

2024 EXHIBITOR SERVICES MANUAL

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Welcome to the Medtrade 2024 Exhibitor Services Manual! The information in the pages below is designed to help guide exhibitors through the planning process of exhibiting at Medtrade 2024. Schedules and deadlines as well as links to additional information, online ordering sites, and downloadable printable order forms are included for your convenience.

The Main Menu is designed so 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 the Main Menu or to another section of the manual.

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

GENERAL INFO

DATES & TIMES

Move-in

Monday, March 25, 2024	8:00 AM – 5:00 PM
Tuesday, March 26, 2024	8:00 AM – 5:00 PM

Show Day

Wednesday, March 27, 2024	9:00 AM – 5:00 PM
Thursday, March 28, 2024	10:00 AM – 3:00 PM

Move-out

Thursday, March 28, 2024	3:00 PM – 9:00 PM
Friday, March 29, 2024	8:00 AM – 12:00 PM

EXHIBIT HALL LOCATION

Kay Bailey Hutchison Convention Center Dallas
Building D, Hall DE
650 S. Griffin Street
Dallas, Texas 75202

This is a non-smoking building

SHOW MANAGEMENT CONTACTS

[Click here](#) for a full list of Medtrade Show Management contacts.

VENDORS

Click on vendors to get more information.



FREEMAN
[ORDER ONLINE](#)
[FAQ's](#)
[CONTACT](#)



FREEMAN UTILITIES
[ORDER ONLINE](#)
[FAQ's](#)
[CONTACT](#)



SMART CITY
INTERNET & TELEPHONE
[ORDER ONLINE](#)
[ORDER FORM](#)
[E-MAIL](#)



EVENTSPHERE HOUSING
[ONLINE RESERVATIONS](#)
PHONE: 888-412-1886
[E-MAIL](#)



PWP STUDIO
[ORDER ONLINE](#)
PHONE: (678) 457-4578



SODEXO CATERING
[CATERING MENU](#)
[ORDER FORM](#)
[E-MAIL](#)



RELIABLE
BOOTH SECURITY
[ORDER FORM](#)
[E-MAIL](#)



TLC NATIONAL
PLANT SERVICES
[WEBSITE](#)
[ORDER FORM](#)
[E-MAIL](#)



MARITZ GLOBAL EVENTS
LEAD RETRIEVAL
[ORDER ONLINE](#)
[ORDER FORM](#)
[E-MAIL](#)



SMARTSOURCE
AUDIO / VISUAL
[ORDER ONLINE](#)
[ORDER FORM](#)
[E-MAIL](#)



IMAGE MODEL
TALENT AGENCY
[WEBSITE](#)
[INFORMATION SHEET](#)
[E-MAIL](#)




PHOENIX
INTERNATIONAL SHIPPING
[WEBSITE](#)
[INSTRUCTIONS](#)
[E-MAIL](#)

SHOW PLANNER

Click on items to get more information and link to the website or form.

JAN 16



ORDER LEAD RETRIEVAL
FIRST DISCOUNT DEADLINE

NEXT DISCOUNT DEADLINE IS
FEBRUARY 27


FEB 23



FREEMAN ADVANCE
WAREHOUSE SHIPPING
ACCEPTANCE BEGINS

ACCEPTED THROUGH
MARCH 18
WITHOUT SURCHARGE


FEB 26



FREEMAN
ORDER DEADLINE

ELECTRICAL
PLUMBING
CABLE


FEB 26



FREEMAN
DISCOUNT DEADLINE FOR
ONLINE ORDERS

FURNISHINGS
BOOTH CLEANING
CARPET
LABOR

MAR 8



SMART CITY
ORDER DEADLINE

INTERNET
TELEPHONE

BEFORE YOU ARRIVE TO SHOWSITE

-  SUBMIT CERTIFICATE OF INSURANCE
-  COORDINATE HOTEL & TRAVEL
-  REGISTER BOOTH PERSONNEL
-  SUBMIT EAC NOTIFICATION FORM & EAC CERTIFICATE OF INSURANCE

ONCE YOU ARRIVE

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

INSURANCE

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

An exhibitor shall, 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 of 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 worker's 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 be named as additional insured, Emerald X, LLC (Show Management), Kay Bailey Hutchison Convention Center Dallas (Facility), and Freeman Event Services (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 provide 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 – Medtrade 2024, Freeman Event Services, the Kay Bailey Hutchison Convention Center Dallas and each of its subsidiaries, affiliates, officers, employees, agents, and representatives" must be listed as additional insured for the dates March 25-29, 2024.

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



Certificate Holder Information should be listed as:

Emerald X, LLC.

Attn: Medtrade 2024

3109 Del Obispo, #200

San Juan Capistrano, CA 92675

NEED GENERAL LIABILITY INSURANCE?



Marsh/TotalEvent Insurance offers General Liability Insurance for \$65 plus tax. [Click for more information.](#)

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

Medtrade is a “Cubic Content” show

Booths must be constructed per the booth guidelines provided within this kit for the specific type of booth space being leased. Violations could result in a fine and/or loss of priority points.

