



5931 West Campus Circle Drive  
 Irving, Texas 75063  
 Phone: (972) 751-9400  
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 www.packexpoeast.com



March 3-5, 2020  
 Pennsylvania Convention Center  
 Philadelphia, PA USA

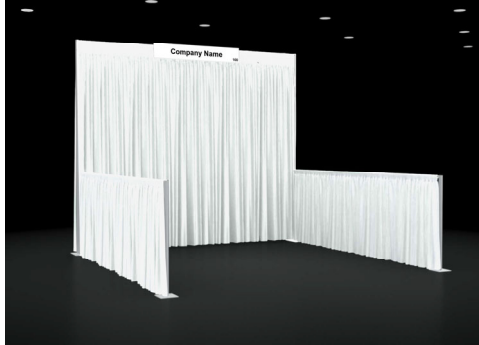
## Quick Facts

**Discount Deadline:**  
**January 27, 2020**  
 (excludes labor)

# 1 Exhibit Hall Carpet/ Drape

**Please contact your Customer Account Manager (CAM) if you have any questions on your Booth Drape or Aisle Carpet colors.**

All in-line booth spaces will be automatically set with 8' high back drape and 36" high side dividers.



All exhibitors will be provided a 7" x 44" Identification Sign with company name and booth number (at No Charge).

- Island Booths  
 Booth Drape will NOT be automatically set for Island Booths. If drape is required, please use the Furniture and Accessories forms to order.
- Peninsula Booths  
 Booth Drape will automatically be set at 8' high along the backwall for all peninsula booths according to the show rules and regulations. Setbacks apply to peninsula-end cap booths.
- See Rules and Regulations for setback guidelines.

For planning purposes, aisle carpet is Blue Jay (a blue and black mix) and booth drape is gray.

Show Management requires all booth space to be carpeted. Booth carpet is the responsibility of exhibitors. **Please note: If you are bringing your own carpet/flooring for your booth, it is your responsibility to remove it from the show floor at the close of show. If you leave your flooring behind and PACK EXPO Services disposes of it, you will be charged Excess Trash Removal of \$100.00, plus a (1) one hour labor charge for getting flooring ready for removal.**

**If you are using an Exhibitor Appointed Contractor (EAC) please notify your EAC of the rules regarding any excess trash left behind in the booth.**

# 2 Discount Deadline Date

One deadline to remember for all services! Mark your calendar now. Place your order and payment by **January 27, 2020** to take advantage of discounted prices for all services excluding labor and material handling.

**Exhibitors in Hall E with an assigned Saturday or Sunday targeted move in date will receive a credit toward the installation labor costs for the following services provided by PACK EXPO Services. (Booth Labor, Electrical Labor, Forklift Rigging Labor) The credit amount will be equal to the difference between straight time (ST) and overtime (OT) if the labor occurs on Saturday. The credit amount will equal the difference between overtime (OT) and double time (DT) if the labor occurs on Sunday. To qualify for the installation labor credits you must preorder your labor and submit all requirements (including utility floorplan) for these services by February 17, 2020.**



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# 3 Show Schedule

### Exhibitor Move-In

Thursday	February 27, 2020	Hall D ONLY	12:00 pm - 4:30 pm
Friday	February 28, 2020	Hall D ONLY	8:00 am - 4:30 pm
Saturday	February 29, 2020	All Halls	8:00 am - 4:30 pm
Sunday	March 1, 2020	All Halls	8:00 am - 4:30 pm
Monday	March 2, 2020	All Halls	8:00 am - 1:00 pm

**See Target Move-In Schedule in Section 6 for your target day and time.**

**IMPORTANT:** All drayage/material handling is included in your space rate, provided your shipment/truck checks in at the PACK EXPO Services Marshalling Yard by 2:00 pm on your assigned targeted move-in date and time.

