



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

Discount Deadline:
February 3, 2025

ELECTRICAL AND PLUMBING SERVICES

This section includes:

- Electrical Information
- Electrical Service Usage Guide
- Electrical Service
- Plumbing Information
- Plumbing Service



March 10-12, 2025
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Atlanta, GA USA

Electrical Terms and Conditions

Discount Deadline:
February 3, 2025

TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the order form for advance payment rates to apply. Orders received without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
3. In the event order totals are calculated incorrectly, PACK EXPO Services reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email of any such corrections.
4. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
5. Outlet rates listed do not include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. Distribution to all other locations regardless of booth type require labor and is performed on a time and material basis. Exhibitors are invited to contact the local PACK EXPO Services office to discuss any additional costs that may be incurred.
6. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
7. Island Booths - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, PACK EXPO Services will deliver to the most convenient location.
8. There is a (1) hour installation and a (1/2) hour removal charge for Island Booths that require delivery to one location.
9. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
10. For a dedicated outlet, order a 20 amp outlet.
11. No inverters, self contained power supplies or devices that convert battery power to 120 volt power allowed.
12. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Contact our local office to discuss any additional charges.
13. PACK EXPO Services employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
14. PACK EXPO Services is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of PACK EXPO Services. It shall be removed only by PACK EXPO Services employees.
15. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be not issued for unused items.
16. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through PACK EXPO Services.
17. All equipment regardless of source of power, must comply with federal, state and local codes. PACK EXPO Services/Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. PACK EXPO Services is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.

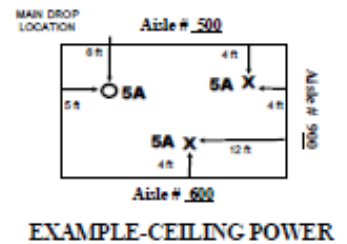
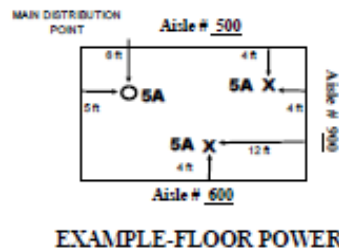
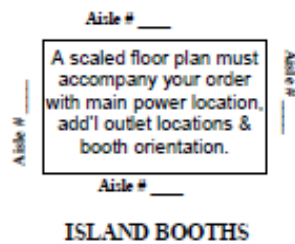
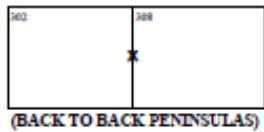
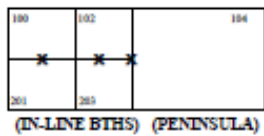
Login to [Exhibitor Resource Center](#) to order

(All orders must be submitted online - PDF forms will not be accepted)

18. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
19. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
20. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by PACK EXPO Services by February 3, 2025. Except sales tax, PACK EXPO Services will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.

COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with PACK EXPO Services to bring power inside the booth on a time and material basis.



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**Electrical
Information**

**Discount Deadline:
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Frequently Asked Questions

ORDERING & PAYMENT QUESTIONS

1. How do I place my order?

Orders can be placed online at the [Exhibitor Resource Center](#).

2. How do I receive Discount rates on my electrical order?

You must submit the following by the Discount Deadline:

- Valid payment and credit card authorization/guarantee
- Complete electrical and/or plumbing orders
- Completed floor plan in PDF format that matches the electrical/plumbing order(s)

Floor work labor must include a complete floor plan. Rates are dependent on the date a completed order is received. A legible, scaled floor plan must include main drop, orientation, and power usage with a minimum of 500 watts at each location.

3. What forms of payment are acceptable?

PACK EXPO Services accepts all major credit cards, ACH, Wire Transfer, and checks. Each order must be accompanied by a credit card for final payment. International checks are prohibited.

4. Can I revise my order?

Yes, if the original order was placed online, orders can be revised in your profile up to the discount deadline date. Any modifications to orders received after the discount deadline will be charged the standard rate. All orders are placed online

5. Can I cancel my order?

Yes, if the original order was placed online, orders can be cancelled in your profile up to (21) days from event opening. Cancellation requests within (21) days will incur a 25% cancellation fee.

6. Are labor and materials included in the cost of the service?

- All package outlet prices shown for Electrical and Compressed Air include all cords, cables, hoses, and connection materials.
- Prices are inclusive of all taxes / fees.
- Labor to install 120v standard placement outlets (rear center of booth) for linear booths is included in the rental price.
- Overhead outlet rates include lift equipment and labor.
- Any floorwork/distribution labor will be billed on actual work performed.
- Hookup and disconnect labor for machines, lights and AV will be billed on actual work performed.

7. Are the prices listed daily or for the duration of the event?

Prices listed are for the duration of the show.

8. Where can I get a copy of my final invoice?

After the show, exhibitors can find their final charges reflected on the Account Summary for their booth.

Login to [Exhibitor Resource Center](#) to order

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ELECTRICAL QUESTIONS

1. Where does power come from?

- Power comes from floor boxes, columns, and overhead power sources (bus ducts).
- Power greater than 60A (208V or 480V) must be distributed overhead.

In most cases power is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 13"x13"x2" floor space. Call us if you have any questions or concerns.

2. Where is the power located in my booth?

Power will be installed in the back of the booth for inline, peninsula, and corner booths, unless otherwise indicated on a floor plan. All island booths must submit a scaled floor plan indicating each outlet location with measurements and surrounding booth orientation.

3. Can I use cube taps or multi-headed extension cords?

No. Cube taps and multi-headed extension cords are not allowed.

4. How do I know if I need 24-hour power?

24 Hour Power is required if you have equipment that requires power service to be energized throughout the entire event. Example, refrigeration, programmable, etc.

5. Do I need to order motor power?

Exhibitors who order power for overhead truss with lighting are not charged for temporary motor power. All other motor power requirements must order a minimum of one (1) 30 AMP 208 Volt Three Phase service. The total number of services and amperages required are determined by the quantity of motors. Contact us for a quote.

6. Is wall power available for use?

Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through PACK EXPO Services. Please contact us for more information.

7. Can I bring my own power strip?

Yes, you can supply your own power strips.

8. What if I need outlets in multiple locations?

A separate outlet must be ordered for each location needing power. Please provide a scaled floor plan indicating the outlet location with measurements, surrounding booth orientation, and a main distribution location.

9. Where do I submit my floor plan?

Floor plans can be submitted online while placing the order by using the "File Uploads" button located on the right hand side of the home screen when ordering.

Login to [Exhibitor Resource Center](#) to order

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HIGH VOLTAGE CONNECTION QUESTIONS & FACTS

1. Labor is required to inspect pre-wired equipment to plug into our system.
2. High Voltage Hook up: Connection and hard wiring of all services over 120 Volt outlets and electrical motors may require labor to modify equipment to connect to PACK EXPO Services equipment.
3. You may pre-wire your equipment to match our receptacles. The following is a list of the plugs that match our equipment receptacles:

- 20A 208V 1P - NEMA 6-15P or 6-20P



- 20 or 30A 208V 1p or 3P - NEMA L21-30P



- 60A 208V, 380V or 480V – 150A 15 series male mini cam locks
- 100A 208V, 380V or 480V – 150A 15 series male mini cam locks



- 200A 208V, 380V or 480V - 400A 16 series male large cam locks
- 400A 208V, 380V or 480V – 400A 16 series male large cam locks

4. Can I use my own distribution panels?

No, only PACK EXPO Services electricians are permitted to distribute power throughout the facility using PACK EXPO Services provided materials.