Medtrade is a “No Concrete” show

All booths must order or supply their own floor covering that completely covers the cement floor within their contracted booth space.

Show Colors

Backwall and Siderail Drape: Black

Aisle Carpet: Tuxedo

Standard Booth Equipment

Linear, Corner and Perimeter booths

- 8’ high pipe and drape back wall.
- 3’ high pipe and drape side rails.
- Booths 300 sq. ft. or less will receive an 11" x 17" identification sign. Booths larger than 300 sq. ft. may receive an 11" x 17" identification sign upon request.

Split Island, Peninsula and End-Cap booths

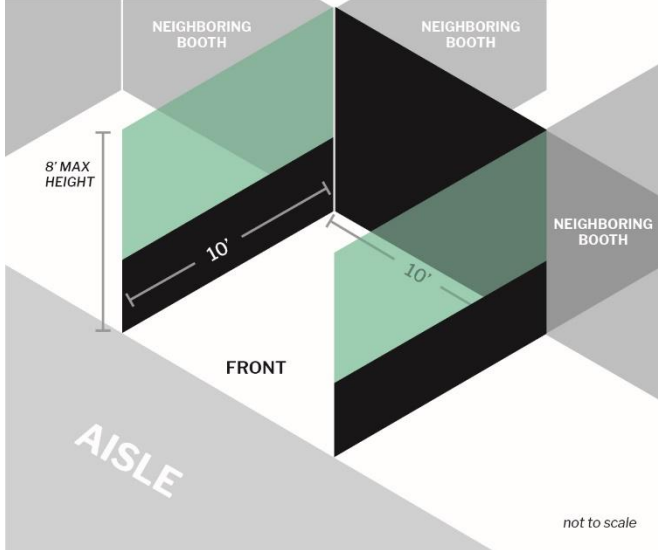
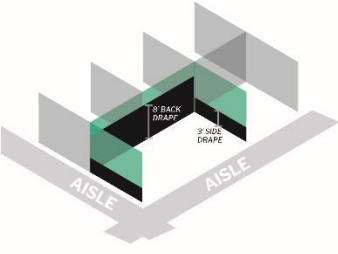
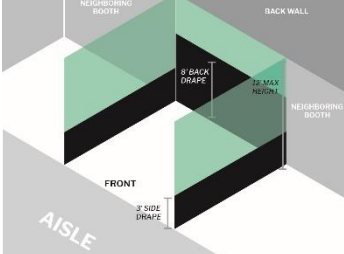

- 8’ high pipe and drape back wall.
- Booths larger than 300 sq. ft. may receive an 11" x 17" identification sign upon request.

Island booths


- Island booths do not come with back drapes or ID signs. If desired, they 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.

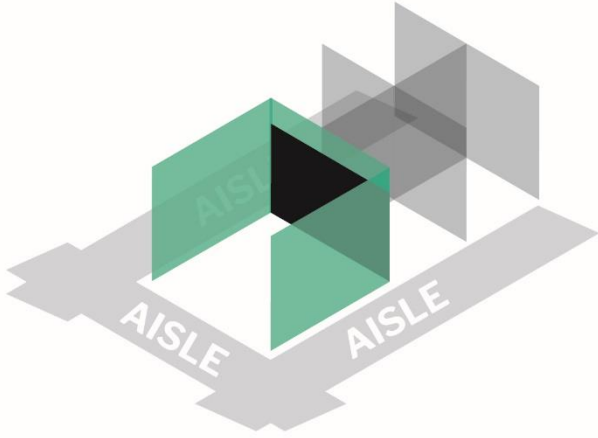
Linear / Inline Booth Guidelines

<p>Definition and/or Dimension Linear 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.</p> <p>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.</p>	<p style="text-align: center;">INLINE BOOTH SPACE 10 X 10, cubic content, with provided drape, max height 8'</p>  <p style="text-align: right;"><i>not to scale</i></p>	
<p>What's Provided / Included</p> <ul style="list-style-type: none"> • 8' high pipe and drape back wall. • 3' high pipe and drape side rails. • 11" x 17" booth identification sign with the company name and booth number. <p>All other equipment and services are the responsibility of the exhibitor.</p>	<p>Use of Space – Cubic Content Rule: Exhibitors may build their exhibit within the entire width and depth of their booth and up to the maximum allowable height of the linear booth type/variation.</p> <p>Footprint Rule or “Wiggle Room” Factor The width and depth of your booth structure should be designed so any side adjacent to another exhibitor’s booth is 3 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.</p>	
<p>Hanging Signs / Graphics Linear/Inline booths are not permitted to have hanging signs.</p> <p>Signs, logos and graphics placed along booth edges may not face into adjacent booths.</p>	<p>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.</p>	
<p>Additional Information Labor/Union Laws Building Rules/Guidelines Onsite Booth Guidelines</p>	<p>Variance Requests Variance requests can be submitted to show management for review using the online Booth Variance Request Form.</p>	
<p>Linear / Inline Booth Variations:</p>		
<p>Corner booths must adhere to the same guidelines as linear booths with the exception that two sides will be exposed to an aisle.</p>	<p>Perimeter booths are linear booths that back up against a wall of the facility, not to another line of exhibits, and have a maximum height of twelve feet (12').</p>	<p>End-Cap booths are exposed to an aisle on three sides and comprised of two adjacent 10'x10' booth spaces and must adhere to the same guidelines as linear booths.</p>
<p style="text-align: center;">CORNER BOOTH SPACE aisles on 2 sides; cubic content w/ provided drape</p>  <p style="text-align: right;"><i>not to scale</i></p>	<p style="text-align: center;">PERIMETER BOOTH SPACE booth backs up to wall in event space, max height 12'</p>  <p style="text-align: right;"><i>not to scale</i></p>	<p style="text-align: center;">END CAP PENINSULA BOOTH SPACE cubic content, aisles on 3 sides</p>  <p style="text-align: right;"><i>not to scale</i></p>

