

Your Booth

All non-island booths (less than 300 square feet) will be provided a 11" x 17" 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.

In-Line Booths

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

Aisle to Aisle Booths

Aisle to aisle booths receive 8' high drape on each side based on setback rules.

Peninsula Booths

Booth Drape will be set with 8' high along the backwall for all peninsula booths according to the show rules and regulations. Setbacks apply to peninsula-end cap booths.



Island Booths

Drape will NOT be automatically set for island booths. If drape is required, please use the [Furniture order form](#) to place your order.

- See [Rules & Regulations | PACK EXPO Las Vegas](#) for booth setup guidelines.
- Carpeting/flooring is required and is the responsibility of the exhibitor.
- **IMPORTANT:** All shipments direct to show-site will include drayage/material handling and is included in your space rate. To receive the direct to show-site complimentary drayage/material handling, your shipment/truck must check in at the PACK EXPO Services Marshalling Yard by 2:00 pm on your assigned targeted move-in date and time.

**Exhibit Hall
Carpet and
Drape**

Booth Drape:	Gray	Aisle Carpet:	Tuxedo
Pavilions:	Carpet	Drape / Wall	
Association Partner Pavilion	Tuxedo	Hard Wall	
Healthcare Packaging Pavilion	Midnight Blue	White	
The Confectionery Pavilion	Red Pepper	White	
The Reusable Packaging Pavilion	Green	White	
The Processing Zone	Tuxedo	Gray	
The PACKage Printing Pavilion	Tuxedo	Gray	
Education Pavilion	Tuxedo	Hard Wall	
The Containers & Materials Pavilion	Tuxedo	White	
Logistics Pavilion	Tuxedo	Blue	

Booth Setup

If you wish to upgrade your booth with a hard wall exhibit or furniture package, review the Exhibit Option Packages section.

If you need assistance with a custom exhibit, please contact PES.custombooths@packexposervices.com.

**Discount
Deadline**

Place your order and payment by **July 31, 2023**, to take advantage of discounted prices for all services. Please note: **ALL REQUIRED FORMS FOR LABOR RELATED SERVICES INCLUDING FLOOR-PLAN LAYOUTS, MUST BE SUBMITTED TO RECEIVE THE ADVANCE PRICE.**

Show
Schedule

EXHIBITOR MOVE-IN - ALL HALLS

Please see the Target Floor Plans for information for Inbound and Outbound Target Date and Time of specific booth move-in and move-out dates and times located in the Move-In/Move-out Logistics section. If your company is unable to adhere to the scheduled inbound or outbound dates assigned, please complete the [Target Change Request Form](#), and email the completed form to targetchange@packexposervices.com.

Tuesday	September 5, 2023	8:00 am - 4:30 pm
Wednesday	September 6, 2023	8:00 am - 4:30 pm
Thursday	September 7, 2023	8:00 am - 4:30 pm
Friday	September 8, 2023	8:00 am - 4:30 pm
Saturday	September 9, 2023	8:00 am - 4:30 pm
Sunday	September 10, 2023	8:00 am - 12:00 pm

All exhibits must be fully installed by Sunday, September 10, 2023, at 1:00 pm.

If the installation of an exhibit has not started by **12:00 pm** on Sunday, September 10, 2023, Show Management reserves the right to authorize PACK EXPO Services to begin the installation process at the exhibitor's expense.

All visqueen must be removed by 1:00 pm, Sunday, September 10, 2023. If not removed, Show Management reserves the right to authorize PACK EXPO Services to remove visqueen at the exhibitor's expense. To order visqueen removal, see the Cleaning Service form.

EXHIBIT HOURS—ALL HALLS

Monday	September 11, 2023	9:00 am - 5:00 pm
Tuesday	September 12, 2023	9:00 am - 5:00 pm
Wednesday	September 13, 2023	9:00 am - 3:00 pm

EXHIBITOR MOVE-OUT—ALL HALLS

Wednesday	September 13, 2023	3:00 pm - 10:00 pm
Thursday	September 14, 2023	8:00 am - 4:30 pm
Friday	September 15, 2023	8:00 am - 4:30 pm
Saturday	September 16, 2023	8:00 am - 3:00 pm

The return of empty crates will take approximately seven (7) to nine (9) hours once the aisle carpet has been removed (1-2 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 to marshalling yard no later than 2:00pm on Friday, September 15, 2023 for exhibitors with targets on Friday September 15 or earlier. If carrier is not checked in prior to 2:00pm on Friday, September 15, 2023, PACK EXPO Services will reroute shipment with a carrier of PACK EXPO Services choice at the exhibitor's expense. Exhibitors with target of Saturday, September 16, 2023 must be checked in by 9:00am on that day or PACK EXPO Services will reroute the shipment with a carrier of PACK EXPO Services' choice at the exhibitor's expense.

ALL HALLS must be cleared by 3:00 pm on Saturday, September 16, 2023.