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LABOR QUESTIONS

1. Will I need labor to run extension cords under flooring?

Yes, all electrical distribution under flooring must be performed by a PACK EXPO Services electrician.

2. Do I need labor to plug in my own 120-volt equipment? What about 208-volt equipment?

Exhibitors can plug in their own 120-volt equipment. For any 208V or 480V service, a PACK EXPO Services electrician must make the connection. Inspections of all 208-volt connections completed by exhibitors are mandatory by a PACK EXPO Services electrician.

3. What are the different labor rates?

Straight time labor is incurred Monday – Friday from [8:00am – 4:30pm]. Overtime labor is incurred Monday – Friday from [4:30pm – 8:00am] and all-day Saturday, Sunday, and Holidays. Please see the labor forms for more information.

4. Do I need to order labor for power installation in an inline or peninsula booth?

Labor charges will only apply if power is requested in any location other than the back of the booth.

5. Do I need to order labor for power installation in an island booth?

All island booths require labor for power installation.

6. Can I hard-wire any of my equipment at the show site?

No, all electrical wiring at the show site must be performed by a PACK EXPO Services electrician.

7. Can I bring my own Distribution Box?

Exhibitor supplied distribution boxes / manifolds will not be permitted.

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Electrical Service

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- Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, **must be received prior to Discount Deadline date to receive Advance rates.**
- All package outlet prices shown for Electrical and Compressed Air include all cords, cables, hoses, and connection materials. Custom material items like quad boxes, disconnects, transformers, or breaker panels, etc. are not included in the bundle.**
- Prices are inclusive of all taxes / fees.
- Labor to install 120v standard placement outlets (rear center of booth) for linear booths is included in the rental price.
- Outlet Services are offered both overhead and floor but not all options are available for each outlet type - please check before ordering.
- Overhead outlet rates include lift equipment and labor.
- Any floorwork/distribution labor will be billed on actual work performed. Note: All floorwork cords / hoses must be installed by utility suppliers and must be run under carpet.**
- Hookup and disconnect labor for machines, lights and AV will be billed on actual work performed.**
- Note: No exhibitor supplied distribution boxes / manifolds will be permitted.**
- Multiple Outlet Locations:** A scaled floor plan is required for orders with multiple outlet locations and/or island booths. (Please see examples of ideal floorplan). If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by PACK EXPO Services in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.
- Island Booths:** For island booths with no labor ordered, there is a 1 hour minimum installation charge and a 1/2 hour minimum dismantle charge.
- 24-Hour Services:** If an uninterrupted power supply is required for the full duration of the show, please order 24-hour power. Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply
- Separate Outlets:** Separate outlets should be ordered for each piece of equipment and/or each power location.
- Temporary hoist power must be ordered separately and cannot be ordered in conjunction with any other outlet.
- Additional extension cords and power strips will be available for rent at the service center for rent, but exhibitors may supply their own.
- Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by PACK EXPO Services (21) calendar days or less prior to the first contracted event move in date. Except sales tax, PACK EXPO Services will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.

120 VOLT FLOOR

Item	Advance Price	Standard Price
500 Watts (5 Amps)	\$ 200.75	\$ 286.75
500 Watts (5 Amps) - 24 Hour	\$ 372.90	\$ 545.05
1000 Watts (10 Amps)	\$ 287.65	\$ 417.20
1000 Watts (10 Amps) - 24 Hour	\$ 546.70	\$ 805.75
1500 Watts (15 Amps)	\$ 310.75	\$ 451.85
1500 Watts (15 Amps) - 24 Hour	\$ 592.90	\$ 875.05
2000 Watts (20 Amps)	\$ 347.90	\$ 507.65
2000 Watts (20 Amps) - 24 Hour	\$ 667.15	\$ 986.70

120 VOLT OVERHEAD

500 Watts (5 Amps)	\$1,392.35	\$1,478.40
500 Watts (5 Amps) - 24 Hour	\$1,564.50	\$1,736.65
1000 Watts (10 Amps)	\$1,479.25	\$1,608.75
1000 Watts (10 Amps) - 24 Hour	\$1,738.30	\$1,997.35
1500 Watts (15 Amps)	\$1,502.35	\$1,643.40
1500 Watts (15 Amps) - 24 Hour	\$1,784.50	\$2,066.65
2000 Watts (20 Amps)	\$1,539.45	\$1,699.25
2000 Watts (20 Amps) - 24 Hour	\$1,858.75	\$2,178.30

Login to [Exhibitor Resource Center](#) to order

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**Electrical
Service**

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208 VOLT SINGLE PHASE FLOOR

Item	Advance Price	Standard Price
20 Amps	\$ 569.00	\$ 741.70
20 Amps - 24 Hour	\$ 914.10	\$ 1,259.50
30 Amps	\$ 671.55	\$ 895.40
30 Amps - 24 Hour	\$ 1,119.25	\$ 1,566.95
60 Amps	\$ 1,312.85	\$ 1,743.50
60 Amps - 24 Hour	\$ 2,173.90	\$ 3,035.20

208 VOLT SINGLE PHASE OVERHEAD

20 Amps	\$ 1,936.00	\$ 2,108.70
20 Amps - 24 Hour	\$ 2,281.15	\$ 2,626.55
30 Amps	\$ 2,038.60	\$ 2,262.45
30 Amps - 24 Hour	\$ 2,486.30	\$ 2,934.00
60 Amps	\$ 2,824.25	\$ 3,254.90
60 Amps - 24 Hour	\$ 3,685.30	\$ 4,546.60
100 Amps	\$ 4,264.70	\$ 4,923.60
100 Amps - 24 Hour	\$ 5,582.50	\$ 6,900.30

208 VOLT THREE PHASE FLOOR

20 Amps	\$ 824.45	\$ 1,117.05
20 Amps - 24 Hour	\$ 1,409.40	\$ 1,994.60
30 Amps	\$ 1,039.80	\$ 1,439.90
30 Amps - 24 Hour	\$ 1,840.05	\$ 2,640.30
60 Amps	\$ 1,830.40	\$ 2,519.85
60 Amps - 24 Hour	\$ 3,209.00	\$ 4,587.85

208 VOLT THREE PHASE OVERHEAD

20 Amps	\$ 2,191.50	\$ 2,484.10
20 Amps - 24 Hour	\$ 2,776.40	\$ 3,361.30
30 Amps	\$ 2,406.80	\$ 2,806.95
30 Amps - 24 Hour	\$ 3,207.05	\$ 4,007.30
60 Amps	\$ 3,341.80	\$ 4,031.25
60 Amps - 24 Hour	\$ 4,720.40	\$ 6,099.25
100 Amps	\$ 4,989.35	\$ 6,010.70
100 Amps - 24 Hour	\$ 7,031.75	\$ 9,074.45
200 Amps	\$ 8,752.45	\$10,732.15
200 Amps - 24 Hour	\$12,711.60	\$16,671.05

Island Booths - Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, PACK EXPO Services will deliver to the most convenient location.

24-Hour Services - Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

Dedicated Outlets - For a dedicated outlet order a 20 amp outlet.

