



info@designantiqueshowhouston.com

## **IMPORTANT MARKET INFORMATION – PLEASE READ!**

### **Booth Sharing**

Booth spaces may be shared by a maximum of two dealers. Please advise DASH, in advance, of your intent to share booth space by returning the form that is on the website.

### **Cancellations**

Fees will be returned to dealers only if cancellation is received thirty (30) days prior to the opening of DASH. Dealers canceling after that date are not entitled to any refunds. If dealer fails to arrive on the designated day for the show, booth rental and other fees will be forfeited.

### **Check-in**

Dealers must check in prior to unloading. The check-in table is located at the front of the venue. At check-in you will confirm your booth assignment and receive your name badges and preview party tickets (if purchased).

### **Clean-up**

Dealers are responsible for removing all merchandise, displays, walls (personal not rental), 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 or their agents, 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, soft drinks, a full bar and food are for sale during show hours.

**Contact Information** Our mailing address is: 134 Park Laureate Drive, Houston, TX 77024. For questions, please contact Lisa Erwin at 832-549-6605 or [info@dashhouston.com](mailto:info@dashhouston.com).

## **Credit Card Processing**

You can only process credit card purchases through your cell phone. No hard telephone lines are available. Wifi will be available.

## **Chandeliers**

Unfortunately, Design Antique Show Houston does not have the facilities for dealers to hang chandeliers during the show.

## **Delivery**

DASH does not guarantee or arrange deliveries.

## **Display/Decorations**

Dealers are encouraged to festively decorate their booths. You are responsible for bringing your own wall coverings, decorations, lighting, displays and shelving.

## **Electricity**

Electricity is provided for all dealers. You must bring your own (commercial quality only!) **extension cords as these are not provided**. The Fire Marshal requires that lights and other electrical items be connected to the electricity in a specific way. 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.

## **Emergencies**

Please call 911 for all emergencies.

## **Food Permits**

All merchants selling food products 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 market by calling 713.794.9200.

## Hours of Operation

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

DASH hours are:

Dealer Move-	Wed. 10am-4pm Thurs. 10am-4pm (move in times are assigned)
FIRST DASH (preview party)	Thursday 6-9 PM
Shopping Friday	10am-6pm
Shopping Saturday	10am-6pm
Shopping Sunday	10am-4pm
Dealer Move-out Sunday	4pm-9pm

During move-in, please unload and move vehicles through as quickly as possible to facilitate efficient operations. Please be finished with set-up by 5 pm on Thursday to be ready for FIRST DASH! All merchandise must be removed by 9:00 pm on Sunday.

## Name Badges

Name badges 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 designated Dealer Parking areas which will be marked in the parking lot. Dealer parking is strictly prohibited in the customer parking area. You must notify DASH if you plan to store vehicles overnight on the premises. Overnight occupancy of any type of vehicle is prohibited unless previously approved!

## Preview Party

FIRST DASH, our preview party, will be held on Thursday evening from 6 until 9 pm. It is an invitation only event and ticket prices are \$40 per person. Drinks and hors d'œuvres are provided for ticket holders only. Dealers may order tickets on our website at a discounted price of \$25.00.

## Restocking

Doors will open each morning at 9:00 am for restocking. The doors will be 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.

## **Signs**

You may use your own signs in your booth. DASH does not provide signage.

## **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 public litter containers. Please deposit in the dumpster.

## **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, or staplers.

## **Tables and Chairs**

Tables and Chairs can be purchased on the website. \$25/6' or 8' table. \$15/chair

## **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.

## **Trucks and Trailers**

Parking spots are available for vendors wishing to park a truck or a detached trailer on the premises, at your own risk.

## **Walls**

Walls are not included in your booth space. You are welcome to bring your own.

## **Workers**

Please make arrangements for your own movers or any other assistance that you might need prior to coming to the market. If you need help finding local agencies, we are happy to assist.

