

DASHhouston.com

IMPORTANT MARKET INFORMATION FOR DEALERS – PLEASE READ!

Booth Sharing

Dealers must receive permission from DASH for sharing and/or sub-letting any portion of their booth space and must submit a booth sharing form along with the signed Contract, and current sales tax # from each dealer. Any ancillary financial arrangements for sharing booths must be made between dealers.

Cancellations/Refunds

Booth rental fees will be returned to a dealer only if cancellation is received sixty (60) days prior to the opening of DASH. If a dealer cancels or fails to arrive on the designated day for the show, all booth rental fees will be forfeited. If the total booth rental fee is not paid one month prior to DASH Market, DASH may at its option; cancel the Contract and the dealer will forfeit any previously paid fees and rentals.

Check-in

Dealers will check in upon arrival. While still in your vehicle, we will confirm your booth assignment and help you find your space. Your name badges, booth sign and preview party tickets (if ordered) will be delivered to your booth.

Clean-up

Dealers are responsible for removing all merchandise, displays, walls, lighting, fixtures, wall coverings, floor coverings, trash and debris from their booth at the conclusion of the show. Any dealer that leaves these materials behind, requiring them to be removed by DASH, will be charged a \$100 cleaning fee.

Codes and Licensing

All dealers must comply with all applicable local and state fire codes, ordinances, laws and regulations pertaining to health, fire prevention, public safety and all other matters.

Concessions/Food

Water and soft drinks are for sale during show hours. Catering may be on the premises during shopping hours for the convenience of dealers and customers. There are plenty of restaurants for takeout, and grocery stores nearby.

Contact Information

Our DASH mailing address is: 22 East Rivercrest Dr. Houston, Tx, 77042. The DASH Market address is 5125 B Richmond Avenue, Houston, Tx 77056. For questions please contact Lisa Erwin at 832-549-6605.

Credit Card Processing

DASH dealers are responsible for processing any credit card purchases made in their booth. DASH does not have the means or the equipment to process credit cards on behalf of dealers

Chandeliers

Due to the extremely high ceilings (28'–30') at Silver Street Studios, DASH does not provide equipment for dealers to hang chandeliers during the show.

Display/Decorations

Dealers are encouraged to festively decorate their booths. You are responsible for bringing your own wall coverings, decorations, lighting, displays, and shelving. Lighting can be inconsistent so please consider bringing free-standing lighting for better illumination.

Dimensions

Dimensions of dealer booths are as stated in your contract. The DASH venue at Silver Street Studios has ceiling heights ranging from 28' – 30'.

Electricity

Electricity is provided for all dealers. You must bring your own (commercial quality only!) extension cords as these are not provided. Lights are permitted but they must be secured with insulated staples or tape and they must not come in contact with any metal surface. What is NOT allowed: power strips plugged into each other, extension cords plugged into each other, multi-plug adapters on an extension cord. If your extension cords must extend across an aisle, please contact a porter to tape them down prior to the First DASH Preview Party.

Emergencies

Please call 911 for all emergencies.

Food Permits

All merchants selling food products at DASH must display a temporary food permit from the City of Houston Health Department. You can obtain this permit, at least 7 days prior to the show, by calling 713.794.9200 or online at www.houstontx.gov.

Hours of Operation

Dealer or a designated representative is required to be in your booth during all times that DASH is open to the public.

DASH HOURS: Special events will be added to schedule after confirmation:

Dealer Early Move-in (assigned)	Wednesday	10 am – 4 pm
Dealer Move-in	Thursday	10 am – 4 pm
FIRST DASH Preview Party	Thursday	6 pm – 9 pm
Shopping/Open to Public	Friday	10 am – 5 pm
Shopping/Open to Public	Saturday	10 am – 5 pm
Shopping/Open to Public	Sunday	10 am – 5 pm
Dealer Move-out	Sunday	5 pm – 9 pm

***NO EARLY BREAKDOWN OR MOVE OUT IS ALLOWED, NO EXCEPTIONS**

Insurance and Liability

Dealers must carry a minimum of \$1,000,000 general liability insurance policy as well as an insurance policy covering merchandise and other properties. DASH will not be responsible for, or be required to reimburse dealer or to replace any goods, including merchandise, display, and décor which is damaged or lost during the run of the show. If you do not currently carry insurance, please see our website for a link to an insurance provider that several of our dealers have used successfully. DASH does not recommend or endorse any specific insurance carriers.

