

## 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. 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 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 gray 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. Gray 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 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 is not included for island booths. If you need drape, please log in to the Exhibitor Resource Center to place your order.

- See [Rules & Regulations](#) for booth setup guidelines.
- Carpeting and flooring are required and are the exhibitor's responsibility. If you are providing your own carpet or flooring, you must remove it from the show floor at the close of the event. Failure to remove your flooring will incur an Excess Trash Removal Fee, along with labor charges. If you are working with an Exhibitor Appointed Contractor (EAC), please make them aware of the policy regarding the removal of excess trash from your 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.

## 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 email [PES.Service@packexposervices.com](mailto:PES.Service@packexposervices.com).

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

## Exhibit Hall Carpet and Drapes

For planning purposes, **aisle carpet** will be Pepper and **booth drape** will be Gray.



March 10-12, 2025  
Georgia World Congress Center  
Atlanta, GA USA

## Quick Facts

**Discount Deadline:**  
**February 3, 2025**

### Booth Setup

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

If you need assistance with a custom exhibit, please contact [PES.custombooths@packexposervices.com](mailto:PES.custombooths@packexposervices.com).

### Discount Deadline

To take advantage of discounted prices on all services, please place your order, submit complete and accurate floor plans, and make payment by February 3, 2025. Please note that all orders and required information, including floor plans and layouts for labor-related services, must be submitted on-line in order to qualify for the advance pricing.

### Show Schedule

Refer to the Target Floor Plans for the [inbound](#) and [outbound](#) arrival dates and times for your truck at the Georgia World Congress Center. 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, February 3, 2025. PES will notify the exhibitor by email if their target date change has been approved or denied. Please contact [expo@pmmi.org](mailto:expo@pmmi.org) with any questions.

**All exhibits must be fully installed by Sunday, March 9, 2025, at 1:00 pm.** If the installation of an exhibit has not started by **12:00 pm** on Sunday, March 9, 2025, 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 9, 2025**. 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 navigate to the Cleaning section in the Exhibitor Resource Center to place your order.

### EXHIBITOR MOVE-IN

During move-in exhibitors are allowed entry to the hall at 7:00am and may work in booth until 7:00pm.

Thursday	March 6, 2025	8:00 am - 5:00 pm
Friday	March 7, 2025	8:00 am - 5:00 pm
Saturday	March 8, 2025	8:00 am - 5:00 pm
Sunday	March 9, 2025	8:00 am - 5:00 pm

### EXHIBIT HOURS - ALL HALLS

Monday	March 10, 2025	9:00 am - 4:00 pm
Tuesday	March 11, 2025	9:00 am - 4:00 pm
Wednesday	March 12, 2025	9:00 am - 3:00 pm

### EXHIBITOR MOVE-OUT

Wednesday	March 12, 2025	3:00 pm - 10:00 pm
Thursday	March 13, 2025	8:00 am - 5:00 pm
Friday	March 14, 2025	8:00 am - 5:00 pm
Saturday	March 15, 2025	8:00 am - 2:00 pm



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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 targets on or before Friday, March 14, 2025 must check-in to the marshaling yard no later than 2:00pm on Friday, March 14, 2025. If carrier is not checked in prior to 2:00pm on Friday, March 14, 2025, 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 15, 2025 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 2:00 pm on Saturday, March 15, 2025.

### 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.

### Service Contacts

If you have any questions regarding your booth at PACK EXPO Southeast 2025, please contact us at [PES.Service@packexposervices.com](mailto:PES.Service@packexposervices.com) or 972.751.9400.

**Service Contact Overall Lead :** David Weaver

**Service Contact Backup Lead :** Joseph Nasti

**Customer Service Manager :** Paris Ayala

**Customer Service Manager :** Farah Matias

**Customer Service Manager :** Morgan Payne



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### Warehouse Shipments

#### ADVANCE RECEIVING AT THE WAREHOUSE

Warehouse Shipping Address:

PACK EXPO Southeast 2025  
Exhibiting Company Name  
Booth # \_\_\_\_\_  
c/o GES and PACK EXPO Services  
885 Douglas Hill Road, Suite 200  
Lithia Springs, GA 30122

PACK EXPO Services will begin accepting crated, boxed or skidded materials on **Monday, February 3, 2025**, at the above address. To avoid additional charges, materials must arrive to the warehouse by **Wednesday, February 26, 2025**. The warehouse will receive shipments Monday through Friday during the hours of 8:00 am to 2:00 pm. Please note the warehouse will be closed on President's Day, February 17, 2025. [See Material handling rates here.](#)

Please note that PACK EXPO Services Advance Warehouse does not accept the following types of freight:

- \* COD or Collect shipments
- \* A single piece of freight weighing more than 5000 pounds
- \* A single piece of freight larger than 108"H x 93" W in dimension
- \* Entire shipping containers
- \* 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 Advance Warehouse shipments will be charged to exhibitor account. Please see Advance Warehouse form for rates.**

### Direct to Show Site Shipments

#### DIRECT TO SHOW SITE SHIPMENTS

Show Site Shipping Address:

PACK EXPO Southeast 2025  
Exhibiting Company Name  
Booth # \_\_\_\_\_  
Georgia World Congress Center - Halls C1-C2  
c/o PACK EXPO Services  
285 Andrew Young International Blvd NW  
Atlanta, GA 30313

- 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](mailto:rigging@packexposervices.com).
- Any refrigerated storage required must be ordered prior to February 3, 2025. Requests received after February 3, 2025, cannot be accommodated. Please contact PES at [PES.Service@packexposervices.com](mailto:PES.Service@packexposervices.com) for refrigerated/frozen storage pricing.



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## International Shipments

Neither PMMI nor the Georgia World Congress 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 and 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 Exhibitor Service Center. 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 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, utility cords, 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.