhibitors must confine their exhibit activities to the space for which they have contracted.
- No exhibitor may distribute or leave behind merchandise, signs, or printed materials in the registration areas, meeting rooms, or public areas of the event site, including hotels, shuttle buses, parking garages, concessions seating, etc., without prior written approval of Show Management.
- Only literature published or approved by Show Management may be distributed in the registration area, meeting rooms, exhibit hall (outside the individual displays) or on transportation provided by Show Management. Canvassing on any part of the facility property is strictly prohibited and any person doing so will be requested to leave the premises and their material will be removed at the same time. The only exception to this rule is for authorized survey organizations that have obtained Show Management approval.

Photography

- Photography and video recording are NOT permitted in the exhibit hall except by members of the press who received pre-approval.

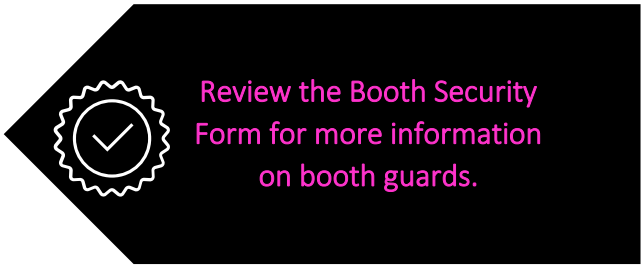
- Photography or video recording of any area outside an exhibitor's booth (including but not limited to Registration Areas, General Sessions, and Meeting Rooms) is prohibited.
- Members of the press must first receive permission from the exhibitor to photograph the exhibitor's booth.
- Only official photographers and audio/video producers appointed by Show Management are permitted to photograph or record audio/video of the entire event.
- Conference sessions may not be photographed, or video/audio recorded.

Suitcasing

- *Suitcasing* is defined as any activity designed to solicit or sell products or services to delegates attending a meeting, conference, or Event without the proper authorization by Show Management or in ways that violate the rules of the event.
- Any attendee who is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of this policy, is subject to removal without refund and additional penalties.
- The selling or solicitation of products or services may only be conducted by companies in good standing, within their exhibit space, confirmed meeting or conference space or within the event as authorized by Show Management.
- Companies conducting business outside the confines of the exhibit hall, booth location, or in unauthorized properties within the exhibit facility without the permission of Show Management are in violation of this clause.
- Strolling entertainment or moving advertisements (robots, people carrying or wearing signs/costumes, scooters, etc.) outside an exhibitor's space are not permitted.
- Repeating violations will result in the confiscation of materials/promotion items involved in the violations and loss of priority points.

SECURITY INFORMATION

- Show Management makes every effort to protect exhibitors' merchandise and displays. Show Management will provide perimeter guard service on a 24-hour basis to include move-in, show days, and move-out.
- While Show Management will implement security measures to safeguard your property, neither Show Management, the Hilton Anatole, agents, nor employees assume any responsibility for such property, loss, or theft.
- Exhibitors are solely responsible for the care, custody, and control of their own exhibit space and material. Exhibitors should carry insurance for covering loss or damage to their exhibit material.
- Small electronic equipment such as video players, monitors, cameras, etc., should never be left unattended. In cases where valuable equipment may not be removed to storage daily, the services of a private booth guard are available.



- When shipping your equipment, do not list contents on the outside of crates or cartons. Do not ship computers, monitors, tablets, or other electronic equipment in the manufacturer's cartons. Place these cartons inside larger crates or have special packaging made, which does not indicate contents.
- At the close of the Show, when your materials have been packed and bills of lading have been prepared, turn in your completed bills of lading at the general service contractor's service desk. Do not leave bills of lading in your booth or attached to your crates.

Tips To Help Protect Your Product

- Monitor your booth when your product is being delivered.
- Hire a security guard to watch your booth overnight.
- Perform an inventory after your product has been delivered and note any damaged or missing items.
- Do not list the contents on the outside of your shipping crates/boxes. Use a code to indicate contents.
- Do not leave valuable exhibition materials or proprietary information under tables or behind displays when the Show is closed, or your booth is unattended.
- Staff your booth until your product and/or the floor is cleared during move-out. Once the Show has closed, pack as quickly as possible and do not leave your display unattended.

REGISTRATION & LEAD CAPTURE

STAFF BADGES AND REGISTRATION

The contract contact on file received an email from ImpressionsShowTeam@impressionsexpo.com with a unique registration link. If you have any questions, please reach out.

Email: emeraldsupport@cvent.com
Phone: +1-833-859-6126 — available 9 AM – 9 PM EST.
Click here for more information.