Moving In and Out

Early move-in begins on Wednesday at 9:00 am. Move-in times are **PRE-ASSIGNED** to facilitate efficient operations. Please complete your set-up by 4:00 pm on Thursday. All merchandise must be removed by 9:00 pm on Sunday.

Name Badges

Two Name badges, per booth, will be issued at check-in to all dealers. For security reasons, it is important that you and your employees wear name badges at all times.

Parking

During DASH shopping hours, dealers must park in the **designated Dealer Parking Area.**

Porters

We have porters available to help you with move-in and move-out. They are also on hand to help you with small tasks during the show. **PORTERS WORK FOR TIPS.**

First DASH Preview Party

First DASH Preview Party is Thursday evening of the market from 6 until 9 pm. Ticket prices are \$35 per person. Drinks and hors d'œuvres are provided for ticket holders only. Dealer ticket price offered at \$25 each.

Restocking

Doors will open each morning at 1-1/2 hours before market opens for restocking. The gates are locked one hour after the show closes each day.

Scent and Sound

Dealers whose products have an impact beyond the confines of their booth (scent or sound) are asked to be sensitive to the impact of their products on other dealers and the public. No open flames are allowed by order of the Fire Marshal.

Security

Security is in place during show hours beginning the Thursday of the market. DASH accepts no responsibility for loss or theft of merchandise. Please report any shoplifting or theft to the security officer on duty.

Signs

Dealer signs are not provided by DASH. You may use your own signage to identify booth.

Storage

Please plan to store boxes and packing materials in your vehicle or trailer. All boxes and packing material must be moved from aisles and walkways prior to the start of the show. Do not throw trash in litter containers that are provided for our guests.

Supplies

Please bring your own bags, wrapping and packing materials for purchases made at your booth. DASH does not provide bags, packaging, charge slips, extension cords, staplers, etc.

Tables and Chairs

No chairs or tables are provided to dealers by DASH. You may order tables and chairs when you complete your contract or on our website.

Telephones

Telephone lines are NOT available at the venue. Please plan to use your cell phone to verify charges and to make outside calls.

Trash

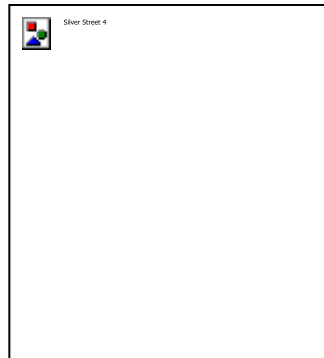
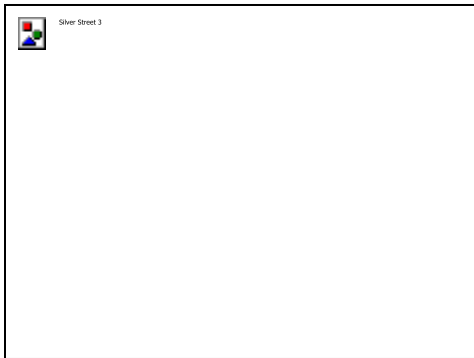
Trash cans are available throughout the venue for the use of our customers only. Please dispose of your daily trash, any large items, boxes and packing material in the dumpster. Please let us know if there is no more room in the dumpster.

Trucks and Trailers

Silver Street Studios provides controlled access parking for overnight trailer storage in a designated parking lot next to the venue. DASH accepts no responsibility for loss or theft of merchandise. You must notify DASH if you plan to store vehicles. Overnight occupancy of any type of vehicle is prohibited.

Walls

Please note: Because venue is a renovated warehouse, the walls behind your booth could be brick and/or corrugated metal (see photos). Display walls are not included in your booth. You are welcome to bring your own walls. Placement of walls must not obstruct access to other booths, aisles, doors, or exits. *Walls are not required at DASH Market.*



Wifi

The DASH venue, Silver Street Studios, has guest wifi available though it is best for checking e-mails and light use. We recommend providing your own Personal Hotspot. **Wifi: Silver Street Event, Wifi password: TBD**

Workers

Please make arrangements for your own movers or any other assistance that you might need with move-in, set-up, or sales help prior to coming to the show. We are happy provide you with a list of local agencies.