



5931 West Campus Circle Drive  
Irving, Texas 75063  
Phone: (972) 751-9400  
Fax: (972) 751-9500  
[www.packexpo.com](http://www.packexpo.com)

October 14-17, 2018  
McCormick Place  
Chicago, Illinois USA



## First Time Exhibitor Guide

**Discount Deadline:**  
**August 27, 2018**  
(excludes labor)

### PACK EXPO Services

PACK EXPO Services is your one-stop shop for ordering most services needed to exhibit at PACK EXPO International / Healthcare Packaging EXPO 2018. This Exhibitor Service Manual contains all the information you will need to know to successfully exhibit at the show. Each exhibitor is assigned a personal Customer Account Manager (CAM), who is your single point of contact. Below you will find the contact information for your CAM.

972-751-9400 (Main Phone)

972-751-9500 (Main Fax)

### Email Contacts

2018 Customer Account Managers (CAM)				
Role	Name	Booths	Direct Phone	Email
<b>WEST HALL</b>		<b>300 - 1099</b>		
TL	John LeRoy		972-751-9427	<a href="mailto:jleroy@packexposervices.com">jleroy@packexposervices.com</a>
BUTL	Kelby Dorris		972-751-9431	<a href="mailto:kdorris@packexposervices.com">kdorris@packexposervices.com</a>
CAM	Janessa Jones	500-799	972-751-9429	<a href="mailto:jjones@packexposervices.com">jjones@packexposervices.com</a>
CAM	Camila Figueroa	800-1099	972-751-9451	<a href="mailto:cfigueroa@packexposervices.com">cfigueroa@packexposervices.com</a>
<b>SOUTH HALL</b>		<b>1400 - 4399</b>		
TL	Robert Richardson		972-751-9437	<a href="mailto:rrichardson@packexposervices.com">rrichardson@packexposervices.com</a>
BUTL	Brittany Laster		972-751-9401	<a href="mailto:blaster@packexposervices.com">blaster@packexposervices.com</a>
CAM	Amina Williams	1400-2099	972-751-9192	<a href="mailto:awilliams@packexposervices.com">awilliams@packexposervices.com</a>
CAM	Nancy Martin	2100-2999	972-751-9175	<a href="mailto:nmartin@packexposervices.com">nmartin@packexposervices.com</a>
CAM	Natalie Harvey	3000-3999	972-751-9158	<a href="mailto:nharvey@packexposervices.com">nharvey@packexposervices.com</a>
CAM	Luke Toller	4000-4399	972-751-9189	<a href="mailto:ltoller@packexposervices.com">ltoller@packexposervices.com</a>
<b>NORTH HALL</b>		<b>4500 - 6399</b>		
TL	Staci Davidson		972-751-9407	<a href="mailto:sdavidson@packexposervices.com">sdavidson@packexposervices.com</a>
BUTL	Delia Stein		972-751-9448	<a href="mailto:dstein@packexposervices.com">dstein@packexposervices.com</a>
CAM	Brad Winton	4500-5199	972-751-9193	<a href="mailto:bwinton@packexposervices.com">bwinton@packexposervices.com</a>
CAM	Tina Early	5200-5899	972-751-9148	<a href="mailto:tearly@packexposervices.com">tearly@packexposervices.com</a>
CAM	Emma Boose	5900-6399	972-751-9135	<a href="mailto:eboose@packexposervices.com">eboose@packexposervices.com</a>
<b>UPPER LAKESIDE HALL</b>		<b>6700 - 8999</b>		
TL	Derrick Rippatoe		972-751-9439	<a href="mailto:drippatoe@packexposervices.com">drippatoe@packexposervices.com</a>
BUTL	Missy Cass		972-751-9144	<a href="mailto:mcass@packexposervices.com">mcass@packexposervices.com</a>
CAM	Tim Morris	6700-7599	972-751-9434	<a href="mailto:tmorris@packexposervices.com">tmorris@packexposervices.com</a>
CAM	Michelle Meyer	7600-8499	972-751-9180	<a href="mailto:mmeyer@packexposervices.com">mmeyer@packexposervices.com</a>
CAM	Kristen Hodges	8500-8999	972-751-9166	<a href="mailto:khodges@packexposervices.com">khodges@packexposervices.com</a>
<b>LOWER LAKESIDE HALL</b>		<b>9000 - 11199</b>		
CAM	Missy Cass	9000-9299	972-751-9144	<a href="mailto:mcass@packexposervices.com">mcass@packexposervices.com</a>
CAM	Martika Sugg	9300-10199	972-751-9186	<a href="mailto:msugg@packexposervices.com">msugg@packexposervices.com</a>
CAM	Donna Kastrati	10200-11199	972-751-9413	<a href="mailto:dkastrati@packexposervices.com">dkastrati@packexposervices.com</a>