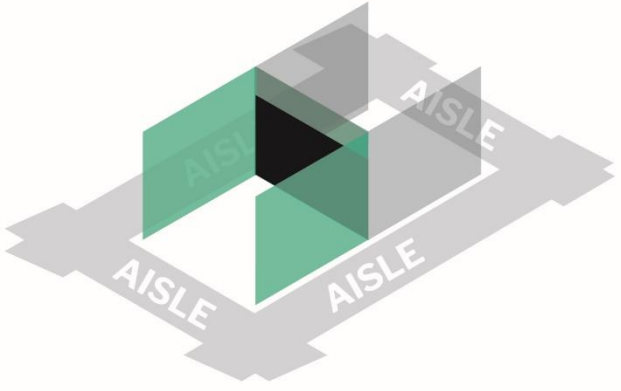
Island Booth Guidelines

<p>Definition and/or Dimension Island booths are booths exposed to an aisle on all four sides and must be a minimum of 20 feet in length on both sides.</p> <p>Island booths must be twenty feet (20') by twenty feet (20') or larger.</p>	<p style="text-align: center;">ISLAND BOOTH SPACE aisles on 4 sides</p>  <p style="text-align: right;"><small>not to scale</small></p>
<p>What's Provided / Included Island booths do not come with drapes or ID signs.</p> <p>All equipment and services are the responsibility of the exhibitor.</p>	
<p>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.</p>	<p>Footprint Rule or "Wiggle Room" Factor Since Island Booths do not have any adjacent booths, the footprint rule is not applicable.</p>
<p>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.</p> <p>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.</p>	<p>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.</p> <p>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.</p>
<p>Hanging Signs / Graphics Hanging signs may be hung to a maximum height of twenty-five feet (25') from the floor to the top of sign.</p> <p>If a hanging sign is used, there must be an empty space that is a minimum of five feet (5') between the highest point of the ground supported structure and the lowest point of your hanging sign. This empty space must be continuous throughout the entire cubic space of the booth.</p>	<p>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.</p>
<p>Additional Information Labor/Union Laws Demonstration Guidelines Building Rules/Guidelines Americans with Disabilities Act Onsite Booth Guidelines </p>	<p>Variance Requests Variance requests can be submitted to show management for review using the online Booth & Hanging Sign Variance Request Form.</p>

Peninsula Booth Guidelines

<p>Definition and/or Dimension Peninsula booths are exposed to an aisle on three sides, must be a minimum of 20 feet in length on both sides, and typically back up to linear booths behind.</p> <p>Peninsula booths must be twenty feet (20') by twenty feet (20') or larger.</p>	<p style="text-align: center;">PENINSULA BOOTH SPACE cubic content, aisles on 3 sides, with provided drape</p>  <p style="text-align: right; font-size: small;">not to scale</p>
<p>What's Provided / Included</p> <ul style="list-style-type: none"> • 8' high pipe and drape back wall. <p>All other equipment and services are the responsibility of the exhibitor.</p>	
<p>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.</p>	<p>Footprint Rule or “Wiggle Room” Factor The width and depth of your booth structure should be designed so any side adjacent to another exhibitor’s booth is 3 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.</p>
<p>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.</p> <p>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.</p>	<p>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.</p> <p>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.</p>
<p>Hanging Signs / Graphics Hanging signs may be hung to a maximum height of twenty-five feet (25') from the floor to the top of sign.</p> <p>Signs, logos and graphics must be set back no less than five feet (5') from adjacent booths. This includes the side of a hanging sign that is facing adjacent booths.</p> <p>If a hanging sign is used, there must be an empty space that is a minimum of five feet (5') between the highest point of the ground supported structure and the lowest point of your hanging sign. This empty space must be continuous throughout the entire cubic space of the booth.</p>	<p>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.</p>
<p>Additional Information</p> <p>Labor/Union Laws Demonstration Guidelines Building Rules/Guidelines Americans with Disabilities Act Onsite Booth Guidelines</p>	<p>Variance Requests Variance requests can be submitted to show management for review using the online Booth & Hanging Sign Variance Request Form.</p>