Login to [Exhibitor Resource Center](#) to order

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480 VOLT THREE PHASE FLOOR

Item	Advance Price	Standard Price
20 Amps	\$ 1,739.10	\$ 2,265.45
20 Amps - 24 Hour	\$ 2,791.80	\$ 3,844.50
30 Amps	\$ 2,171.15	\$ 2,913.65
30 Amps - 24 Hour	\$ 3,655.85	\$ 5,140.85
60 Amps	\$ 3,611.05	\$ 4,860.65
60 Amps - 24 Hour	\$ 6,110.25	\$ 8,609.45

480 VOLT THREE PHASE OVERHEAD

20 Amps	\$ 2,659.25	\$ 3,185.60
20 Amps - 24 Hour	\$ 3,711.95	\$ 4,764.65
30 Amps	\$ 3,091.30	\$ 3,833.80
30 Amps - 24 Hour	\$ 4,576.00	\$ 6,061.00
60 Amps	\$ 4,462.45	\$ 5,712.05
60 Amps - 24 Hour	\$ 6,961.65	\$ 9,460.85
100 Amps	\$ 7,070.80	\$ 9,132.75
100 Amps - 24 Hour	\$11,194.70	\$15,318.60
200 Amps	\$12,675.85	\$16,617.15
200 Amps - 24 Hour	\$20,558.45	\$28,441.05

MATERIAL RENTAL

15' Extension Cord	\$ 28.35	\$ 28.35
Power Strip	\$ 18.70	\$ 18.70
Power Done with USB	\$ 28.35	\$ 28.35

TRANSFORMER

Per Amp (20 amp minimum)		
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LABOR

Straight Time	\$ 146.30	\$ 146.30
Overtime	\$ 210.40	\$ 210.40
Lift Rental (No crew)	\$ 319.30	\$ 319.30

Labor rates are based on 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.

Island Booths - Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, PACK EXPO Services will deliver to the most convenient location.

24-Hour Services - Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

Dedicated Outlets - For a dedicated outlet order a 20 amp outlet.

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LABOR ORDERING INSTRUCTIONS

Step 1 Review Jurisdiction Information Below

The work outlined under Electrical Jurisdiction below must be performed by PACK EXPO Services Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

Step 2 Complete the Appropriate Form

You may order online to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift costs may be greater or lesser depending on time required and minimum labor charges.

- **Electrical Distribution**

A floor plan is used for the distribution of power on the floor in your booth space. A floor plan should be completed for all island booths and uploaded online. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

Step 3 Return the Following Forms

Electrical Order, applicable Labor Forms and Electrical Layout.

ELECTRICAL JURISDICTION

WORK REQUIRING PACK EXPO SERVICES ELECTRICIANS

1. Electrical distribution under carpet.
2. Connection of all 208 volt or higher services.
3. Overhead installation of PACK EXPO Services-owned static lighting hung from ceiling.
4. Data/network cable under carpet that is owned by an exhibitor or I & D house.
5. Overhead power and/or coaxial (network) cable distribution.

POWER DELIVERY

Power is typically delivered from the floor in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1'6" floor space. Please call if you have any concerns.

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[Electrical Labor](#)

Click link to provide information online.



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Overhead Lighting

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- Rates below are a Per Fixture cost. Pricing = Light rental + Lift rental + Labor to install, remove & focus once.
- * Quartz lights are attached to ceiling structure of the venue. A lift is required to hang the light, as well as 2 electricians.
- *Par can lights are attached to ceiling structure of the venue. A lift is required to hang the light(s). There are 2 electricians required whenever a lift is involved. Call for a Quote. **Pricing is based on the Straight Time Labor rate. Prevailing rates will be applied.**
- Provide floor plan indicating light locations for overhead lights, including focus.
- Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by PACK EXPO Services (21) calendar days or less prior to the first contracted event move in date. Except sales tax, PACK EXPO Services will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.

OVERHEAD LIGHTING FIXTURES (Price includes power for the fixture.)

Item	Light		Lift		Labor		Quantity
1000 Watt Par Can	\$533.25	+	\$319.30	+	\$146.30	X	



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**Plumbing
Information**

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PLUMBING TERMS, CONDITIONS & REGULATIONS

1. Complete order (with payment) must be received by the discount deadline for advanced payment rates. Orders received without payment will not guarantee advance rates. Orders received after the discount deadline will be charged the regular rate.
2. In the event that totals are calculated incorrectly, PACK EXPO Services reserves the right to make the necessary corrections. Exhibitors will be notified by email or phone of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
3. All services are installed on the floor at the back wall of inline and peninsula booths. Island booth services originate from one location in the floor of the booth. PACK EXPO Services will make every attempt to deliver these services to a location convenient to the exhibitor.
4. With the exception of Natural Gas, plumbing services originate from the floor.
5. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
6. Labor charges apply when an exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
7. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
8. In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact PACK EXPO Services to discuss any potential additional costs.
9. If PACK EXPO Services plumbers are requested for a connection minimum labor charges apply. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without PACK EXPO Services plumbers.
10. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements and air line terminations vary.
11. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
12. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
13. Unless otherwise directed, PACK EXPO Services personnel are authorized to cut floor coverings to permit installing service(s) ordered.
14. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
15. If air, water and natural gas pressure is critical PACK EXPO Services recommends exhibitors arrange to have a pressure regulator valve installed. No guarantee can be made of minimum and maximum pressure.
16. Natural Gas is not regulated by PACK EXPO Services and is at the facility pressure. Call for price quote.
17. Gas & Cylinders "when available" 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
18. All equipment using water must have inlet and outlet properly tagged.
19. All equipment must comply with state and local codes.
20. PACK EXPO Services will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
21. For gas cylinders or any other special requirements call PACK EXPO Services for a quote. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
22. PACK EXPO Services must have 30 days notice in order to supply special regulators, strainers, traps, etc..
23. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event; no exceptions.
24. Credit will not be given for outlets installed or connections made and not used.



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25. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by PACK EXPO Services by February 3, 2025. Except sales tax, PACK EXPO Services will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.

**POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM.**

PLUMBING QUESTIONS

1. Where does plumbing come from?

Air, water and drain outlets will come from the floor boxes. Natural gas will come from the ceiling.

2. How many machines can I connect to each compressed airline?

One machine can be connected to each airline. Additional machines within 20ft of the main connection will require additional airlines.

3. What is CFM?

CFM is cubic feet per minute. This is a measurement of air volume required to operate an item.

4. What is included in the rental of a sink? What if hot water is needed?

Sink rentals include labor, water and drain lines. If hot water is required, a hot water heater can be rented. Electric outlet, labor, and materials for the installation of the water heater are charged separately.

5. What is included in the order for a Fill & Drain?

Labor and materials are included in the service of Fill & Drain. "Greywater" drainage is strictly prohibited.

6. Compressed Air (based on 100 PSI)

Hose Size (in inches)	1/4	3/8	1/2	3/4	1	1 1/4	1 1/2
CFM (up to)	13	29	54	80	150	315	470

7. Less than 95 PSI will require a regulator. We use shop grade air; if moisture is a critical factor, a regulator is required.

8. Water pressure ranges from 60PSI to 70PSI. If too much PSI is a critical factor, a regulator is required.



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9. Natural Gas Limits:

- a. A Building: 4oz. = 7" water column. Regulator not required.
- b. B Building: interrupted 2lbs (show floor). Regulator required.
- c. C Building: 5 lbs.
- d. Regulator required.

1/4 psi	7" water column	4 oz. / 1/4 lbs.
1/2 psi	14" water column	8 oz. / 1/2 lbs.
1 psi	28" water column	16 oz. / 1 lb.
2 psi	50" water column	2 lbs.