**PACK EXPO
Service Hours**

Our PACK EXPO Services team will be available from 8am-5pm, from the first day of Exhibitor Move-In to the last day of Exhibitor Move-Out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

All accounts should be reviewed prior to show close to ensure accuracy of all charges. No credits will be issued after the show closes. Account summaries will be sent electronically from show-site for your review. Please send contact information including name and email for the person responsible to review all charges.

Warehouse Shipments

ADVANCE RECEIVING AT THE WAREHOUSE

Warehouse Shipping Address:

PACK EXPO Las Vegas 2023
Exhibiting Company Name
Booth # _____
c/o GES and PACK EXPO Services
7000 Lindell Road
Las Vegas, NV 89118

PACK EXPO Services will begin accepting crated, boxed or skidded materials on **Monday, July 17, 2023**, at the above address. To avoid additional charges, materials must arrive to the warehouse by **Friday, August 25, 2023**. The warehouse will receive shipments Monday through Friday during the hours of 8:00 am to 2:00 pm. **Please note:** warehouse will be closed on Monday, September 4, 2023 for the Labor Day Holiday. Please see [Material Handling Order form](#) for rates.

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 5,000lbs.
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.
6. Please use labels provided in service manual for shipping your freight to the warehouse.
7. Hanging Signs must be separated and labeled using the hanging sign labels.

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 to exhibitor account. Please see Material Handling Rates form for rates.

Direct to Show Site Shipments

DIRECT TO SHOW SITE SHIPMENTS

Show Site Shipping Address:

PACK EXPO Las Vegas 2023
Exhibiting Company Name
Booth # _____
Las Vegas Convention Center
c/o PACK EXPO Services
3150 Paradise Road
Las Vegas, NV 89109

- 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. For additional information on target move-in/out, please see [Inbound/Outbound Target Information](#).
- 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 with materials for delivery must check-in at the Marshalling Yard. (This includes privately owned vehicles POV's) Please see Marshalling Yard Information for directions and additional information.
- **Any special equipment needed for unloading will be charged separately** including cranes and 15,000 pound forklifts. If you have any questions, please contact rigging@packexposervices.com.

International Shipments

Neither PMMI nor the Las Vegas Convention Center can provide a tax ID number for customs clearance. It is the responsibility of a licensed customs broker to provide this service and ensure materials can be shipped into the United States. All freight should be consigned to a certified broker for customs clearance.

Machine Spotting

On the assigned target date for the arrival of your equipment, the exhibitor must have a representative at show-site who will ensure electrical/plumbing and carpet is down. Representative is also responsible to mark floor with location of machines and be present when spotting machines to take advantage of one-time spotting included in space rate.

Empties and Stickers

Please ensure all crates, boxes and skids are empty prior to adhering empty stickers. Please make sure they are clearly marked. Stack your skids and mark them for easy identification by color coding or stenciling. PES empty label stickers can be obtained at the PES Service Centers. Please ensure all old stickers are removed to avoid confusion on empty return.

Your installation and dismantle rigging crew removes and returns empty machinery skids and machinery crates from the booth and places them in storage as part of a rigging labor order. Please do not sign out your forklift crew until machinery skids are placed in storage.

Hanging Signs

If you require hanging sign or booth labor on the 1st day of move-out, you must confirm your labor one day prior by 2pm at the Service desk. Due to the high demand for Rigging crews and Booth Labor on the 1st day of show close, wait times will be longer than usual. PES will attempt to take down hanging signs as quickly as possible. If crates are required to dismantle, please refrain from ordering labor until after empty crates are returned.

Outbound Shipping

The carrier's name listed on the outbound Material Handling Agreement **MUST MATCH** the name of the carrier checking-in to the Marshalling Yard to pick up your company's freight. If the carriers do not match, **THE FREIGHT WILL NOT BE RELEASED.**

Please make sure there is a contact and phone number listed on your MHA to answer any questions regarding your carrier pick-up in the event there are any questions. A company representative must remain onsite during the move-out to ensure freight is successfully picked up and loaded on your selected carrier. Freight is under the responsibility of the exhibitor until it is picked up.

Excessive Trash and Booth Abandonment

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during move-out.

Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment or has "Hold for Collection" stickers on it will be considered abandoned and deemed as trash.

The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please see [Dumpster and Disposal order forms](#) for more information.

Safety Disclaimer

Be aware of your surroundings. You are in an active work zone. Look for obstacles, and machinery and equipment that are in use as well as scooters and forklifts; the drivers may not be able to see you. Stay clear of dock areas, trucks and trailers. No one under the age of 14 is permitted on the show floor at any time, no exceptions.

Service Contacts

If you have any questions regarding your booth at PACK EXPO Las Vegas 2023, please contact us at PES.Service@packexposervices.com.

Service Contact Leads by Hall:

Overall	Brittany Laster	
Central Hall	Robert Richardson	(Booths C1100 - C5699)
Lower South Hall	Staci Davidson	(Booths LS5800 - LS6999)
Upper South Hall	Tim Morris	(Booths US7100 - US8499)
North Hall	Linda Low	(Booths N9000 - N11399)