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### Target Move In/Move Out Dates

You are assigned a specific target move-in date and time. This means your freight (if you are shipping any direct to McCormick Place) must be delivered on your assigned date and time. Your assigned target date does not mean you have to be setup on that date, it only means your freight must be delivered on that date. Please reference the Target Floor Plans uploaded to the Online Service Center.

### Drayage

**Drayage** is included in your booth space purchase. What this means is if your freight is delivered on your assigned target date and time you will not be charged to have your freight taken from the dock and delivered to your booth. You **do not** need to order forklift labor to have your freight taken from the dock and delivered to your booth as long as your freight is received on your assigned target date and time.

### Discount Deadline

You can receive a 30% discount on all PACK EXPO Services related items if you place your order and pay in full on or before Monday, August 27, 2018. If you choose to pay for your order by check or by wire transfer, your check or wire transfer must be received by PACK EXPO Services by August 27, 2018. If we have not received payment for your order by August 27, 2018 the 30% discount will not be applied to your order. The 30% discount does not apply to any type of labor. All PACK EXPO Services related items can be found under Section 3 in the Online Service Center.

When placing your booth service orders, you must fill out and return the "Payment Options Form" found in Section 2 in the Online Service Center. A credit card must be on file before your order will be processed even if you are paying by check or wire transfer.

### Carpet / Flooring

**Carpet / Flooring** is required for your booth. You may bring your own Carpet / Flooring for your booth or you may rent it from PACK EXPO Services.

### Cleaning

**Cleaning** is not included in your rental carpet order. Your carpet is cleaned before it is laid down in your booth. The show floor is very busy and gets very congested which can cause your carpet to get very dirty throughout the move-in process. If you want your carpet cleaned, you will need to order One-Time Vacuuming or Daily Vacuuming.

### Electricity

**Electricity** is not included with your booth. The electricians will run electrical stringers in the back of your booth and you will see an electrical outlet in the back. Please note that if you did not order an electrical outlet and you plug into the outlet in the back of your booth you will be charged for that electrical outlet. Electricians do run an electrical audit to determine who is using electricity but did not order it. If you require electricity in your booth you must place an electrical order. If you require your outlet/outlets in a specific spot in your booth you must submit a detailed floor plan indicating where you need your outlet/outlets placed. If you require a floor plan it must be submitted to **PACK EXPO Services by Monday, September 24, 2018**. Any floor plan submitted after September 24, 2018 will incur a \$500 late floor plan fee.

PACK EXPO Services is excited to announce that we have developed an **electrical bundle** for PACK EXPO International/Healthcare Packaging EXPO 2018. The purpose of the bundle is to streamline the billing process, making it easier for exhibitors to budget and avoid surprises. Following is a recap of the program:

- Cables, tape, cords and power strips will now be included in the outlet price which has been adjusted to bundle these into one rate. Custom material items like quad boxes, disconnects, transformers, or breaker panels etc. are not included in the bundle.
- Exhibitors who order an outlet and incur labor charges will receive a 1 hour credit on inbound and ½ hour credit on outbound as part of the bundle. Regardless of total quantity of outlets ordered, the maximum credit per booth will be 1 hour on inbound and ½ on outbound.



