



EXHIBITOR SERVICES

EXCLUSIVE SERVICES

The following services are exclusively provided by the Dayton Convention Center for your benefit:

- Catering & Concessions by Celebrate Dayton Hospitality
- Electric, Water & Compressed Air
- Rigging by Mills James
- Internet by HarborLink Network

EXHIBITOR KIT

The Lessee, or the Lessee's General Service Contractor, is required to distribute all DCC-provided services and onsite service partner order forms as part of the event's print or digital exhibitor kit.

No rate or service forms may be altered in any way. The Lessee is required to provide an electronic or printed copy of the exhibitor kit to their DCC Event Manager, six months prior to the event.

Exhibitor Kit must contain the following:

- Date and times (approved prior to printing and mailing to Exhibitors)
- DCC service forms for required utilities (internet, electric, compressed air, water, and package storage)

Exhibitor Service order forms can be found on the next pages, or on the DCC website under the "Exhibitor" page.

EXHIBITOR SERVICES CONTACT INFORMATION

513.535.5300

exhibitorservices@daytonconvention.com

EXHIBITOR UTILITY ORDERS

Should an exhibitor need to order utilities or internet, please complete the appropriate DCC order form(s) and email them directly to DCC Exhibitor Services (email address below).

Invoices for these orders will be issued via email by the DCC Finance Department and are payable via a credit card link. If a payment link is not received within two weeks of placing a utility order, please contact your Event Manager.

The DCC also accepts payment by check.

**Make checks payable to:
Dayton Convention Center**

**22 E. 5th Street
Dayton, OH 45402**

All payments should be in US dollars.

Pre-order rates apply to orders received at least 5 business days prior to event.

On-site rates apply if received within 5 business days of event.

EXHIBITOR RIGGING ORDERS

Should an exhibitor need to order audiovisual or rigging services, please contact:

**Jamie Sluder, Sales Manager
Mills James Productions
(513) 708-2850 - jsluder@mjp.com**

EXHIBITOR SERVICES

EXHIBITOR MARKETING SERVICES

The Dayton Convention Center offers a variety of marketing opportunities to help exhibitors maximize their event presence. Digital signage is available throughout the building, including LED screens located directly in front of each meeting room, providing an ideal platform for targeted messaging. Additionally, our exterior LED marquee, provided by Key-Ads, Inc., offers premium advertising space to capture the attention of attendees and passersby. These services are designed to enhance visibility and engagement, ensuring your brand stands out.

FOR MORE INFORMATION ON EXHIBITOR MARKETING SERVICES, PLEASE CONTACT:

Michael King, **General Manager**

mking@daytonconvention.com | 937-414-1043



EXHIBITOR WASTE DIVERSION POLICY

The Dayton Convention Center is committed to reducing environmental impact through responsible waste management. We require vendors and exhibitors to comply with the following guidelines to support our sustainability efforts.

PROHIBITED ITEMS

- Foamcore signage
- Non-recyclable or non-reusable signage (excluding decals or window clings)
- Single-use plastic bags and plastic conference bags
- Hazardous substances or items containing hazardous substances
- Large foliage (including trees) without intact root systems
- Styrofoam packaging, including clamshell containers, plates, bowls, cups, and packing materials like loose-fill peanuts

DONATION GUIDELINES

Donations must be pre-approved to ensure items can be properly allocated. Perishable food will become DCC property one hour after the event concludes and will be discarded per policy.

COMPLIANCE

Non-compliance may result in additional fees. Vendors and exhibitors are responsible for properly placing recyclable or compostable materials in designated stations and coordinating the removal of approved donations.

POST-EVENT RESPONSIBILITIES

The following items must not be left behind without prior approval:

- Vinyl banners
- Large exhibits
- Electronics, furniture, or equipment
- Carpet, scraps, padding, or tubes
- Pallets