Split Island Booth Guidelines

<p>Definition and/or Dimension Split Island booths are two booths that are a minimum of 20 feet in length on both sides and set back-to-back and exposed to an aisle on three sides.</p> <p>Split Island booths must be twenty feet (20') by twenty feet (20') or larger.</p>	<p style="text-align: center;">SPLIT ISLAND BOOTH SPACE w/ provided drape</p>  <p style="text-align: right;"><small>not to scale</small></p>
<p>What's Provided / Included</p> <ul style="list-style-type: none"> • 8' high pipe and drape back wall. <p>All other equipment and services are the responsibility of the exhibitor.</p>	
<p>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.</p>	<p>Footprint Rule or "Wiggle Room" Factor The width and depth of your booth structure should be designed so any side adjacent to another exhibitor's booth is 3 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.</p>
<p>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.</p> <p>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.</p>	<p>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.</p> <p>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.</p>
<p>Hanging Signs / Graphics Hanging signs may be hung to a maximum height of twenty-five feet (25') from the floor to the top of sign.</p> <p>Signs, logos and graphics must be set back no less than five feet (5') from adjacent booths. This includes the side of a hanging sign that is facing adjacent booths.</p> <p>If a hanging sign is used, there must be an empty space that is a minimum of five feet (5') between the highest point of the ground supported structure and the lowest point of your hanging sign. This empty space must be continuous throughout the entire cubic space of the booth.</p>	<p>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.</p>
<p>Additional Information</p> <p>Labor/Union Laws Demonstration Guidelines Building Rules/Guidelines Americans with Disabilities Act Onsite Booth Guidelines</p>	<p>Variance Requests Variance requests can be submitted to show management for review using the online Booth & Hanging Sign Variance Request Form.</p>

Hanging Signs & Airborne Objects

Permitted in all 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.

Maximum height of twenty-five feet (25') 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 twenty feet (20'). Examples of different types of booth and hanging sign designs in a hall with a 35' ceiling are shown below (actual designs will vary based on actual hall ceiling height). If a structure that is twenty feet (20') in height is used, a hanging sign is not permitted.

$$\text{Height of Structure} + \text{Height of Hanging Sign} = \text{Combined Max of 20'}$$

<p>CEILING HEIGHT RESTRICTIONS</p> <p>ceiling height 35'</p> <p>10' to ceiling</p> <p>4' hanging sign</p> <p>5' clearance between top of structure and bottom of sign</p> <p>structure height 16'</p> <p>not to scale</p>	<p>CEILING HEIGHT RESTRICTIONS</p> <p>ceiling height 35'</p> <p>10' to ceiling</p> <p>10' hanging sign</p> <p>5' clearance between top of structure and bottom of sign</p> <p>structure height 10'</p> <p>not to scale</p>	<p>CEILING HEIGHT RESTRICTIONS</p> <p>ceiling height 35'</p> <p>15' to ceiling - hanging sign not permitted</p> <p>structure height 20'</p> <p>not to scale</p>
<p>Structure at a max height of 16' Sign at a max height of 4'</p>	<p>Structure at a max height of 10' Sign at a max height of 10'</p>	<p>Structure at a max height of 20' No hanging sign permitted</p>

Rigging Orders

Freeman is the exclusive provider of rigging services inside the Kay Bailey Hutchison Convention Center exhibit hall during Medtrade.

All rigging orders should be made with [Freeman Online](#).

Hanging signs should be shipped to the Freeman Advance Warehouse arriving between February 23 and March 18 using the specific Hanging Sign Advance Shipping Label found in the [Shipping & Material Handling Information](#) section of Freeman Online. Plan to use two labels on each piece you will be shipping and use a waterproof marker to address the label and mark your booth number.

Approval Process

If your hanging sign does not comply with the Medtrade Hanging Sign & Graphics Guidelines or you would like to request approval to hang signs at a height of twenty-six to thirty feet (26'-30'), please submit for a variance approval from Medtrade Show Management using the [Booth & Hanging Sign Variance Request Form](#).

Variances may be issued at show management's discretion. Drawings and three-dimensional renderings of both the hanging sign and the floor supported booth structure, with dimensions, should be submitted to show management with the approval request and available onsite for inspection. If your hanging sign complies with the Medtrade Hanging Sign & Graphics Guidelines, a variance approval submission is not required.

Booth and Hanging Sign Variance Request Form

Drones

No drones, remotely piloted aircraft systems (RPAS), or Unmanned Aerial Vehicles (UAVs) are permitted in any exhibit hall or any Medtrade space.

Balloons or Inflatables

Helium and Mylar 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/Truss

No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space.

Lighting, including spotlights and gobos, should be directed to the inner confines of the exhibit space. Lighting should not project onto other exhibits or exhibition aisles.

Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules.

Lighting that spins, rotates or pulsates and 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 vary 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 Address

Exhibiting Company Name

Booth No.

Medtrade 2024

c/o Freeman Event Services

5130 Cash Road

Dallas, Texas 75247

Freeman will accept crated, boxed, or skidded materials at their warehouse beginning February 23, 2024, at the above address. Materials arriving after March 18, 2024, will be received at the warehouse with an additional after deadline surcharge.