LABOR QUESTIONS

1. What are the different labor rates?

Straight time labor is incurred Monday – Friday from [8:00am – 4:30pm]. Overtime labor is incurred Monday – Friday from [4:30pm – 8:00am] and all-day Saturday, Sunday, and Holidays. Please see the labor forms for more information.



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- Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, **must be received prior to Discount Deadline date to receive Advance rates.**
- All package outlet prices shown for Electrical and Compressed Air include all cords, cables, hoses, and connection materials. Custom material items like quad boxes, disconnects, transformers, or breaker panels, etc. are not included in the bundle.**
- Prices are inclusive of all taxes / fees.
- Outlet Services are offered both overhead and floor but not all options are available for each outlet type - please check before ordering.
- Overhead outlet rates include lift equipment and labor.
- Pricing Excludes:** Ramping which is time and material cost, any applicable fees or taxes, any above and beyond the normal requests for hardware, specific brand products, pressure regulator valve installations, and/or major equipment/machinery retro fitting and assembly. All work requested to be done outside of the outlet service scope of work. This will be done at the published hourly labor rates and thus noted on change order or supplemental work tickets which will be signed by the exhibitor(s) as the work is performed and completed.
- Any floorwork/distribution labor will be billed on actual work performed. Note: All floorwork cords / hoses must be installed by utility suppliers and must be run under carpet.**
- A HOOKUP fee is required for each service:** includes Nominal AM. standard air, water, drain, and gas from 1/8" - 1". All connections not standard will incur an additional labor and material charge . We do not supply Metric fittings for connections.
- Hookup and disconnect labor for machines will be billed on actual work performed. *All hookup labor is on a WILL CALL basis; check in at the Exhibitor Service Center 24 hours prior to verify hookup time.**
- Multiple Outlet Locations:** A scaled floor plan is required for orders with multiple outlet locations and/or island booths. (Please see examples of ideal floorplan). If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by PACK EXPO Services in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.
- Island Booths:** For island booths with no labor ordered, there is a 1 hour minimum installation charge and a 1/2 hour minimum dismantle charge.
- Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by PACK EXPO Services (21) calendar days or less prior to the first contracted event move in date. Except sales tax, PACK EXPO Services will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.

COMPRESSED AIR - FLOOR

Item	Advance Price	Standard Price
1/4" Air Outlet	\$ 448.25	\$ 672.40
Additional 1/4" Connection (w/in 20' of Outlet)	\$ 323.15	\$ 484.85
1/2" Air Outlet	\$ 794.75	\$1,192.15
Additional 1/2" Connection (w/in 20' of Outlet)	\$ 669.65	\$1,004.60
3/4" Air Outlet	\$1,025.75	\$1,538.65
Additional 3/4" Connection (w/in 20' of Outlet)	\$ 900.65	\$1,351.10
5 CFM Minimum (Per Outlet/Connection)	\$ 30.25	\$ 45.40
Additional CFM Requirements	\$ 7.70	\$ 11.55
TOTAL CFM Required: _____		

COMPRESSED AIR - OVERHEAD

1/4" Air Outlet	\$1,778.70	\$2,002.85
Additional 1/4" Connection (w/in 20' of Outlet)	\$1,653.60	\$1,815.30
1/2" Air Outlet	\$2,125.20	\$2,522.60
Additional 1/2" Connection (w/in 20' of Outlet)	\$2,000.10	\$2,335.05
3/4" Air Outlet	\$2,356.20	\$2,869.10
Additional 3/4" Connection (w/in 20' of Outlet)	\$2,231.10	\$2,681.55
5 CFM Minimum (Per Outlet/Connection)	\$ 30.25	\$ 45.40
Additional CFM Requirements	\$ 7.70	\$ 11.55
TOTAL CFM Required: _____		

Login to [Exhibitor Resource Center](#) to order

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WATER - FLOOR

Item	Advance Price	Standard Price
Water Outlet	\$ 304.70	\$ 457.05
Additional Connection (w/in 20' of Outlet)	\$ 213.95	\$ 320.95
# of Connections Required: _____ Size of Connection: _____		
PSI Required: _____ GPM Required: _____		

DRAIN - FLOOR

Drain Outlet	\$ 248.35	\$ 372.65
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FILL AND DRAIN - FLOOR

Up to 150 Gallons	\$ 238.15	\$ 357.25
Up to 300 Gallons	\$ 410.85	\$ 616.30
Up to 450 Gallons	\$ 583.30	\$ 875.05

SINKS (Includes water and drain line)- FLOOR

Single Bowl	\$ 849.75	\$1,274.65
Double Bowl	\$1,274.65	\$1,912.10
Triple Bowl	\$1,557.90	\$2,336.95

NATURAL GAS - OVERHEAD

1/2" 50K BTU	\$1,865.90	\$2,133.75
3/4" 105K BTU	\$2,282.25	\$2,758.25
1" 195K BTU	\$3,114.95	\$4,007.30

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PLUMBING JURISDICTION

The work described below falls within the jurisdiction of PACK EXPO Services Plumbers and cannot be performed by any other union, I&D house or exhibitor. Contact our office for clarification regarding scope of work.

- Delivery of Air, Water, Fill & Drain & Natural Gas lines
- Distribution of Air, Water & Drain lines under carpet
- Installation of Natural Gas lines delivered from overhead

REVIEW EACH SECTION AND COMPLETE LABOR ESTIMATE ONLINE

A. Outlet Delivery & Removal

There is a minimum 1 hour labor charge for the delivery and 1/2 hour for the removal of each air, water, drain and natural gas service. If a lift is required to drop services from overhead, a minimum 1 hour for installation and 1 hour for removal will apply.

B. Outlet Distribution Throughout Booth Space

Air, Water and Drain lines are brought to one location at the rear of inline, peninsula and island booths. If you require the distribution of services to any other location within the booth space, there is a minimum 1 hour labor charge for distribution and 1/2 hour for removal, or 1/2 the total time of installation, whichever is greater.

C. Outlet Connections

Connection to exhibitor equipment is included in the cost of the service.

DISTRIBUTION OF SERVICES IN BOOTH SPACE

- A. Island Booths must provide the following information:
 1. The plumbing layout must indicate each outlet and its location with exact measurements
 2. Each location should indicate the type of service. All air locations must include CFM requirements.
 3. The plumbing layout must reflect booth orientation. Use surrounding booth or aisle numbers.
 4. Identify a main distribution point. Services are delivered to that point and then distributed to other locations.
- B. Inline or Peninsula booths must provide the same information with the exception of the main distribution point. The main distribution point will be located at the rear of the booth space
- C. Complete online what date will you begin building your booth
 - A. Date & Time
- D. Complete online if you will be utilizing any specialty floor covering other than carpet, such as vinyl or wood
 - A. Describe flooring
- E. Complete online what date and time do you estimate needing the physical connection to your equipment
- F. Complete online who the Show site supervisor will be including name, cell#, email and company name.
- G. This information allows PACK EXPO Services the opportunity to expedite move-in by having your plumbing distribution complete prior to your scheduled move-in time. Complete the "Labor Estimate" Section below. PACK EXPO Services will make every attempt to complete the work prior to your arrival.

LABOR RATES AND HOURS

Labor	There is a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.
Straight Time \$146.30	Monday—Friday, 8:00 am—4:30 pm, except holidays
Overtime \$210.40	Monday—Friday, 4:30 pm—8:00 am; Saturday, Sunday and Holidays
Lift \$319.30	

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AUDIO VISUAL AND INTERNET SERVICES

This section includes:

- Exhibit Hall Audio Visual and Computer Rental
- Internet Service



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A/V & Computer Terms & Conditions

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DELIVERY

An authorized representative must be present at the time of delivery and pickup. Equipment will be delivered to and picked up from your booth.

