

Your Booth

All non-island booths (less than 300 square feet) will be provided an 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 gray back drape and 36" high gray side dividers. Lakeside Lower Hall drape will be White. Please note line of sight setback rules apply to your booth type. No display material or equipment can exceed 4' in height, including drape or walls, within setback rules apply to your booth type. No display material or equipment can exceed 4' in height, including drape or walls, within setback areas.



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 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 two main aisles and one cross aisle with two exposed corners. Drapes will be set at 8' high along the side with adjoining exhibits. Please note line of sight setback rules apply to your booth type 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 login into the Exhibitor Resource Center to place your order.

- See [Rules & Regulations | PACK EXPO International](#) for booth setup guidelines.
- Carpeting/flooring is required and 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. Failure to remove your floor covering after the show will result in an Excess Trash Removal Fee plus labor charges. Make sure to plan for removal prior to the show. If you are using an Exhibitor Appointed Contractor (EAC), please notify them of the rules regarding excess trash left behind in the booth.
- **IMPORTANT:** All direct shipments include drayage/material handling as long as your truck checks in at the PACK EXPO Services Marshalling Yard by 2:00pm on your assigned targeted move-in date and time.

Exhibit Hall Carpet and Drapes

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

South Hall - General Show Space	S-1400 - S-4399	Tuxedo carpet	Gray drape
North Hall - General Show Space	N-4500 - N-6399	Tuxedo carpet	Gray drape
Lakeside Upper Hall	LU-6700 - LU-8999	Tuxedo carpet	Gray drape
Lakeside Lower Hall	LL-9000 - LL-11199	Tuxedo carpet	White drape
West Hall	W-13000 - W-28099	Tuxedo carpet	Gray drape



November 3-6, 2024
Chicago, Illinois USA

Quick Facts

**Discount Deadline:
September 16, 2024**

Exhibit Hall Carpet and Drape

Pavilions:

Association Partner Pavilion
Education Pavilion
The Confectionery Pavilion
The Containers & Materials Pavilion
Healthcare Packaging Pavilion
Logistics Pavilion
The PACKage Printing Pavilion
The Processing Zone
The Reusable Packaging Pavilion

Carpet

Tuxedo
Tuxedo
Red Pepper
Midnight Blue
Tuxedo
Midnight Blue
Midnight Blue
Midnight Blue
Green

Drape / Wall

Hard Wall
Hard Wall
White
Black
White
White
White
White
White

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, submit acceptable floor plans and submit payment by **September 16, 2024**, to take advantage of discounted prices for all services. Please note: **ALL REQUIRED ORDERS AND INFORMATION MUST BE SUBMITTED ONLINE FOR LABOR RELATED SERVICES INCLUDING FLOORPLANS, LAYOUTS, TO RECEIVE THE ADVANCE PRICE.**

Show Schedule

EXHIBITOR MOVE-IN - Halls are open daily from 7am to 7pm during move-in

Please see the Target Floor Plans for information for [Inbound](#) and [Outbound](#) Target Date and Time for your truck to arrive at McCormick Place. If your company is unable to adhere to the scheduled inbound or outbound dates and check-in times assigned, you may [request a Target Change](#) from PACK EXPO Services (PES). All requests for changes must be received by Monday, September 16, 2024. PES will notify the exhibitor by email if their target date change has been approved or denied. Please contact expo@pmmi.org with any questions.

All exhibits must be fully installed by Saturday, November 2, 2024, at 1:00 pm. If the installation of an exhibit has not started by **12:00 pm** on Saturday, November 2, 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, Saturday, November 2, 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, please log in to Exhibitor Resource Center to place your order under cleaning.

EXHIBIT HOURS - ALL HALLS

Sunday	November 3, 2024	9:00 am - 5:00 pm
Monday	November 4, 2024	9:00 am - 5:00 pm
Tuesday	November 5, 2024	9:00 am - 5:00 pm
Wednesday	November 6, 2024	9:00 am - 3:00 pm



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Show Schedule

EXHIBITOR MOVE-OUT - Halls are open daily from 7am to 7pm during move-out.

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, November 8, 2024 for exhibitors with targets on Friday November 8 or earlier. If carrier is not checked in prior to 2:00pm on Friday, November 8, 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, November 9, 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.

Individual Booth Layout

An individual booth layout includes a detailed, scaled drawing of your booth space inclusive of:

- Floor Ports
- Columns
- Booth Space Dimensions

If you require this service, please log into the Exhibitor Resource Center to complete.

**Please note this does not include booth structure or machinery.*

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.

Service Contacts

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

Service Contact Leads by Hall:

South Hall	Robert Richardson	(Booths S-1400 to S-4399)
North Hall	Staci Davidson	(Booths N-4500 to N-6399)
Lakeside Hall	Linda Low	(Booths UL-6700 to LL-11199)
West Hall	John LeRoy	(Booths W-13000 to W-28099)



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Warehouse Shipments

ADVANCE RECEIVING AT THE WAREHOUSE

Warehouse Shipping Address:

PACK EXPO International 2024
Exhibiting Company Name
Booth # _____
c/o T-Force Freight and PACK EXPO Services
2300 S. Throop Street
Chicago, IL 60608

PACK EXPO Services will begin accepting crated, boxed or skidded materials on **Tuesday, September 3, 2024**, at the above address. To avoid additional charges, materials must arrive to the warehouse by **Wednesday, October 16, 2024**. The warehouse will receive shipments Monday through Friday during the hours of 8:00 am to 2:00 pm. [See Material handling rates here.](#)

Please note that PACK EXPO Services Warehouse does not accept uncrated freight such as:

- COD or Collect shipments
- A single piece of freight weighing more than 5000 pounds or
- A single piece of freight larger than 108"H x 93" W in dimension.
- Hazardous materials
- Freight requiring refrigeration or frozen storage
- * Uncrated Freight such as:
 - ◊ Loose materials
 - ◊ Pad-wrapped materials
 - ◊ Un-skidded machinery equipment

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 International 2024
Exhibiting Company Name
Booth # _____
McCormick Place
c/o PACK EXPO Services
2301 South Lake Shore 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](#). For additional information on target move-in/out, please see [here](#).
- 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. Additional labor must be ordered for any uncrating, un-skidding, re-skidding, etc. Please log in to the Exhibitor Resource Center to order additional Forklift service. ***Do not order forklift labor to load and unload your trucks.**
- 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 oversized equipment. If you have any questions, please contact rigging@packexposervices.com.
- Any refrigerated storage required must be ordered prior to September 16, 2024. Requests received after September 16, 2024, cannot be accommodated. Please contact PES at PES.Service@packexposervices.com for refrigerated/frozen storage pricing.

International Shipments

Neither PMMI nor the McCormick Place 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 Exhibitor Service Center. 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 log in to the Exhibitor Resource Center to fill out your pre-printed Material Handling Agreement (MHA) information.

Please make sure there is a contact and phone number 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.

For your convenience, PACK EXPO Services arranges for Official Carriers for the show, to be present the day the show closes/throughout move-out to provide quotes and handle all of your shipping needs. They will be located by the Exhibitor Service Center. Official Carriers are: Airways Freight, DSV Air & Sea Inc, Expogistics, Rock-It Global and T-Force Freight.

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. [See Dumpster and Disposal rates here.](#)

Safety Disclaimer

Be aware of your surroundings. You are in an active work zone. Look for trip hazards such as display material and utility cords, 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.