



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

Inbound/ Outbound Target Information

Targeted Move-In and Move-Out Information

Target dates for all inbound and outbound freight have been assigned to each PACK EXPO East exhibitor for installation (move-in) and dismantle (move-out). Please click the following links to review your target information: [TARGET MOVE-IN PLAN](#) and [TARGET MOVE-OUT PLAN](#).

Targeted shipments should check-in at the marshalling yard **at least 2-hours** prior to appointed time to insure a scheduled move-in and move-out. Marshalling Yard Hours are 5:00am—2:00pm.

PACK EXPO Services is not responsible for waiting time charges.

Important: All drayage/material handling is included in your space rate, provided your shipment/truck checks in at the Marshalling Yard by 2:00 pm on your assigned-targeted move-in date and time. A special assessment will apply to off-target shipments (inbound only) and advance warehouse shipments. See the Material Handling Rates form for rates.

Advance Warehouse: Those exhibitors who ship to the Advance Warehouse will have their materials automatically delivered to their booths by the assigned target date and time. Please allow for possible delays on days with multiple targets.

Target Change Requests: If your company cannot adhere to the scheduled inbound and/or outbound dates as assigned, complete and submit a [Freight Target Change Request Form](#) by **Monday, February 12, 2024**. **Target changes cannot be made after February 12, 2024.**

PACK EXPO Services **cannot** guarantee that your scheduled date can be changed. PACK EXPO Services will notify the exhibitor in writing if their target date change has been approved.

The target floor plans are color-coded to indicate the freight receiving target date assigned to each booth. Please do not arrive prior to your scheduled target move-in date.

The following tips will help you understand and use the floor plan and the freight target program.

- Inbound target date and time is for check in to the Marshalling Yard only. Actual unloading could take hours. Target dates apply to machinery and display materials only.
- Target assignments have been determined by booth size and location on the show floor.

Inbound Shipments

Outbound Shipments

Your assigned outbound target is the day your freight is to be removed from the exhibit hall. The PES Marshalling Yard opens at 5:00 am for outbound shipments. All vehicles are handled on a first-come, first-served basis. Vehicles must check-in prior to 2:00 pm on their assigned target date.

Exhibitors with an outbound target date of Saturday, March 23, 2024, must have their trucks checked-in by 9:00 am.

If the carrier's name listed on the outbound material handling agreement does not match the name of the carrier that checks-in to pick up your company's freight, it will not be released. A special assessment will apply to any shipment returning to the warehouse at the conclusion of the show. **The fee is \$.30 per pound, with a \$300 minimum.**

Outbound Driver Information Sheet: All drivers will be required to complete this before checking in at the marshalling area office to load out. This Form is for outbound only.