



2023 IMPORTANT INFORMATION FOR SPONSORS



IRVING CONVENTION CENTER (ICC)
500 W LAS COLINAS BLVD
IRVING, TX 75039



WEDNESDAY, JUNE 28TH, 2023
THROUGH FRIDAY, JUNE 30TH, 2023

2023 LINEHAUL SUMMIT

EXHIBITOR TIMELINE AND SCHEDULE

- **Register Company Attendees:** All attendees must be registered by 11:59 PM CT June 13th, 2023
- **Electrical and AV Order Forms:** All forms must be sent in by EOD Tuesday, June 6th, 2023
- **Book Your Hotel Rooms:** Book by June 7th, 2023
- **Shipments For Swag Bag Items:** Packages must be received by EOD Tuesday, June 13th, 2023
- **Other Shipments:** All shipments that do not need a pallet delivery and can fit in a two-car garage **must** be sent to our event organizer (instructions on next page). You can send these packages as soon as January 2023 and they must be received by Tuesday, June 20th, 2023. All items requiring a pallet must be delivered to the ICC no more than 3 days before the event.
- **Set-Up:** Wednesday, June 28th, 2023 from 11:00 AM - 3:00 PM
- **Exhibitor Orientation:** Wednesday, June 28th, 2023 from 3:15 PM - 3:30 PM
- **Wednesday Exhibit Hours:** 4:00 PM - 7:00 PM
- **Silver, Gold, and Headline Presentation times:** Thursday afternoon between Lunch and Expo Hours
- **Thursday Exhibit Hours:** 4:00 PM - 7:00 PM
- **Tear Down:** Thursday, June 29th at 7:00 PM. Tearing Down before 7:00 PM is strictly prohibited. Booths must be disassembled by 2:00 PM on Friday, June 30th.
- **Shipping Back From ICC:** Schedule all package pick-ups for 5:00 PM on Friday, June 30th.
- **Friday Schedule:** The Summit will conclude at Noon on Friday, June 30th. This morning will focus on education, so we encourage you to stick around but you're not required to do so unless you are involved with our education sessions that morning.

2023 LINEHAUL SUMMIT

SHIPPING INFORMATION

All packages that can fit in a space the size of a standard 2-car garage must be sent to our event organizer, Meredith of Significant Events of Texas.

Shipping Address:

Significant Events of Texas
Attn: Meredith Commender
7515 Larchmont Dr
Dallas, TX 75252

Shipping Deadlines:

Swag Bag Items: 6/13/23
Other Items: 6/20/23
Packages can be sent as soon as January, 2023.

2023 LINEHAUL SUMMIT

ELECTRIC INFORMATION

We are covering the charge for basic electric at your booth, which is a 20 amp plug. **Please Note: you must let us know if you need this outlet by 6/6/23 so we can have it installed.** Please fill out the form on page 5 and leave your booth number and credit card information blank. Send the otherwise completed form to Meredith at info@significanteventsoftexas.com by 6/6/23.

To purchase extras, such as a Powerstrip, please book online through the ICC [link here](#). (leave booth number blank if it has not been provided to you yet)

2023 LINEHAUL SUMMIT

WIFI INFORMATION

The guest wifi at the ICC is free. Built for convention use, it has been strong enough that additional wifi purchases should not be necessary to run your equipment.

FAQs on Shipping and Electric:

What if my package is bigger than a 2-car garage, or is so heavy it requires a pallet for delivery?

In this instance, you can ship directly to the ICC by filling out the form on page 7 and sending it to info@significanteventsoftexas.com by 6/7/23, or [purchase directly through the ICC here](#). Shipments to the ICC must not arrive before 6/25/23.

What if I need additional power or an add-on, such as a power strip or an extension cord?

Please only fill out the 20 amp electric on the paper form to be sent to Meredith. If you'd like to purchase additional items, [please purchase directly through the ICC here](#). (Leave Booth # Blank)

Why should I leave my booth number and credit card information blank on the electric form?

We will not finalize booth numbers until a bit closer to the show, so we will fill out that information on your behalf. We will also use our own account to pay, as we are covering the basic electric charge.

For other questions about shipping, please email Meredith at info@significanteventsoftexas.com.

2023 LINEHAUL SUMMIT

ORDERING AV

Please fill out the form on page 6 and send your completed copy to info@significanteventsoftexas.com. Please leave your booth number blank and fill in your payment information and any other necessary details. **Forms must be completed and sent by 6/6/23.**

Or, [purchase here through the ICC Exhibitor Store.](#) (Leave your booth number blank)

2023 LINEHAUL SUMMIT

REGISTERING COMPANY ATTENDEES

Please Note: Attendees for your booth are not included in your sponsorship package. You will need to register your attendees before Tuesday, 6/13/23. Badges will be waiting for you and your team when you arrive on-site for setup.

