



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



October 23-26, 2022
McCormick Place
Chicago, Illinois USA

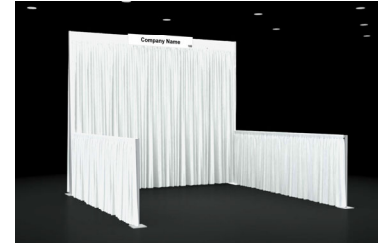
Quick Facts

Discount Deadline:
September 7, 2022
(excludes labor)

1 Exhibit Hall Carpet and Drape

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 **Rules and Regulations** for setback guidelines.

For planning purposes, **aisle carpet** and **booth drape** will be color coded as follows:

South Hall	S1400 - S4399	Tuxedo Carpet	Grey Drape
North Hall	N4500 - N6399	Tuxedo Carpet	Grey Drape
Upper Lakeside	LU6700 - LU8999	Tuxedo Carpet	Grey Drape
Lower Lakeside	LL9000 - LL11199	Tuxedo Carpet	Grey Drape
West Hall	W12000 - W30099	Tuxedo Carpet	Grey Drape

Pavilions will be color coded as follows:

Association Pavilion	North Hall	Tuxedo Carpet	Hard Wall
Education Pavilion	North Hall	Tuxedo Carpet	Hard Wall
The Confectionery Pavilion	South Hall	Red Pepper Carpet	White Drape
The Containers & Materials Pavilion	West Hall	Midnight Blue Carpet	Black Drape
The Healthcare Packaging Pavilion	West Hall	Tuxedo Carpet	White Drape
The Logistics Pavilion	North Hall	Midnight Blue Carpet	White Drape
The PACKage Printing Pavilion	South Hall	Midnight Blue Carpet	White Drape
The Processing Zone	Upper Lakeside	Gray Carpet	White Drape
The Reusable Packaging Pavilion	Upper Lakeside	Green Carpet	White Drape

2 Booth Setup

Show Management requires all booth space to have flooring (carpet, vinyl, etc.). Booth flooring is the responsibility of the exhibitor. 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 \$110.00, plus a minimum (2) two 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.



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3 Discount Deadline Date

One deadline to remember for all services! Mark your calendar now. Place your order and payment by **September 7, 2022**, to take advantage of discounted prices for all services, excluding labor and material handling.

4 Show Schedule

EXHIBITOR MOVE-IN

	South Building	Booths S1400 - S4399
	North Building	Booths N4500 - N6399
Monday	October 17, 2022	8:00 am - 4:30 pm
Tuesday	October 18, 2022	8:00 am - 4:30 pm
Wednesday	October 19, 2022	8:00 am - 4:30 pm
Thursday	October 20, 2022	8:00 am - 4:30 pm
Friday	October 21, 2022	8:00 am - 4:30 pm
Saturday	October 22, 2022	8:00 am - 2:00 pm
	Lakeside Upper Level 3	Booths LU6700 - LU8999
	Lakeside Lower Level 2	Booths LL9000 - LL11199
	West Building	Booths W12000 - W30099
Tuesday	October 18, 2022	8:00 am - 4:30 pm
Wednesday	October 19, 2022	8:00 am - 4:30 pm
Thursday	October 20, 2022	8:00 am - 4:30 pm
Friday	October 21, 2022	8:00 am - 4:30 pm
Saturday	October 22, 2022	8:00 am - 2:00 pm

See the Target Move-In Schedule for your target date 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 Saturday, October 22, 2022, at 2:00 pm.

If the installation of an exhibit has not started by 2:00 pm on Saturday, October 22, 2022, 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.



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4 Show Schedule (continued)

EXHIBIT HOURS

All Halls

Sunday	October 23, 2022	9:00 am - 5:00 pm
Monday	October 24, 2022	9:00 am - 5:00 pm
Tuesday	October 25, 2022	9:00 am - 5:00 pm
Wednesday	October 26, 2022	9:00 am - 3:00 pm

EXHIBITOR MOVE-OUT

All Buildings

Wednesday	October 26, 2022	3:00 pm - 10:00 pm
Thursday	October 27, 2022	8:00 am - 4:30 pm
Friday	October 28, 2022	8:00 am - 4:30 pm
Saturday	October 29, 2022	8:00 am - 3:00 pm

ALL BUILDINGS must be cleared by 3:00 pm on Saturday, October 29, 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 October 26-28 Outbound Targets

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

Saturday, October 29 Outbound Targets

Outbound carriers **MUST** be checked-in by 9:00 am on Saturday, October 29, 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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5 Warehouse Shipments

Advance Receiving at the Warehouse

Warehouse Shipping Address:

COMING SOON

6 Show Site Shipments

Show Site Shipments

Show Site Shipping Address:

PACK EXPO International 2022
 Exhibiting Company Name
 Booth # _____
 McCormick Place—Hall: _____
 c/o PACK EXPO Services
 2301 South King Drive
 Chicago, IL 60616

- Show site freight must be delivered on the assigned target date. Reference the target move-in floor plan. If you cannot adhere to your scheduled target move-in date and time, please complete the Target Change Request Form and email it to targetchange@packexposervices.com.
- 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 west of Lake Shore Drive, approximately six blocks south of McCormick Place at 31st Street and Moe Street. (See map in Shipping Information section.)
- A map is provided in the Marshalling Yard Information forms in the service manual.



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7 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 PACK EXPO Services 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 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 ordered 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 Wednesday, September 7, 2022. No sign will be hung if it has not been approved by show management.

Due to the configuration of each hall, condors or lifts may be needed to bring utilities to an exhibitor booth. This will be charged onsite if required.

Utility Floor Plan Submission Deadline

All Island booths, and any Inline booth 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 plan must be submitted by the exhibitor, reviewed by PES and approved by Monday, October 3, 2022, or a \$500.00 late fee will be applied to the account.

Any new orders, placement changes or revisions after October 3, 2022, will be considered late and subject to the late floor plan fee. All new outlets ordered after October 3, 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 McCormick Place

Review the most update to date Exhibitor Work Rules at McCormick Place. Contact PACK EXPO Services if you have any questions about what exhibitors are able to do.

Marshalling Yard (MY) Address Clarification

The marshalling yard address is the staging location for carriers to wait prior to being authorized to come over to the McCormick docks for unloading of freight. **ALL** direct to show site shipments must be addressed to the McCormick Place address (2301 South King Drive, Chicago...see previous page for full address)