**All exhibits must be fully installed by Monday, March 2, 2020 at 1:00 pm.**

*If the installation of an exhibit has not started by 10:00 am on Monday, March 2, 2020, Show Management reserves the right to authorize PACK EXPO Services to begin the installation process at the exhibitor's expense.*

**Any special equipment needed for unloading will be charged separately including cranes and 15,000 pound fork trucks.**

### Exhibit Hours

#### All Halls

Tuesday	March 3, 2020	10:00 am - 4:00 pm
Wednesday	March 4, 2020	10:00 am - 4:00 pm
Thursday	March 5, 2020	10:00 am - 4:00 pm

### Exhibitor Move-Out

#### All Halls

Thursday	March 5, 2020	4:00 pm - 10:00 pm
Friday	March 6, 2020	8:00 am - 4:30 pm
Saturday	March 7, 2020	8:00 am - 2:30 pm

The **Exhibit Halls** must be cleared by 2:30 pm on Saturday, March 7, 2020.

The return of empty crates will take approximately seven (7) to nine (9) hours. If riggers were used to remove machinery from crates or skids, these items will not be returned automatically. Your dismantle rigging crew will return empty skids and machinery crates.

All outbound carriers must check-in no later than 9:00 am on Saturday, March 7, 2020, at PACK EXPO Services Marshalling Yard. If your outside carriers do not check-in prior to 9:00 am on Saturday, March 7, 2020, PACK EXPO Services will reroute the shipment via the most convenient manner available. Please refer to Sections 6 and 7 for more shipping and target time information.

**NOTE TO EXHIBITORS:** If the carrier's name listed on the outbound Material Handling Agreement (Bill of Lading) DOES NOT MATCH the name of the carrier that checks into the Marshalling Yard to pick up your company's freight - **THE FREIGHT WILL NOT BE RELEASED.** Please make sure there is a phone number where we can reach you to help solve this problem, or keep a company representative onsite through move-out to ensure freight is successfully picked up.



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### 4 Warehouse Shipments

#### **Advance Receiving at the Warehouse**

Warehouse Shipping Address:

PACK EXPO EAST 2020  
 Exhibiting Company Name  
 Booth # \_\_\_\_\_  
 c/o Marano Trucking and PACK EXPO Services  
 9820 Bluegrass Road  
 Philadelphia, PA 19114

PACK EXPO Services will accept crated, boxed or skidded materials beginning on Monday, January 27, 2020, at the above address. To avoid additional charges, materials must arrive to the warehouse by Monday, February 24, 2020. The warehouse will receive shipments Monday through Friday during the hours of 9:00 am to 3:00 pm.

Please be advised of the following guidelines for warehouse shipments and make sure the person responsible for your shipping arrangements has this information.

1. Warehouse Dock Door size: 9' wide x 10' high
2. Dimensions of freight should not exceed 8'-4" wide x 8'-5" high
3. Heaviest piece should not exceed 5,000 lbs.
4. Only crated, boxed, or skidded shipments will be accepted at the warehouse. NO loose or uncrated shipments or bulk carpet shipments.
5. All carpet must be skidded and separated by booth.

Any shipments that are unable to meet these guidelines will need to ship direct to show site.

**NOTE: Cranes cannot be used at the warehouse. If you need special equipment to unload your materials at the warehouse, please contact PACK EXPO Services at 972-751-9400.**

**IMPORTANT:** All warehouse shipments will be charged a special assessment of \$15.00/ cwt with a \$150.00 minimum. See Material Handling Information forms in Section 3.

#### **Show Site Shipments**

Show Site Shipping Address:

PACK EXPO EAST 2020  
 Exhibiting Company Name  
 Booth # \_\_\_\_\_  
 Pennsylvania Convention Center  
 c/o PACK EXPO Services  
 1101 Arch Street  
 Philadelphia, PA 19107

- Show site freight must be delivered on the assigned target date. Reference target move-in floor plans in Section 6.
- All drayage/material handling is included in your space rate, provided your shipment/truck checks-in at the PACK EXPO Services Marshalling Yard by 2:00 pm on your assigned-targeted move-in date and time.
- All vehicles, including privately owned vehicles (POVs), with materials for delivery must check-in at the Marshalling Yard located at 9820 Bluegrass Road just off of E. Roosevelt Blvd . (See map in Section 6 for more information.)

### 5 Show Site Shipments