[REGISTER YOUR TEAM HERE](#)

2023 LINEHAUL SUMMIT

BOOKING HOTELS

All attendees, including sponsors, are responsible for booking their own accommodations. We recommend staying in our negotiated hotel blocks at either the Westin or Texican Court, both of which are located an easy 1 minute walk from the convention site. **The deadline to book your hotel is Tuesday, June 7th, 2023.**

[BOOK YOUR STAY AT THE WESTIN](#)

[BOOK YOUR STAY AT THE TEXICAN COURT](#)

Links not working? Visit linehaulsummit.com/lodging instead.

FAQ's about attendees:

Are any company attendees included in my package?

No, these must be purchased separately. As the amount of attendees will vary from company to company, we don't want you paying for more than you need.

How many attendees can I bring?

This is based on the size of your booth, as the space can only fit so many comfortably. We recommend 2-4 attendees for a 10x10 booth, and 3-6 for a 10x20. For the larger packages, such as the Gold and Headline Sponsorship, please reach out to info@linehaulsummit.com with any questions.

Can I swap an attendee if I already registered my team?

We know this happens, and will definitely work with you to get this taken care of. Please email us at info@linehaulsummit.com with your new attendee's information and who will no longer be attending so we can make the transfer. Please send this information before 6/13/23 if at all possible.

2023 LINEHAUL SUMMIT

TRANSPORTATION

The ICC is an approximately 12 minute drive from the Dallas/Fort Worth International airport (DFW), and Dallas Love Field airport (DAL) is approximately a 15 minute drive to the ICC.

The hotels, convention site, and many local restaurants are conveniently located and an easy 1-5 minute walk from everywhere. We recommend skipping a car rental and taking an Uber or shuttle from the airport.

2023 LINEHAUL SUMMIT

IMPORTANT BOOTH INFORMATION

All booth spaces (regardless of their size) will come with a wastebasket for your convenience. **Please let our team know if you want a table and chairs at your booth.** Please specify the number of chairs you want and we will be happy to provide these.

Pipe and plain black drape are included with your booth. Items such as carpet, tablecloths, and etc. are not included but can be ordered by contacting info@significanteventsoftexas.com.

In summary, please send an email to info@significanteventsoftexas.com by 6/7/23 with the following:

- Your table and chair preferences (Including quantity) **(Required)**
- A request to order add-ons, such as carpet or tablecloths **(Optional)**
- A completed Electric form, with credit card information and booth # left blank **(Required)**
- A completed AV order form **(Optional. Can also be purchased online [here](#))**
- A completed Material Handling Form **(Optional, Can also be purchased online [here](#) if needed)**
- Any additional questions or requests on the above information **(Optional)**

You will also need to purchase additional electric supplies [here](#) if needed (Optional)

The various order forms needed are attached in the following pages.

For other questions, feel free to contact our team at info@linehaulsummit.com.

ELECTRICAL SERVICE ORDER FORM



Irving Convention Center at Las Colinas anASM Global Managed Facility
 500 W. Las Colinas Blvd. Irving, Texas 75039
 Phone: 972.401.7773 Fax: 972.401.7759



If you have questions please email: onlineorders@asmicc.com

Event Name:	Event Date:
Exhibitor Name:	Booth #

*Advance Rate applies if ordered **ONE** week prior to Load In Date, if received after that date On Site Rate Applies

STANDARD ELECTRICAL DROPS				
Quantity	Description	Advance Rate*	On Site Rate	Amount
SINGLE PHASE 120V				
	up to 20 Amps Single Phase 120V	\$145	\$205	\$
THREE PHASE 208V				
	30 Amps Three Phase 208V	\$330	\$400	\$
	100Amps Three Phase 208V	\$660	\$725	\$
	200 Amps Three Phase 208V	\$935	\$1,000	\$
	400 Amps Three Phase 208V	\$1,320	\$1,400	\$
Quantity	Description		Price	Amount
	Extension Cord 15'		\$20.00	\$
	Extension Cord 25'		\$30.00	\$
	Extension Cord 50'		\$60.00	\$
	Power Strip		\$20.00	\$
CUSTOM ELECTRICAL WORK*				
Quantity	Description		Hourly Rate	Amount
	On floor Electrician (1hr Min)		\$150.00	\$
	Evening/Weekends/Holidays (1hr Min)		\$200.00	\$
Fee for Faxed or Mailed in Orders (Please use Online Order System to Avoid)				\$ 10.00
			Tax (8.25%)	\$
			Total Due	\$

NEMA Configuration:
 Direct Connection Wire Required
 Yes___ NO___

Type

3 Wire _____
 4 Wire _____
 5 Wire _____

Service will be brought to the rear of the booth in the most convenient manner, unless otherwise indicated below.

REAR

LEFTRIGHT

AISLE

PAYMENT IN FULL MUST BE RENDERED BEFORE SERVICE IS CONNECTED

() American Exp () Visa () Master Card CC# _____

Name on Card: _____ Exp. Date _____ Security Code _____

Address: _____ City _____ ST _____ Zip _____
 (address must match where card statement is mailed)

Email Address: _____ Phone #: _____

I authorize SMG - Irving Convention Center at Las Colinas to charge my credit card for services listed and have read the terms and conditions on page two of this form.