Please note that the Freeman warehouse does not accept uncrated freight (loose, pad-wrapped material, and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds, or a single piece of freight beyond the dimensions of 108 inches high x 93 inches wide x 92 inches long.

Warehouse receiving hours are Monday through Friday between the hours of 8:00 a.m. and 3:30 p.m. Certified weight tickets must accompany all shipments.

If required, provide your carrier with the phone number: (808) 508-5054.

Freeman's Advance Warehouse is located at 5130 Cash Road, Dallas, TX 75247.

You can estimate your material handling cost and create and print Advance Warehouse Shipping Labels in the [Shipping & Material Handling Information](#) section of Freeman Online. Plan to use two labels on each piece you will be shipping and use a waterproof marker to address the label and mark your booth number.

Freeman material handling fees for advance shipments to the Freeman warehouse include:

- Delivery of items to the booth prior to 8:00 AM on Monday, March 25.
- Removal and storage of empty crates during the show.
- Return of empty crates after the close of the show and all aisle carpet is rolled.

Show Site Shipping Address

Exhibiting Company Name

Booth No.

Medtrade 2024

Freeman Event Services

Kay Bailey Hutchison Convention Center Dallas

650 S Griffin St.

Dallas, TX 75202

Freeman will receive shipments at the exhibit facility beginning Monday, March 25, 2024. Shipments arriving before this date will be refused by the facility. Any charges incurred for early freight delivery attempts will be the responsibility of the exhibitor. Certified weight tickets must accompany all shipments.

If required, provided your carrier with this phone number: (888) 508-5054.

Drivers must check in no later than 2:30 p.m. in order to be off-loaded on the same day. Show site deliveries do not have a guaranteed time and are handled on an "as checked in and received" basis.

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. More information can be found in the [Shipping & Material Handling Information](#) section of Freeman Online.

You can estimate your material handling cost and create and print Show Site Shipping Labels in the [Shipping & Material Handling Information](#) section of Freeman Online. Plan to use two labels on each piece you will be shipping and use a waterproof marker to address the label and mark your booth number.

Freeman material handling fees for direct shipments to the Kay Bailey Hutchison Convention Center Dallas 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 and all aisle carpet is rolled.

Marshaling Yard

All delivering carriers must check in at the Freeman Marshaling Yard prior to delivering to the Kay Bailey Hutchison Convention Center Dallas. The Freeman Marshaling Yard is located at Lot E – 500 Hotel Street Dallas, Texas 75207. Please review the [Marshaling Yard Map and Directions](#).

Move-in Procedures



Self-Unloading / Hand Carry Policy

Full-time exhibitor personnel may carry materials in and out of the Kay Bailey Hutchison Convention Center Dallas 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)

Vehicles that qualify as a POV may utilize the POV Check-In Area at the Kay Bailey Hutchison Convention Center. Vehicles that do not qualify for this service or that require mechanical assistance to unload will be directed to the marshaling yard. Please review the [POV & Cart Service Information](#) prior to arrival.

A POV, or Privately Owned Vehicle, is any vehicle primarily designated to transport passengers and not cargo or freight. Qualifying vehicles include: pick-up trucks, passenger van, SUV, taxi, or a box truck less than 17' in length.

Shipping vs. Material Handling

It is important to understand the difference between shipping and material handling. For detailed information, please review [Shipping & Material Handling Information](#) section of Freeman Online.

Move-out Procedures

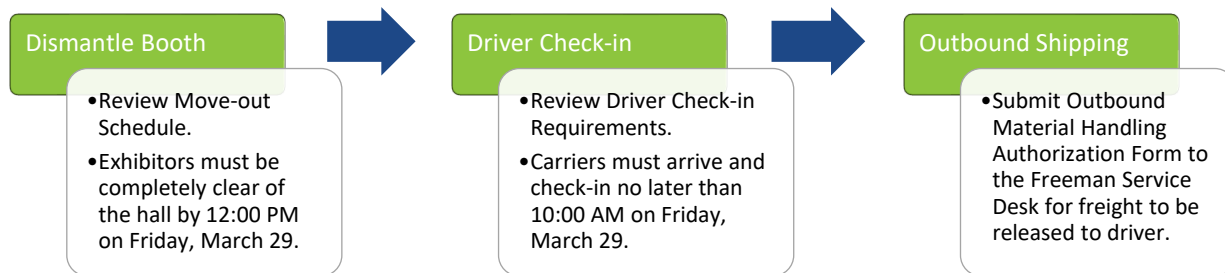
Outbound Shipping

The material handling team will begin to return the empty containers back to your exhibit space for packing after the show closes.

Complete your Outbound Paperwork ahead of your event to receive your Material Handling Agreement before the show closes. If your materials are being sent to more than one location or are being handled by multiple carriers, you will need to complete outbound paperwork for each location and carrier.

Once your freight is packed and ready to go, turn in your Material Handling Agreement or submit online.

For information and forms pertaining to outbound shipping, please review the Outbound Shipping and Material Handling portion of the [Shipping & Material Handling Information](#) section of Freeman Online.