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### Electrical (continued):

- To adhere to MPEA regulations, the labor bundle adjustment will show as a credit on your final invoice for exhibitors who order an outlet and labor.
- The labor credit will only be applied if additional booth work or floor work electrical labor is incurred as part of your electrical service. Examples include custom placement of an outlet, hanging of booth lights or equipment hookup.
- The labor credit will not be applied to electrical labor charges incurred for Audio / Visual installation.

### Floor Plans (Electrical, Plumbing, Telecom)

If your booth requires a floor plan you will need to submit a detailed to scale floor plan to PACK EXPO Services by Monday, September 24, 2018. Any floor plan received after Monday, September 24, 2018 will incur a \$500 later floor plan fee.

### Height Restrictions

If your booths under 1500 sq. ft. the maximum height limit in your booth is 12'. If your booth is 1500 sq. ft. and above your maximum height limit in your booth is 18'. Please refer to the [Rules and Regulations](#) for all show rules and restrictions.

### Hanging Signs

If you will have a hanging sign in your booth it will need to be approved by PACK EXPO Services first. No sign will be hung if the proper paperwork has not been submitted and your sign has not been approved. You must submit all hanging sign paperwork by Monday, August 27, 2018 for approval. Please refer to the Rules and Regulations for hanging sign guidelines.

We are also excited to announce that the guaranteed Straight Time rate will be applied rather than the standard rate for Hanging Sign labor provided the following conditions are met:

- **All required Hanging Sign paperwork is submitted to PES (forms 14d-f) prior to 8/27/18 and sign has been approved by show management.**
- Hanging sign must be received at the Advanced Warehouse by 9/28/2018 .
- Hanging sign must be separated and clearly labeled as a hanging sign to ensure it is added to the pre-show installation schedule.

### Plumbing

Determine how many pieces of equipment will need to be connected to either Air, Water, Drain, or Natural Gas.

**Pricing Includes:** Initial (1st) Floor or Overhead service outlet, 100' of 1/4" to 1" (standard) hose (Air, Water, Drain, and Gas), lift (scissor or condor to bring in service from overhead), labor for initial location as determined by floor plan submitted, and needed CFM's.

Up to two secondary services can be run within 15' of a primary service. Air lines run from overhead cannot be split into secondary services.

**Please note: We do not supply Metric fittings for connection.**

Inline booths and Peninsula booths will have service brought to center back at curtain line if no floor plan is submitted with order. If size is not submitted with order, we will provide a minimum size of 1/4" nominal.

All island booths requesting service will need to submit a detailed floor plan with order showing where services need to be installed to. Without a floor plan, services could be delayed and additional cost could be incurred.

After initial services are installed, any changes to installation will be on a new labor ticket and materials order.



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### Plumbing (continued):

No compressors are allowed on the show floor other than those supplied by PES.

1/4" Line = 1 - 20 CFM  
1/2" Line = 21 - 59 CFM  
3/4" Line = 60 - 110 CFM  
1" Line = 111 - over CFM

**Please refer to the union jurisdictions and exhibitor rights forms for more information.**

**You must specify line size and CFM used per outlet when placing your order.**

**Pricing Excludes:** Ramping which is time and material cost, any applicable fees or taxes, any above and beyond the normal requests for hardware, specific brand products, pressure regulator valve installations and/or major equipment / machinery retro fitting and assembly. Any and all work requested to be done on OT or DT Schedules or any floor or booth work scheduled outside of the outlet service scope of work. This will be done at the published hourly labor rates and thus noted on change order or supplemental work tickets which will be signed by the exhibitor(s) as the work is performed and completed.

If you have any questions regarding the Exhibitor Services Manual, please contact your Customer Account Manager at the contact information provided at the top of this document, or call 972-751-9400 and select option 4.