- All exhibitor personnel must have and visibly wear their Exhibitor badge while in the exhibit hall during move-in, move-out and official show hours.
- Each exhibiting firm receives ten (10) booth staff badges per 100 square-foot space occupied. Additional exhibitor registrations are available for a fee. Buyers, customers, and exhibitor appointed contractor personnel should ***not*** be registered as exhibitors (unless EACs need to work within the exhibit hall during show hours).
- Badges are the property of Show Management and are non-transferable. The lending/sharing of badges is prohibited and will result in confiscation.
- Exhibitor badges do NOT automatically receive access to conference sessions. If exhibiting staff desire to attend conference sessions, this can be added to their registration for a fee at Onsite Exhibitor Registration.
- To verify that your registration has been processed or if you've lost or not received your password, please contact Customer Service for assistance.

LEAD CAPTURE - CONNECT WITH BUYERS EASILY

Your exhibitor booth package includes lead capture, making it simple to connect with every buyer who visits your booth. Use the Impressions Expo Mobile App to scan badges, reach out to any registered attendee, and streamline lead collection. Every staff member registered with your company has access, at no additional charge, with no need to rent or share physical devices. You can view and manage all team members' collected leads under "My Team" in the web portal, easily exporting contact details and interaction history for smooth follow-up.
For more details and instructions, visit: https://texas.impressionsexpo.com/mobileapp

If you have any questions, please reach out to mobileapp@emeraldx.com.

ADMISSION POLICY

Exhibitor Appointed Contractors (EAC)

- If exhibitors wish to use an Exhibitor Appointed Contractor (EAC), the exhibitor must complete and submit the online Notice of Intent to use an Exhibitor Appointed Contractor form.
- Completion of this form qualifies as acceptance that the EAC will abide by all rules and regulations, especially those as contained herein for EAC.
- Exhibitors must upload their EAC's General Liability Insurance Certificate by 9/23/26. The insurance certificate must name Impressions Expo, the Hilton Anatole, and Freeman as additional insured.
- All contracted personnel must pick up the **daily EAC wristband** from a designated EAC Check-In area before admission to the exhibit floor. Personnel must have proof of company affiliation and a photo I.D. If the EAC needs access to the exhibit hall during show hours, the EAC must receive and wear a registered badge.
- See additional details about EAC requirements and procedures on page 16.

Children

- The Exposition and Conference is for trade individuals only. No infants or children under the age of 16 are permitted. Show Management reserves the right to request proof of age for any person and to restrict minors from the exhibition floor at any time on any day for safety and liability reasons
- No baby strollers are allowed on the exhibition floor.

Early Move-In

- Early Move-in is not available for this show.

GETTING THERE

HOTELS

- EvolveCon is the Impressions Expo Dallas' official hotel partner and the best way to book.
- Hotel arrangements can be made through the *Housing & Travel* section of the Impressions Expo Dallas website.

PARKING

- Parking is $20 per day and there is limited RV parking available.
- Click here for more information about parking and directions to the Hilton Anatole.

BUSINESS CENTER

The Hilton Anatole has a FedEx on site. View their website and hours here.

SPONSORSHIP OPPORTUNITIES

- Log in to your Impressions Exhibitor Console to enter your company profile and product categories.
- Find opportunities to maximize your exposure and brand presence to the entire Impressions audience by contacting your sales executive
- Click here for a full list of Show Management contacts.

EVENTS

HOSPITALITY & NETWORKING EVENTS

- No exhibitor, or any affiliate thereof, shall conduct any off-site activity during official event hours that would encourage attendees to leave the officially scheduled event activities. Hospitality suites should not be open during event hours.
- Only exhibiting companies will be permitted to have meeting rooms or hospitality/business suites at any of the official hotels or exhibit facilities.
- Exhibitors must inform Show Management of any hospitality suites, functions, classes, seminars or exhibits being held at venues other than the exhibition floor and must receive written express consent from Show Management for said activities prior to the Show.
- Such activity must be for internal business or staff meetings. Exhibitors who are found to be in violation of outside activities rules and regulations will be subject to the loss of priority points.
- Show Management strictly prohibits solicitation of business in any public areas occupied by the event, including public areas in conference hotels. Such solicitations are limited to badged individuals within registered booths in the exhibit hall only.
- In addition, no exhibitor may hold any revenue-producing event, fundraising event, or event of any type targeted at the event attendees at any time during the event without the advance written approval of Show Management.
- If an activity is held without approval, Show Management reserves the right to exclude the exhibitor from future events.

NETWORKING EVENTS

- Review the Impressions website for special events providing the opportunity to engage with customers and other industry professionals during Impressions.

ONSITE EXHIBIT SPACE RENEWALS

- Prior to the Show, you will receive a space selection appointment for Impressions Dallas 2027.
- During your assigned space selection appointment, please go to the designated Impressions Sales Location to select your booth space.