Accessible Storage

Access storage may be used for items that need to be accessed during the show. Examples include giveaways, extra machine parts, extra AV equipment, etc. Accessible storage is not empty storage. All orders for accessible storage must be placed onsite at the Freeman Exhibitor Service Center.

- Storage is for the entire show - no daily storage rate.
- Storage rate includes all labor involved with pick up and deliveries.

International Freight

Phoenix International Business Logistics has been appointed as the official international freight forwarder and customs broker. For more information, please visit their [website](#) or [download the International Shipping Instructions](#).

INSTALL/DISMANTLE & LABOR REGULATIONS

Late Set-up

On the Exhibitor Move-In days of Monday, March 25 and Tuesday, March 26, exhibitors are welcome to stay in the exhibit hall past 5:00 PM to continue setting up their booth but must remain inside the exhibit hall until they leave the hall for the night. No re-entry will be allowed after 5:00 PM until 8:00 AM the next morning.

Beginning at 10:00 AM on Monday, March 25, exhibitors will not be allowed access to the exhibit hall without an Exhibitor badge. Since registration will open at 10:00 AM on Monday, March 25, exhibitors must arrive before 5:00 PM and pick up their Exhibitor badge if they want to enter the exhibit hall. Exhibitors arriving after 5:00 PM will need to wait until registration opens the next morning, Tuesday, March 26 at 7:30 AM, to pick up their badge and enter the exhibit hall.

Labor/Union Laws

Medtrade Show Management has selected Freeman to be the Official Services Contractor for your upcoming show. As the Official Services Contractor, Freeman has the responsibility for material handling, electrical, all suspended rigging and booth cleaning services. We hope this document will assist you in planning for your upcoming event.

To help you understand the Official Services Contractor responsibilities, we ask that you read and observe the [Labor Jurisdictions](#) section of Freeman Online to aid in a smooth and efficient move-in and move-out of the trade show.

Forklifts

Forklift labor is an exclusive service provided by Freeman.

Tipping

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

Building Rules/Guidelines

It is strongly recommended that all exhibitors review and understand the [KBHCC Event Policy and Procedures Manual](#), especially for Fire Marshal requirements and specific policies and procedures that directly pertain to your booth design and demonstration plans.

Safety

Fire Marshal Requirements & Permitting

Please review the [KBHCC Event Policy and Procedures Manual](#) for Fire Marshal requirements.

OSHA Regulations

All exhibitors and hired third-party contractors must comply with environmental laws and OSHA regulations.

Cleaning

Clean Floor Policy

Items must be removed from the show floor as follows:

All crates and skids labeled for EMPTY storage: ***no later than 4:00 PM on Tuesday, March 26, 2023***

All bulk trash labeled for disposal: ***no later than 4:00 PM on Tuesday, March 26, 2023***

All aisles clear of crates for aisle carpet installation: ***no later than 5:00 PM on Tuesday, March 26, 2023***

All booths set and show ready: ***no later than 5:00 PM on Tuesday, March 26, 2023***

Following this Clean Floor Policy schedule will allow Freeman sufficient time to complete the laying of the aisle carpet and 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. Crates without empty or access storage stickers will be tagged by the area floor managers or Freeman and 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 move-out.

Excessive/Bulk Trash

Any bulk trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a dumpster fee and a disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of published exhibitor move-out that is not labeled for an outbound shipment or donation will be considered abandoned and deemed as bulk trash. Bulk trash is defined as any waste larger than 3' x 3' x 3' or 1m x 1m x 1m. The exhibitor will be charged for the removal and disposal of these items.

Booth & Material Abandonment

Exhibiting companies are required to make cleaning and labor arrangements for both material dismantle and/or removal. It is expected and required that all the exhibiting material be removed at the end of the show. It is not appropriate for bulk material to be left in the aisles during move-in or left behind during move-out. This includes, but is not limited to: flooring, large boxes and crates, racks, exhibit displays, literature, etc. If the exhibiting company does not want any or part of their exhibit material, arrangements for cleaning labor and dumpster/disposal need to be made in advance through Freeman. Exhibitors that do not comply with this policy and leave excessive literature and/or display materials in their booth during move-in or move-out will be deemed guilty of “material abandonment” and will be charged for the removal of these items.

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 flame proofed in the manner approved by all applicable jurisdictions.

The exhibitor shall promptly pay for any and all damages 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

Friends of Disabled Adults and Children (FODAC) will be onsite accepting donations after the close of the show. To set up a donation, please stop by the FODAC booth.

EXHIBITOR APPOINTED CONTRACTOR

Medtrade recognizes that exhibitors may have unique needs or partnerships with vendors other than our official partners. Therefore, we support this choice as long as the EAC conforms to the show and venue Rules & Regulations and carries the required insurance coverage.

An Exhibitor Appointed Contractor (EAC) is a company or contractor hired by the exhibitor, who is not an employee of your company or of an official show contractor. EAC's are often independent installation and dismantle companies but also include supervisors, technicians, photographers, audiovisual, floral, furniture, flooring, and any other contractors who aren't the official contractors of the show but provide a necessary service at show site for the Exhibitor.

