

1 Exhibit Hall Carpet and Drape

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

All in-line booth spaces are set with 8' high back drape and 36" high side dividers (shown to the right).

All non-island booths (less than 300 square feet) will be provided a 7" x 44" identification sign with company name and booth number at no charge. Booths larger than 300 square feet may request an identification sign 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 the **Rules and Regulations** for all booth-type 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 have flooring (carpet, vinyl, etc.). Booth flooring is the responsibility of the exhibitor.

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 minimum (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 pay by **February 7, 2022**, to take advantage of discounted prices for all services excluding labor and material handling.

3 Show Schedule

Exhibitor Move-In		All Halls
Thursday	March 17, 2022	12:00 pm - 4:30 pm
Friday	March 18, 2022	8:00 am - 4:30 pm
Saturday	March 19, 2022	8:00 am - 4:30 pm
Sunday	March 20, 2022	8:00 am - 1:00 pm

See the Target Move-In Schedule 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 (PES) Marshalling Yard by 2:00 pm on your assigned targeted move-in date and time.



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



March 21-23, 2022
 Pennsylvania Convention Center
 Philadelphia, PA USA

Quick Facts

Discount Deadline:
February 7, 2022
 (excludes labor)

3 Show Schedule continued

Exhibitor Move-In continued...

All exhibits must be fully installed by Sunday, March 20, 2022, at 1:00 pm.

If the installation of an exhibit has not started by 10:00 am on Sunday, March 20, 2022, Show Management reserves the right to authorize PACK EXPO Services (PES) 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 forklifts.

Exhibit Hall Hours

Monday	March 21, 2022
Tuesday	March 22, 2022
Wednesday	March 23, 2022

All Halls

9:00 am - 3:00 pm
9:00 am - 3:00 pm
9:00 am - 3:00 pm

Exhibitor Move-Out

Wednesday	March 23, 2022
Thursday	March 24, 2022
Friday	March 25, 2022
Saturday	March 26, 2022

All Halls

3:00 pm - 10:00 pm
8:00 am - 4:30 pm
8:00 am - 4:30 pm
8:00 am - 2:30 pm

The Exhibit Halls must be cleared by 2:30 pm on Saturday, March 26, 2022.

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.

Wednesday, Thursday, and Friday March 23-25 Outbound Targets

Outbound carriers **MUST** check-in at the Marshalling Yard **by 2:00 pm**.

Saturday, March 26 Outbound Targets

Outbound carriers **MUST** be checked-in **by 9:00 am** on Saturday, March 26, 2022. If your outside carriers do not check-in by 9:00 am, PACK EXPO Services will reroute the shipment via the most convenient manner available at exhibitor's expense.

Please refer to the Shipping Information section of the Service Manual.

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 keep a company representative on-site 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 2022
 Exhibiting Company Name
 Booth # _____
 c/o Marano Trucking and PACK EXPO Services
 9820 Bluegrass Road
 Philadelphia, PA 19114

PACK EXPO Services (PES) will accept crated, boxed or skidded materials beginning on Monday, February 7, 2022, at the above address. To avoid additional charges, materials must arrive to the warehouse by Monday, March 14, 2022. 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 \$16.00/cwt with a \$160.00 minimum. See Material Handling Information forms.

Show Site Shipments

Show Site Shipping Address:

PACK EXPO East 2022
 Exhibiting Company Name
 Booth # _____
 Pennsylvania Convention Center—Halls A and B
 c/o PACK EXPO Services
 1101 Arch Street
 Philadelphia, PA 19107

- Show site freight must be delivered on the assigned target date. Reference the target move-in floor plan.
- All drayage/material handling is included in your space rate, provided your shipment/truck checks-in at the PES 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.
- A map is provided in the Marshalling Yard Information forms in the service manual.

5 Show Site Shipments



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6 Helpful Tips and Reminders

Order Online through Cyberservices

Use our online ordering system, Cyberservices, for all your booth needs. In addition to placing an order, you can review available service offerings, access the full manual or service-specific content, upload completed forms, graphic files, utility floor plans, provide a form of payment, and more. Try the chat feature if you have questions while in Cyberservices. Contact your CAM for login details for Cyberservices to place your order.

Electrical, Air and Water, and Suspended Signs

Electrical

- All 208v, 480v and 120v 30amp outlets require labor for connection/disconnect
- Exhibitors cannot run any cords under the carpet/flooring or place any covers over the cords on top of the carpet/flooring within their booth.

Air and Water

- Exhibitors are prohibited from bringing their own air compressors. If an air compressor is needed, it must be order through PACK EXPO Services (PES).

Suspended Signs

- Only booths 600 square feet and larger are eligible for a suspended sign.
- In addition to submitting a sign order to PES, all suspended signs **must be submitted to show management for approval** by Friday, February 25, 2022. No sign will be hung if it has not been approved by show management.

Utility Floor Plan Submission Deadline

All Island booths, and any Inline booths that require power, air, water or gas, other than at standard placement (back center of the booth), **MUST** submit a utility floor plan with the order.

Requirements for submitting a utility floor plan—

- Scaled properly
- All drops clearly indicated, including the main drop(s)
- Correct orientation to the booths/aisles around it
- Double check that the floor plan and order forms submitted, match each other

Utility floor plans must be submitted by the exhibitor, reviewed by PES and approved by Friday, February 25, 2022, or a **\$500.00 late fee** will be applied to the account.

Any new orders, placement changes or revisions after February 25, 2022, will be considered late and subject to a late floor plan fee. All new outlets ordered after February 25, 2022, will be at standard rates.

Cancellations

The cancellation dates and refund terms and conditions vary by service. Reference the specific language on the forms for each service or in the service terms located in Cyberservices.

Exhibitor Rights at the Pennsylvania Convention Center

Click [HERE](#) to review the most updated Exhibitor Work Rules at the PCC.

Marshalling Yard Address Clarification

The Marshalling Yard address is the staging location for carriers to wait prior to being authorized to come over to the docks for unloading of freight. **ALL** direct to show site shipments must be addressed to the Pennsylvania Convention Center address (1101 Arch Street, Philadelphia...see previous page for full address).