LABOR, INSTALLATION AND DISMANTLE (I&D)

Any order requiring labor, including the installation and dismantling of equipment, will be subject to a labor charge of \$88 per hour per technician. PACK EXPO Services labor must be hired to mount hanging brackets to your booth.

EQUIPMENT

For equipment not listed, please contact your Customer Service Manager (CSM) for a complete list of inventory. Customer is responsible for the security of rented equipment and will be required to pay for any items that are lost or stolen during the rental period (anytime after delivery and before pickup of equipment).

GUARANTEE

Equipment is guaranteed to be operational upon delivery to your booth. It is assumed that the renter has a working knowledge of the operation of the equipment. Equipment problems must be reported immediately to the Exhibitor Service Center. PACK EXPO Services will not be responsible for problems reported after termination of rental. Any loss or damage of said equipment will be paid for by the renter.

CANCELLATION

Cancellations received on or after 10 days prior to the first day of exhibitor move-in will be billed at 50% of rental fee. On-site cancellations will be billed 100% of the cancellation fee.

MEETING ROOMS

- To inquire about availability of space, to reserve a room, or get further information and pricing for your basic room set needs, please email meetingrooms@pmmi.org.



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Exhibit Hall
A/V & Computer Rental

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ALL PRICING IS FOR THE DURATION OF THE SHOW. (Labor estimates include install and dismantle)

- An additional 20% (Show Rate Pricing) will be added to equipment pricing for late/on-site orders.
- **Electrical services for exhibit floor are not included in the equipment pricing and must be ordered.**
- **A 30% (\$150 minimum) Installation/Dismantle fee will apply to all orders.**
- All cancellations must be submitted in writing. Cancellations received on or after **February 24, 2025**, are subject to a charge of 50% of the order total. Cancellations received once move-in has begun will be billed at 100%.
- Audio Visual and Computer equipment deliveries will begin on **March 6, 2025 at 1:00pm**, and will be fulfilled according to time and dates supplied when you place your order. A representative from your company must be in the booth to sign for the delivery of your items. In the event that a representative is not present when your items are scheduled for delivery, additional labor charges may apply for redelivery of the equipment.
- Please provide onsite contact name, cell number, date and time of delivery when placing your order online.

***Labor Hours:**

Straight Time: Monday-Friday, 8:00am-4:30pm
Overtime: Monday-Friday, 4:30pm-12:00am; All day Saturday and Sunday
Double Time: Monday-Friday, 12:00am-8:00am; All day Holidays

****Please note: 1st day show closes, all labor will be charged ST until 10pm**

VIDEO EQUIPMENT

Item	Advance Price	Standard Price
Media Player	\$110.00	\$157.15
Windows Laptop with Microsoft Office	\$346.50	\$495.00
MacBook Pro	\$522.50	\$746.45

-Other accessories available upon request.-

LCD MONITORS

**Where needed, please indicate Wall Mount or Tabletop Stand when placing your order online. Some monitors and mounts may require labor. Please see the AV Terms and Conditions.*

20" - 24" LCD HD Monitor	Wall Mount	Tabletop	\$291.50	\$416.45
32" LCD HD Monitor	Wall Mount	Tabletop	\$577.50	\$825.00
40" - 43" LCD HD Monitor	Wall Mount	Tabletop	\$808.50	\$1,155.00
48" - 50" LCD HD Monitor	Wall Mount	Tabletop	\$924.00	\$1,320.00
55" LCD HD Monitor	Wall Mount	Tabletop	\$1,039.50	\$1,485.00
70" LCD HD Monitor	Wall Mount	Tabletop	\$1,790.80	\$2,558.30
80" LCD HD Monitor	Wall Mount	Tabletop	\$2,887.50	\$4,125.00

-Other sizes and 4K Monitors available upon request.-

40" - 43" Touch Screen Monitor	Wall Mount	Tabletop	\$1,562.00	\$2,231.45
55" Touch Screen Monitor	Wall Mount	Tabletop	\$1,848.00	\$2,640.00

Monitor Floor Stand (Dual Post for 32" - 70" Displays)			\$145.20	\$207.45
HDMI Video Cable (10' - 25') (No monitor ordered)			\$29.70	\$42.45
HDMI 1x4 Distribution Amplifier			\$126.50	\$180.75

Login to [Exhibitor Resource Center](#) to order

(All orders must be submitted online - PDF forms will not be accepted)



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**Exhibit Hall A/V &
 Computer Rental**

**Discount Deadline:
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PROJECTION EQUIPMENT

Item	Advance Price	Standard Price
LCD HD Laser Projector, 5000 Lumen	\$1,320.00	\$1,885.75
42" Projector Cart w/ Drape	\$69.30	\$99.00
6' - 8' Tripod Screen	\$104.50	\$149.30

-larger sizes available upon request

AUDIO EQUIPMENT

Item	Handheld	Lavalier	Advance Price	Standard Price
Wireless Microphone Kit			\$319.00	\$455.75
Headset Microphone	*Requires Wireless Microphone Kit		\$88.00	\$125.75
Wired Handheld Microphone			\$88.00	\$125.75
PC Audio Interface Kit			\$115.50	\$165.00
Powered Speaker with Floor Stand			\$176.00	\$251.45
Sound System #1: (2) Speakers w/ Stands, (1) Wired Mic, (1) Mixer			\$489.50	\$699.30
Sound System #2: (2) Speakers w/ Stands, (1) Wireless Mic, (1) Mixer			\$770.00	\$1,100.00

LABOR

Item	Advance Price	Standard Price
Equipment Labor (if required)	\$88.00	\$125.75
Wall Mounting Installation and Dismantle Labor - Order under Booth Labor		

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**Internet Terms
and Conditions**