With the increasing number of EAC's, have come numerous added expenses. These expenses include legal costs resulting from increased liability claims, exhibit hall damage, excess cleaning charges, extra administration costs for wristbands, contracting, insurance tracking, etc. Rather than passing on these added costs to exhibitors, we have implemented an administrative fee payable by the EAC. Each EAC hired by an Exhibitor must agree to the Rules & Regulations, provide a Certificate of Insurance with the necessary coverages, and will be assessed a fee. An administrative fee of \$300 per booth the EAC represents is required. The fee applies to all contractors regardless of the service they provide (labor, supervision, products, services, etc.).

The Exhibitor is responsible for providing the EAC with any necessary information pertaining to the exhibit hall (i.e., utilities, order forms, dates, hours, shipping information, show rules and regulations, etc.)

To review the information on the [EAC Process](#) follow the link.

EAC's will NOT be allowed on the show floor unless all the requirements are satisfied:

- EAC must pay a fee of \$300 for each booth location you are providing services or products for. Payment must be submitted via the online EAC portal. Payments are NONREFUNDABLE.
- Exhibitors and EAC's must complete all required documentation via the online EAC portal.
- EAC must agree to the Rules & Regulations outlined in Exhibitor Service Manual along with the [EAC Rules & Regulations](#).
- EAC must submit a valid Certificate of Insurance (COI) via the online EAC portal. COIs must include the coverages outlined in the [EAC Rules & Regulations](#).

Should you have any questions regarding the EAC process, please email Medtrade@EACmgmt.com.



[EAC Management Portal](#)
Due by February 26, 2024

Exhibitor completes: **EAC Designation**

EAC completes: **EAC Registration**
Pay Admin Fee

UTILITIES

ELECTRICAL, PLUMBING & CABLE

Freeman is the exclusive provider of electrical, cable, and plumbing services to exhibitors at the Kay Bailey Hutchison Convention Center Dallas. Services can be ordered through [Freeman Online](#).

INTERNET SERVICES

Smart City is the exclusive provider of telephone services, as well as both hard wired and wireless high-speed Internet to exhibitors at the Kay Bailey Hutchison Convention Center Dallas. Services can be [ordered online](#) or [download the order forms](#).

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.

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.

Exhibitors that do not properly cover the floor of their entire exhibit area will be required to have carpet supplied by the General Service Contractor at the exhibitor's expense.

Display of Product

Aisles must not be obstructed at any time. No portion of an exhibitor's display, product, or demonstration may extend into any aisle, including the audience. Space within the booth must be designated for any group of attendees viewing or participating in a presentation or demonstration within the booth.

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 the aisles.

Items located in the exhibit space must be in good taste or will be removed at the discretion of show management.

Floral

The official provider of floral and plants is TLC National Convention Plant Services. Visit their [website](#) for more information or [download the order form](#).

Vehicles on Display

Please review the Fire Safety Regulations for Display Vehicles found in the [KBHCCD Event Policy and Procedures Manual](#).

In addition, exhibitors or agents with mobile units or vehicles will require guidance to their respective booths. This guidance is required and provided by Freeman to prevent damage that may occur to exhibitors, the property of others, or when necessary to move crates that may be in the aisles. For more information and to order spotting, please review Freeman's [Mobile Unit & Vehicle Spotting](#) information.

DEMONSTRATIONS

Exhibitor Conduct /Good Neighbor Policy

Activities may not disturb neighboring booths. Exhibitors are required to keep all 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 around another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed.

Food & Beverage Sampling

All food and beverage samples brought into the Kay Bailey Hutchison Convention Center Dallas must have written approval from Sodexo prior to the event. For more information, [e-mail Sodexo](#) or call (214) 743-2514.

Models / Temporary Staffing

The official provider of models, hosts, and other talent is Image Model Talent Agency. Download their [information sheet](#) for more information.

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.

Booths under 400 sq. ft. in size are not allowed to utilize any type of sound system or any device that amplifies sound.

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 the promotional activity anywhere on the exhibition floor as they see 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 matter 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, etc., without prior written approval of show management.

Photography

Photography and video recording are NOT permitted in the exhibit hall except by the Official Show Photographer or an *approved* Exhibitor Appointed Photographer.

Exhibitors and/or *approved* Exhibitor Appointed Contractors may photograph or record their own exhibits during show days ONLY.

Photography or video recording of any area outside an exhibitor's booth (including but not limited to Registration Areas, Keynote Sessions, Conference Sessions and Meeting Rooms) is prohibited.

Photo shoots scheduled outside of published show hours must include a security escort ordered from the official security provider.

Members of the press must first receive permission from the exhibitor to photograph the exhibitor's booth.

Selling at Booth

Selling merchandise from your booth during the show is strictly prohibited.

Any display items sold during the show cannot be removed from the show floor until after closing on the final show day. Exhibitors who choose to sell their display items must work jointly with the purchasing party to arrange for removal of the items from the show floor, while following all move-out and labor regulations. Exhibitors must also escort the purchaser to the exhibit hall exit and confirm with security that the purchaser is authorized to remove the items from the exhibit hall.