Authorized Signature _____



20% Premium
 On All On-Site Orders

EXHIBIT ORDER FORM

Your INSPIRE Representative Is:
 Joseph Hernandez
 josephh@INSPIREsolutions.com

Equipment	Qty	Day Rate	Days	Total	<i>Please Print Clearly & Fill Out Completely</i>		
AUDIO					EXHIBITOR CONTACT INFORMATION		
Speaker: 10" w/ Stand		75.00			Company:		
Speaker: 10" w/ Subwoofer Set		100.00			Order Contact:		
Microphone: Wired Handheld		50.00			Address :		
Microphone: Wireless		125.00			City:		
<i>Specify: Handheld Lapel Headset</i>					State:		
					Zip Code:		
					Tel:		
Notes:					Fax:		
					E-Mail:		
DISPLAY					EXHIBITOR DELIVERY INFORMATION		
					Booth #:		
23" LCD Monitor (VGA/HDMI)		150.00			Room #:		
32" LCD Monitor (VGA/HDMI)		350.00			Site Contact:		
42" Display Monitor w/ floor stand (VGA/HDMI)		500.00			Cell Phone:		
60" Display Monitor w/floor stand (VGA/HDMI)		550.00			Delivery Date:		
					Delivery Time:		
LCD Projector (4000 Lumens)		475.00			Received By: X: _____		
Tripod Screen w/skirt		50.00			Pick-Up Date:		
Projection Cart w/skirt		25.00			Pick-Up Time:		
<i>Specify Size: 34" 54"</i>					Delivered By: X: _____		
VIDEO					PAYMENT INFORMATION		
DVD Player		75.00			Payment Type: Credit Card Company Check		
Blu Ray Disk Player		100.00			(Payable to: INSPIRE)		
					Card Type: Visa MasterCard AMEX		
					Card Number:		
					Card Exp Date:		
MISCELLANEOUS					3-digit #:		
Flip Chart w/Markers & Easel		50.00			Card Name: (as appears on card)		
Laser Pointer		45.00			Card Address: (billing address for card)		
Wireless Presentation Remote		45.00			Card Address: (billing address for card)		
					Are you the Card Holder? Yes No		
					Is this a Corporate Card? Yes No		
					Date Signed:		
					Signature:		
TOTALS					Please Contact Your INSPIRE Representative For:		
Equipment Total					**Comprehensive Exhibit Booth AV Design**		
Service Charge (Delivery/Setup/Pickup)		24%		**Larger Audio or Video Systems**			
				Lighting Equipment & Systems			
				Sub Total			
(On-Site Orders) Late Order Premium				20%			
<i>Tax</i>				8.25%			
Total							

**MATERIAL HANDLING PRICING SHEET
CREDIT CARD AUTHORIZATION**



What is Material Handling?

Material handling is the process of receiving your materials, during move-in; delivering them to your booth; removing empty containers for storage during the show (when applicable); returning the empty containers to your booth after the show; delivering your materials back to the dock and loading for the outbound shipping. Charges will apply.

NOTE: If packages and/or materials are not addressed per requirements (shown right), they will not be accepted. Packages and materials must arrive no more than three (3) days prior to the event.

How to address packages:

Irving Convention Center
Event Name and Date
Recipient's Name
Recipient's Phone Number
500 W. Las Colinas Blvd.
Irving, TX 75039
Phone: 972-401-7702

Rate Classifications	Price per CWT	200 lbs. minimum
Crated or Skidded Shipment	\$89.00	\$178.00
Special Handling	\$104.00	\$208.00

Small Packages (Maximum weight is 35 lbs. per shipment)

First Carton	\$48.00
Each Additional Carton	\$22.00

A credit card **MUST** be on file for all material handling, shipping inbound and/or outbound to the event.

Credit Card Authorization

**Full payment must be received for services requested before the order will be processed.
If you choose to pay by check, a credit card is still required to be on file.**

This form authorizes **ICC** to charge to your credit card account the amount of your advance/show site orders, material handling charges, shipping costs, surcharges and any other additional amounts incurred as a result of show site orders placed by you or your company representative. Please complete the information requested below and return this form with your order.

Company:						Booth Number:					
Cardholder Name: <input type="checkbox"/>						<input type="checkbox"/>					
Credit Card Number:											
Expiration Date (mm/yyyy):						CVV:					
Card Type:		Visa		MasterCard		American Express					
Billing Address:											
City, State, Zip:											
Phone Number:						Fax Number:					
E-mail Address:											
Authorized Signature:											
I, _____ agree to the conditions stated in this manual and the above paragraph.											

For any additional questions, please feel free to email Luke Bauer at lbauer@irvingconventioncenter.com or call 972-401-7773