TERMS AND CONDITIONS

1. Lease of Equipment. CCLD agrees to lease and provide to Customer, and Customer agrees to lease and obtain from CCLD, the equipment and service described herein or on attached supplement(s), for the rental payment set forth herein, or on such attached supplement (plus all sales, use, and all other taxes due to federal, state, or local taxing authorities, if any, on the lease of equipment and provision of service here under). Payment For Which Must Accompany Service Orders.
2. Term. The equipment and services will be provided during the dates of the relevant show set forth on the CCLD Service Order Form, subject to the other provisions of this agreement. Prices are subject to change without notice.
3. Use of PBX Switch and Related Services. Customer's rental of the equipment shall include the usage of (but not physical access to) the common telecommunication equipment (collectively, the "Switch") serving the Customer at the convention facility identified on the CCLD Service Order Form (the "Building").
4. Local Exchange Telephone Services. Local exchange telephone services will be provided by the local telephone company's exchange services and facilities.
5. Long Distance. Long distance (interchange) services are provided by CCLD under license agreements with center management (1+ dialing) or arrangements directly between Customer and such other parties (0+ dialing). CCLD or other such parties may process billing for such service. Billing or other questions relating to long distance services should be directed initially to CCLD at the number shown on the CCLD Service Order Form. A \$0.75 surcharge per call will be charged on all Directory Assistance, Toll Free Numbers and Credit Card Calls.
6. Equipment Management. Customer will be responsible for returning all telephone sets, hubs, or other equipment and related materials to the Exhibitor Service Center within 2 hours of the close of show.
7. Customer's Duties.
 - a. Customer will use the equipment in a careful and proper manner. Customer shall not make any alterations, attachments, or additions to the equipment without CCLD's written consent. Only CCLD employees or approved personnel are authorized to modify system wiring.
 - b. Customer shall be liable for any loss or damage to the equipment arising from Customer's negligence, intentional act, unauthorized maintenance other cause within the reasonable control of Customer, its representatives, employees, agents, or invitees. In the event of any loss or damage to the equipment for which Customer is liable, Customer shall reimburse CCLD for the reasonable cost of the repair or replacement. You will be charged upon non-return of the equipment. Standard Telephone Sets, \$75.00 each; Multi-line Sets, \$300.00 each; Speaker Phone Sets, \$75.00 each; Fax Machines, \$500.00 each; Polycom Sets, \$300.00 each; Pagers, \$150.00 each; Cellular Phones, \$500.00 each; Hubs, \$300.00 each. Any additional equipment rented by CCLD will have an agreed upon non-return charge amount at time of rental. All charges are subject to a 8.9% sales tax.
 - c. The equipment shall remain the sole and exclusive property of CCLD or its assignee, and nothing contained herein shall give or convey to Customer any right, title or interest whatever in the equipment which shall, at all times, be and remain personal property notwithstanding that it may be or become attached to or embedded in the realty. Customer should pick up equipment and/or instructions at the CCLD Service Desk.
8. Events of Customer Default. Customer shall be in default hereunder if Customer fails to pay when due any rental payment or service charge or any other indebtedness to CCLD, or Customer fails to return equipment to CCLD when required to do so hereunder fails to perform or observe any other obligation or covenant to be performed or observed by Customer hereunder. No credit will be given for equipment or service cancelled after installation date. Installation date is same as Show Move in date. A \$55.00 process charge per service will be applied to any orders cancelled prior to move in date.

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9. Remedies of CCLD. At any time after a default by the Customer, CCLD may terminate this Agreement, by notice to Customer, and repossess the equipment, whereupon customers' right to use the equipment shall cease but Customer shall remain liable for all unpaid charges, and CCLD may apply and retain all or such portion of customers deposit as may be necessary to compensate CCLD for any unpaid charges or damages and expenses incurred on account of such default, or CCLD may exercise any other rights accruing to a lessor under any applicable law upon a default by a lessee.
10. Limitation of Liability.
 - a. CCLD's obligations under this Agreement are subject to, and CCLD shall not be liable for delays, failure to perform or damage or destruction or malfunction of the equipment or services or any consequence of any of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than CCLD, its representatives, agents or employees, or any other cause beyond CCLD's reasonable control.
 - b. In all situations involving performance or non-performance of equipment or related programs of services furnished under this Agreement, the Customer's sole and exclusive remedy and CCLD's sole and exclusive liability will be (i) the adjustment or repair of the equipment or replacement of the its parts by CCLD or at CCLD's option, replacement of the equipment, or correction of programming errors or (ii) if, after reasonable and repeated efforts, CCLD is unable to install the equipment or replacement equipment in good working order, or to restore the same to good working order, or to make programming operate, the Customer shall be entitled to terminate this Agreement and receive a refund equal to the excess (if any) of (1) the total amount theretofore paid by Customer to CCLD for equipment and services under this Agreement, or (2) the reasonable value of Customer's use of the equipment and services.
 - c. In no event shall CCLD be liable to the Customer or to any other party for special collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, fortuitous conduct, failure of the equipment or services of CCLD or breach of any of the provisions of this Agreement, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if CCLD has been advised of the possibility of such damages, or for any damages caused by the Customer's failure to perform the Customer's responsibilities. Such excluded damages include, but are not limited to, loss of profits, loss of use or interruption of business, or other consequential of indirect economic loss.
 - d. Customer acknowledges and agrees that neither the owner of the building nor the prime licensee of other party responsible for the event in which the Customer is participating is responsible for the provision of the equipment or the services, and that neither such party shall be liable to Consumer for any failure or defect in such equipment or services.
 - e. Claims will not be considered unless filed in writing with CCLD by Customer prior to the close of the event identified on the order form submitted.
11. Indemnification. Customer hereby assumes liability for and agrees to indemnify, protect and hold wholly harmless CCLD and its agents, employees, officers, directors, and any and all successors and assigns, from and against any and all liabilities, obligations, losses, damages, injuries, claims, demands, penalties, actions, costs, and expenses, including reasonable attorney's fees, in contract, in tort or otherwise, which result from and arise out of the negligent or wrongful use of the equipment or the services, or from the acts or omissions of the Customer or its representatives, agents, employees, or invitees.
12. Assignment. CCLD shall have the right to assign its interest under the Agreement to any other party subsequently providing equipment and services to the building.



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13. Entire Agreement; Amendment. This Agreement and any attached supplement(s) constitute the entire agreement between the parties hereto and supersedes all prior oral or written discussions or agreements. This Agreement may be amended only by a written agreement executed between both parties.
14. Governing Law. This Agreement shall be construed under the laws of the state in which the building is located.
15. Cellular Air Time (Usage). Cellular services are billed by license agreements with CCLD. Billing for such services will be billed separately by CCLD.
16. Wireless Applications. Users of wireless hardware (e.g. 802.11) and/or applications must contact CCLD to coordinate frequency usage.
17. Exclusivity. CCLD is the exclusive voice/data communications provider for the GWCCA. As such all outside proxy servers, routers, or any machine used to propagate a single I.P. address to multiply devices are forbidden. Each device, which has the ability to see the internet, must have an I.P. address purchased for that device.



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- Your order with full payment along with a floor plan indicating main service location and distribution points, if applicable, must be received by the discount deadline. Orders received after the deadline or without payment will be charged the Standard price and are subject to availability. Pricing for your telephone order is determined by the date when the floor plan is received.
- Linear booths requiring standard placement [back center of booth] do not require a floor plan.
- Orders placed on-site are subject to a 20% expedite fee.
- Cancellations received 10-days or less prior to the first day of exhibitor scheduled move-in will be billed at 100%. A \$55.00 process charge per service will be applied to any orders cancelled prior to February 26, 2025.

SHARED WIRED INTERNET	ADVANCE RATE	STANDARD RATE
High-Speed Internet Connection with 1 IP Address (Wired Drop originates from overhead, please provide detailed location)	\$ 1,340.50	\$ 1,589.50
Additional Device / IP Address	\$ 159.50	\$ 209.00
16-Port Hub Rental	\$ 165.00	\$ 192.50
25-Foot CAT-5 Patch Cables	\$ 71.50	\$ 71.50
50-Foot CAT-5 Patch Cables	\$ 99.00	\$ 99.00
Floor Labor Rate, Booth Cabling, etc. (per hour)	\$ 71.50	\$ 71.50
Customer may utilize their own router (wired or wireless) and cables when using this shared wired service if desired. CCLD does require that an Additional Device/IP Address be purchased for each device utilizing the Shared Wired Internet service.		
DEDICATED BANDWIDTH INTERNET	ADVANCE RATE	STANDARD RATE
Dedicated 3Mbps Bandwidth Connection	\$ 4,394.50	\$ 5,054.50
Dedicated 6Mbps Bandwidth Connection	\$ 7,694.50	\$ 8,354.50
Dedicated 10Mbps Bandwidth Connection	\$10,994.50	\$11,654.50
Dedicated 20Mbps Bandwidth Connection	\$18,694.50	\$19,354.50
Dedicated services work well for high bandwidth applications such as webcasting, streaming media, etc. Larger increments of dedicated bandwidth are available upon request.		
WI-FI EXHIBITOR BOOTH SERVICES (PER USER)	ADVANCE RATE	STANDARD RATE
Wi-Fi In Booth Connection per user	\$ 330.00	\$ 385.00
This Wi-Fi In Booth Connection per user service is available on the exhibit floor. Each device requiring service would need a separate Wi-Fi In Booth Connection.		
WI-FI EXHIBITOR BOOTH SERVICES (MULTIPLE USERS)	ADVANCE RATE	STANDARD RATE
Wi-Fi In Booth Package: Up to 10 Users **(login instructions will be emailed, customer may upgrade to use their own login information)	\$ 2,750.00	\$ 3,300.00
Wi-Fi In Booth Package: Up to 20 Users **(login instructions will be emailed, customer may upgrade to use their own login information)	\$ 3,850.00	\$ 4,400.00
Wi-Fi In Booth Package: Up to 50 Users (customer may provide their own Wi-Fi network name (SSID) and password at no additional charge)	\$ 5,500.00	\$ 6,600.00