Sharing of Exhibit Space

An exhibitor may not bridge an aisle, whether by a physical structure, carpeting, banners, etc., in order to connect their exhibit space with one across the aisle without permission from show management.

Strolling Entertainment & Suitcasing

Strolling entertainment or moving advertisements (robots, persons carrying or wearing signs, scooters, etc.) outside an exhibitor's space are not permitted. Repeat violations will result in the confiscation of materials/promotion items involved in the violations and loss of priority points.

Suit casing 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.



Submit the Photography
Approval Form if planning to
use a third-party
photographer.

SECURITY INFORMATION

Medtrade 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 Medtrade Show Management, the Kay Bailey Hutchison Convention Center Dallas, 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 to cover 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.
- After show hours cover your displays with a tarp or other solid material to discourage potential theft.
- Do not leave valuable exhibit materials or proprietary information under tables or behind displays when the show is closed, or your booth is unattended.
- Always staff your booth during show hours (required).
- 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.



Review the Booth Security Form for more information on both guards.

REGISTRATION

STAFF BADGES

Booth personnel may be registered online by logging in to your [Medtrade Exhibitor Console](#). Badges must be picked up by each individual person at onsite registration upon arriving to the Kay Bailey Hutchison Convention Center Dallas. Exhibitors will not be allowed to pick up badges for anyone else and everyone must present a photo I.D. when picking up their badge.

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 four (4) 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.

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 Exhibitor Registration.

ADMISSION POLICY

Children

No one under the age of 16 is permitted into the exhibit hall, sessions, or any function held by Medtrade. During move-in and move-out, no one under the age of 18 is permitted inside the exhibit hall as it is considered a construction area.

Early Appointments

No exhibitors will be allowed access to the exhibit hall prior to posted move-in and move-out days/hours. On show days without scheduled move-in prior to the show opening, exhibitors will be allowed access one (1) hour before show opening.

Exhibitor Appointed Contractors (EAC)

All contracted personnel without an Exhibitor badge must stop at the EAC Check-In table outside the exhibit hall entrance. Each individual person must sign-in and present a photo I.D. each day to be issued a wristband. Wristbands cannot be picked up for others.

Guests

All guests must have and visibly wear their Guest badge while in the exhibit hall, sessions, or any function held by Medtrade during move-in, move-out or show hours.

GETTING THERE

HOTELS

EventSphere is the official hotel agency for Medtrade and the best way to book hotel reservations. Hotel arrangements can be made online through the [Medtrade Hotel Accommodations](#) page.

With EventSphere you will receive descriptions, photos, and maps to help you choose the perfect hotel. An acknowledgment of your hotel reservation will be sent to you immediately via email upon completion of the online process or within 24 hours for reservations received via phone, fax, or mail.

Reservations are accepted on a first-come, first-served basis and require a first night's room and tax deposit guaranteed by check or credit card. All deposits are due when the initial reservation is made. All new reservations, changes, substitutions, and cancellations must be made through EventSphere. Please refer to your hotel confirmation for individual cancellation policies.

To contact EventSphere, please call 1-888-412-1886 or e-mail medtradehousing@eventsphere.com.

PARKING

Transportation information and advance purchase parking passes are available on the [Kay Bailey Hutchison Convention Center Dallas Transportation page](#).

SHUTTLES

Shuttle service between the hotels and the Kay Bailey Hutchison Convention Center Dallas will not be provided at Medtrade.

RIDESHARE / TAXI

Taxis, Uber, and Lyft are available for anyone choosing to use their services. Drop-off and pick-up will be in specific areas as designated by the Kay Bailey Hutchison Convention Center Dallas and hotels.

CITY RESOURCES

Welcome to Dallas, Texas! Find the city's top attractions, restaurants, shopping and much more. Plan your trip here at [Visit Dallas](#), with guides, maps, and top insider tips for experiencing Dallas to the fullest!

BUSINESS CENTER

A [UPS Office](#) is conveniently located on the second floor of the Omni Dallas Hotel. For those that prefer FedEx, the nearest [FedEx Office](#) is located in the Hyatt Regency Hotel exhibit level. Both business centers offer virtually everything to meet your convention and business needs.

SPONSORSHIP OPPORTUNITIES

Find opportunities to maximize your exposure and brand presence to the entire Medtrade audience by visiting the [Advertising & Sponsorship](#) page of the Medtrade website.

NEW PRODUCT PAVILION

For exhibitors with New Product Pavilion entries, please download and review the [New Product Pavilion Policies and Procedures](#).

All product information, including exhibiting company name, booth number, and entered product name, must be submitted to Medtrade Show Management no later than **Friday, March 1, 2024**. This information is required to produce onsite signage. It will be kept confidential and only shared with Freeman for the signage order. Failure to provide the required information by March 1 may result in additional fees to the exhibitor to create a late order to produce onsite signage.

ONSITE EXHIBIT SPACE RENEWALS

Prior to the show, you will receive a space selection appointment for Medtrade 2025. During your assigned space selection appointment, please go to the Sales Office to select your booth space for Medtrade 2025.