

Your Booth

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.

Drape Color: Gray

Aisle Carpet: Pepper

In-Line Booths

All in-line booth spaces will be automatically set with 8' high gray back drape and 36" high gray side dividers. Please note line of sight setback rules apply to your booth type. [Rules & Regulations | PACK EXPO East](#)

Aisle to Aisle Booths

This combined back-to-back in-line booth faces two main aisles, but not a cross aisle, and will receive an 8' high drape for each side of the booth with adjoining exhibits. Please note line of sight setback rules apply to your booth type ([Rules & Regulations](#)), and drape will not be set within the setback areas. No display material or equipment can exceed 4' in height, including drape or walls, within setback areas.



Peninsula Booths

This booth faces 2 main aisles and 1 cross aisle with two exposed corners. Drape will be set at 8' high along the side with adjoining exhibits. Please note line of sight setback rules apply to your booth type ([Rules & Regulations](#)), and drape will not be placed within setback areas. No display material or equipment can exceed 4' in height, including drape or walls, within setback areas.

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 East](#) 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.

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 **February 12, 2024**, to take advantage of discounted prices for all services. Please note: **ALL REQUIRED FORMS FOR LABOR RELATED SERVICES INCLUDING FLOORPLAN LAYOUTS, MUST BE SUBMITTED TO RECEIVE THE ADVANCE PRICE.**

Service Contacts

If you have any questions regarding your booth at PACK EXPO East 2024, please contact us at PES.Service@packexposervices.com or 972.751.9400.

Service Contacts:

David Weaver	Overall
Joe Nasti	Booths 200-1199
Yolanda Constantine	Booths 1200-2199



Quick Facts

PACK EXPO East
March 18-20, 2024
Pennsylvania Convention Center
Philadelphia, PA

Discount Deadline:
February 12, 2024

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 Material Handling section.** If your company is unable to adhere to the scheduled inbound or outbound dates assigned, please complete the [Target Change Request Form](#). All change request must be submitted by **Monday, February 12, 2024..**

Thursday	March 14, 2024	12:00 pm - 4:30 pm
Friday	March 15, 2024	8:00 am - 4:30 pm
Saturday	March 16, 2024	8:00 am - 4:30 pm
Sunday	March 17, 2024	8:00 am - 1:00 pm

All exhibits must be fully installed by Sunday, March 17, 2024, at 1:00 pm.

If the installation of an exhibit has not started by **12:00 pm** on Sunday, March 17, 2024, 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, March 17, 2024. 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	March 18, 2024	9:00 am - 4:00 pm
Tuesday	March 19, 2024	9:00 am - 4:00 pm
Wednesday	March 20, 2024	9:00 am - 3:00 pm

EXHIBITOR MOVE-OUT—ALL HALLS

Wednesday	March 20, 2024	3:00 pm - 10:00 pm
Thursday	March 21, 2024	8:00 am - 4:30 pm
Friday	March 22, 2024	8:00 am - 4:30 pm
Saturday	March 23, 2024	8:00 am - 2:30 pm

The return of empty crates will take approximately five (5) to seven (7) 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 for exhibitors with targets on Friday, March 22 or earlier must check into the marshalling yard no later than 2:00pm on Friday, March 22, 2024. If carrier is not checked in prior to 2:00pm on Friday, March 22, 2024, PACK EXPO Services will reroute shipment with a carrier of PACK EXPO Services choice at the exhibitor's expense. Exhibitors with target of Saturday, March 23, 2024 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 2:30 pm on Saturday, March 23, 2024.

PACK EXPO Service Hours

The 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.



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Quick Facts

Discount Deadline:
February 12, 2024

Warehouse Shipments

ADVANCE RECEIVING AT THE WAREHOUSE

Warehouse Shipping Address:

PACK EXPO East 2024
 Exhibiting Company Name
 Booth # _____
 c/o Marano Trucking and PACK EXPO Services
 9820 Bluegrass Road
 Philadelphia, PA 19114

PACK EXPO Services will begin accepting crated, boxed or skidded materials on **Monday, February 12, 2024**, at the above address. To avoid additional charges, materials must arrive to the warehouse by **Wednesday, March 6, 2024**. The warehouse will receive shipments Monday through Friday during the hours of 8:00 am to 2:00 pm. Please see [Material Handling Order form](#) for rates. Warehouse guidelines are as follows:

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 10,000lbs.
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, contact PACK EXPO Services at 972-751-9400 prior to shipping your freight.

IMPORTANT: All Warehouse shipments will be charged to exhibitor account. Please see Material Handling Rates form for rates.

DIRECT TO SHOW SITE SHIPMENTS

Show Site Shipping Address:

PACK EXPO East 2024
 Exhibiting Company Name
 Booth # _____
 Pennsylvania Convention Center—Halls A, B and C
 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. If you cannot adhere to your scheduled target move-in date and time, please complete the [Target Change Request Form](#). For additional information on target move-in/out, please see [Inbound/Outbound Target Information](#).
- Your truck must check in at the marshaling yard between 5:00 am and 2:00 pm on your targeted move-in date.
- All vehicles with materials for delivery must check-in at the Marshalling Yard. Please see [Marshalling Yard](#) Information for directions and additional information.
- Privately Owned Vehicles (POVs) may proceed directly to the dock during both move-in and move-out. Please see the [Material Handling Information](#) forms.
- **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.

Direct to Show Site Shipments



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International Shipments

Neither PMMI nor the Pennsylvania 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, a representative is responsible to mark floor with location of machines and be present when spotting machines to take advantage of one-time spotting included in booth space.

Empties and Stickers

Please ensure all crates, boxes and skids are empty prior to adhering empty stickers. 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. All old stickers must be removed to avoid confusion with empty return and removal.

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. 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 "Hold for Collection" 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. Per Philadelphia Convention Center, no one under the age of 16 is permitted on the show floor during move-in and move-out. During show days only (March 18-20), attendees must be 14 or older to attend.