Please note: The above Wi-Fi Exhibitor Booth Services are available on the exhibit floor. For mission critical applications, we recommend using a wired internet connection as Wi-Fi is vulnerable to interference due to many different factors outside of our control. A separate paid network named GWCCWIFI is available exclusively in the lobbies and meeting rooms (excludes exhibit floors) offering a daily rate of \$25 for a 1Mbps connection. A free Wi-Fi network named GWCC Free Wi-Fi is available in the main lobby areas (excludes exhibit floors & meeting rooms).

Login to [Exhibitor Resource Center](#) to order

(All orders must be submitted online - PDF forms will not be accepted)



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

Discount Deadline:
February 3, 2025

MATERIAL HANDLING AND SHIPPING INFORMATION

This section includes:

- Material Handling Information
- Material Handling Rates
- Marshalling Yard
- Marshalling Yard Directions
- Driver Check-In Requirements
- MHA Information
- Target Inbound Floor Plans
- Target Outbound Floor Plans
- Advance Warehouse Shipping Labels
- Advance Warehouse Hanging Sign Shipping Labels
- Direct to Show Site Shipping Labels
- Official Show Carriers
 - ◊ Airways Freight
 - ◊ T-Force Freight

What Is Material Handling?

Material handling (drayage) is the process of receiving your materials or equipment either at the advance warehouse before the show or at show site. The service includes delivering to your booth, removing empty containers for storage during the show, returning the empty containers to your booth after the show, delivering your materials back to the dock, and loading on your outbound carrier for outbound shipping.

All material handling charges for direct shipments are already included in your space rate regardless of weight or number of shipments, provided your shipment/trucks check-in at the PACK EXPO Services (PES) Marshalling Yard by 2:00 PM on your assigned targeted move-in date. **This pre-paid fee also includes a one-time spot of equipment and display material. Any additional rigging or booth work will be done at the exhibitor's expense. Exhibitors must be in the booth to take advantage of the one-time spot.**

Any freight which requires assembly, un-skidding, uncrating, unbolting, stacking, or special equipment for unloading and anything else which makes your machinery or freight non-show ready is NOT eligible for the one-time spot. Additional rigging and material handling charges could apply.

NOTE: Space rate includes material handling for the Primary Exhibitor's display material and equipment only. Additional product or equipment not from the Primary Exhibitor is subject to additional billing. Primary Exhibitor is defined as the exhibitor who signs the Exhibit Space Application and Contract.

Targeted Move-In/ Out Information

Target dates for all inbound and outbound freight have been assigned to each 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](#). To determine your assigned target date/time, find your booth and match the color to the key.

Inbound target date and time is for check-in to the Marshalling Yard only. Your truck must be checked in prior to your assigned check-in time. PES recommends drivers arrive at least **2 hours prior** to your assigned time. Target dates apply to machinery and display materials only. Marshalling Yard Hours are 4:00am—2:00pm. Target assignments have been determined by booth size and location on the show floor.

The target check-in time is the deadline for your truck to check-in on your target date. Please note that unloading may take several hours and your carrier will most likely charge for waiting time. **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).

Advance Warehouse: Those exhibitors who ship to the Advance Warehouse will have their materials automatically delivered to their booths by the assigned target date. See the Advance Warehouse form for rates.

Target Change Requests: **If your company cannot adhere to the scheduled inbound and/or outbound target 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.**

PACK EXPO Services cannot guarantee that your scheduled date can be changed; however, we will try to accommodate your request. PES will notify the exhibitor by email if their target date change has been approved or denied. Please contact PES.Service@packexposervices.com with any questions.

Inbound Shipments

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. Due to the high volume of freight, your truck will not be unloaded and will be asked to return on your scheduled day.

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 4:00 am for outbound shipments. Vehicles must check-in prior to 2:00 pm on their assigned target date. **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.**

Exhibitors with an outbound target date of Saturday, March 15, 2025, must have their trucks checked-in by 9:00 am Saturday, March 15, 2025.

Exhibitors are assigned a one (1) day outbound targeted move-out. If you need more than one (1) day, please contact PACK EXPO Services.

Exhibitor Freight: Exhibitor freight is under the care and responsibility of the exhibitor until carrier is at the dock and loads your freight on the truck. Staying with your freight ensures that it is all loaded properly without damage. If you have multiple trucks, you must supervise loading of all trucks. **If you choose to leave the show floor prior to your freight being loaded on your carrier, you do so at your own risk. PES will not be responsible for any misloaded or damaged freight if exhibitor is not there to supervise.** Please advise carrier they must get out of their truck and supervise the loading of your freight. If they do not get out of their truck to supervise, they your freight will not be loaded.

MHAs and Labels

Every outbound shipment will require a **Material Handling Agreement (MHA)** and shipping labels. A separate MHA is required for **each outbound shipment**. PACK EXPO Services (PES) provides standard shipping labels. Exhibitors are responsible for providing carrier specific labels.

A pre-printed MHA and shipping labels can be prepared for you in advance and can be delivered to your booth prior to the show close if your information is submitted by **March 11, 2025 at noon.**

IMPORTANT: Your carrier name on the MHA MUST match the carrier name that will be checking in at the marshalling yard. If your carrier name does not match the MHA name, there is a chance that your carrier will NOT be dispatched in a timely manner to pick up your freight and result in waiting time charges from your carrier. *(PES is not responsible for these charges)*

Once onsite and your freight is packed and ready to be loaded on your outbound carrier, return completed Material Handling Agreement(s) to the Exhibitor Service Center. **Do not leave them in your booth with your freight!**

International Shipments

International and Canadian Shipments

Neither PES, PMMI, nor 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 insure passage of the show materials into the United States. All freight should be consigned to a certified broker for customs clearance.

Insurance

It is understood that PACK EXPO Services is not an insurer. Insurance has to be obtained by the exhibitor. It is suggested that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show. Please contact your Customer Service Manager for further information.

Personally Operated Vehicles (POVs)

All POVs and individuals wishing to gain access to the docks must check in with the PACK EXPO Services dock foreman. The registered booth name, number and identification will be required. A POV is defined as a passenger car, pickup truck, or van.

Personally Operated Vehicles (POVs)



Sedan



Van



Sports Utility Vehicle



Pickup



March 10-12, 2025
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Atlanta, GA USA

**Material Handling
(Drayage)
Information cont.**

Exhibitor Liability

PACK EXPO Services (PES) has Right of Preference into and out of the building.

PACK EXPO Services shall not be responsible for damage to uncrated materials, improperly packed materials or concealed damage.

PACK EXPO Services shall not be responsible for loss, theft, or disappearance of materials after same has been delivered to the exhibitor's booth.

Empty container labels will be available at all PACK EXPO Service Centers. Affixing the labels to empty containers is the sole responsibility of the exhibitor or their representatives. All previous labels should be removed or obliterated. PACK EXPO Services assumes no responsibility for:

- Error to above procedures
- Removal of containers with old empty labels and PACK EXPO Services labels
- Improper information on empty labels
- Materials stored in containers with empty labels

PACK EXPO Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

See full [PES Terms and Conditions](#) for details.



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Atlanta, GA USA

Advance Warehouse Rates

- As the official Service Contractor, PACK EXPO Services is the exclusive service provider for freight services. **Material Handling** is the unloading of your materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. There are two options for shipping your freight: To the advance warehouse (see below for rate information) or directly to show site (included in drayage package). Drayage is included in your space rate; you do not need to order labor to load and unload your trucks.
- It should not be confused with shipping which is the cost to transport your exhibit material to and from the facility.
- Advanced Warehouse charges will be automatically applied to your account upon receipt of each shipment.
- Target dates cannot be changed once freight is received at the warehouse.**

ADVANCE WAREHOUSE RATES

Advance Warehouse - Received February 3– February 26, 2025

\$0.40/ Pound (\$400.00 minimum)

The above rate applies to shipments sent to advance warehouse

Advance Warehouse - Received after February 26, 2025

\$1.00/ Pound (\$1,000.00 minimum)

Shipments arriving after February 26, 2025 are considered late and charged an expedited handling fee. There is no guarantee your shipment will arrive to your booth on your target date.

Return to Warehouse

\$1.00/Pound (\$1,000.00 minimum)

A minimum additional charge of one ½ hour PES supervised labor fee will apply for any shipment left on the floor without a completed Material Handling Agreement submitted to PACK EXPO service center and done so before the exhibitor move out deadline.

IMPORTANT SHIPPING INFORMATION

Advance Warehouse Shipping Address:

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

Direct To Show Site Shipping Address:

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

- PACK EXPO Services will accept crated, boxed or skidded materials beginning Feb 3, 2025, at the ADVANCE WAREHOUSE address. Shipments arriving after February 26, 2025 will be received at the warehouse with an additional after deadline charge and delivery to the facility will be delayed.
- Avoid delays and wait time on-site and ship to the advance warehouse.
- All hanging signs sent to Warehouse must be labeled with PACK EXPO Services Hanging Sign Labels.
- Hanging signs must be received at the advanced warehouse by February 26, 2025 to receive the advanced rate.
- PACK EXPO Services will receive shipments at the SHOW FACILITY beginning March 6, 2025 on your assigned target date/time. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Certified weight tickets must accompany all shipments.
- PACK EXPO Services Warehouse does not accept: uncrated freight (loose, pad-wrapped material and/or un-skidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00am - 2:00pm. Certified weight tickets must accompany all shipments.
- Shipments under 25 pounds are not accepted at the warehouse.
- The Advance Warehouse is closed on Monday, February 17, 2025 for the Presidents' Day holiday.**



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Georgia World Congress Center
Atlanta, GA USA

Marshalling Yard Information

Discount Deadline:
February 3, 2025

Marshalling Yard

All vehicles, including cars, with materials for delivery, must check-in at the marshalling yard located at the address below. There is no usage fee required by Georgia World Congress Center.

Marshalling Yard Address

PACK EXPO Services Marshalling Yard
362 Ivan Allen Jr. Blvd. NW
Atlanta, GA 30313

Check-In (EXHIBITORS: PLEASE INFORM YOUR CARRIER)

- Targeted shipments should check-in at least 2-hours prior to appointed time.
- Late Driver Check-In: Drivers checking in after 2:00 pm are not guaranteed straight time rates.
- Marshalling staff hours
 - Move-In: 4:00 am to 2:00 pm
 - Move-Out: 4:00 am to 2:00 pm

NOTE: For break of show on March 12, 2025, hours will be 12:00 pm to 6:00 pm. Drivers that have signed in and matched to exhibitor Material Handling Agreements (MHAs) will be dispatched that night.

Please see the [Quick Facts](#) for specific Move-In and Move-Out times and Driver Check-In Deadlines.

If the driver does not have a document with sufficient information describing the shipment(s), they will be delayed until we attain the proper information.

An unloading document will be issued at the Marshalling Yard trailer by PACK EXPO Services personnel. The Receiving Report will be:

- Based on the information on bill of lading or delivery receipt.
- Date and time stamped.

Once a driver has checked in, a numbered card will be given to them for placement in the window of their vehicle. The numbered card identifies the building and area in which they will be unloaded. The driver will be advised when to proceed to their designated area. The numbered card must be displayed in the vehicle's windshield at all times.

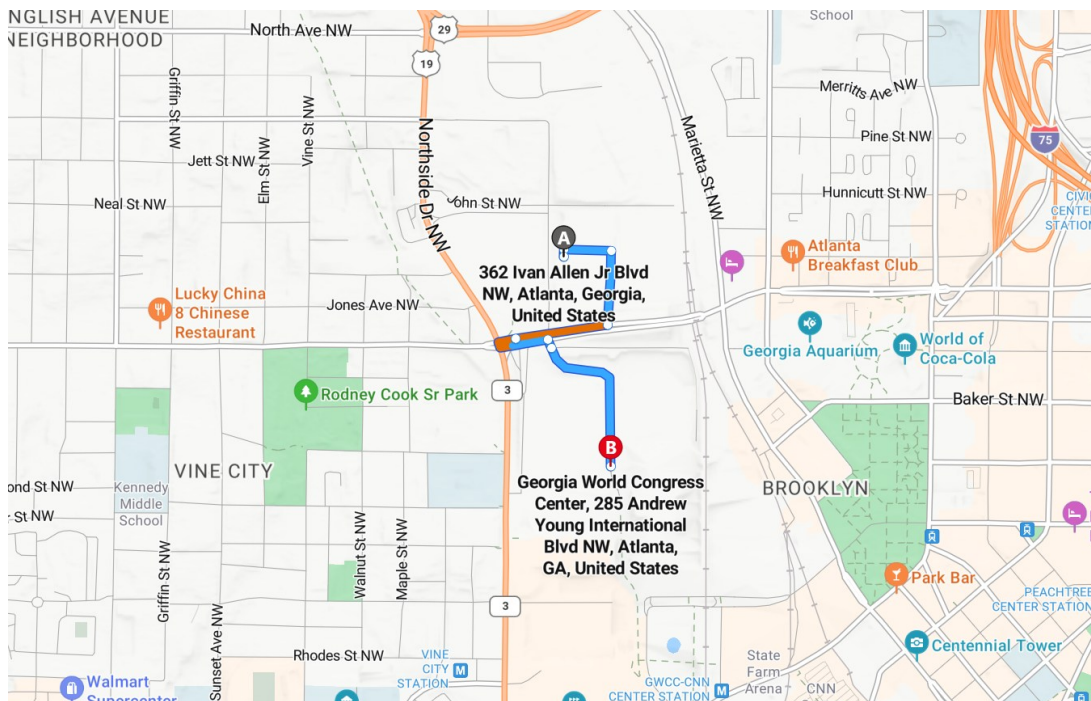
Please make sure your trucking company has a copy of this information.

A 362 Ivan Allen Jr Blvd NW, Atlanta, Georgia, United States 7 min , 0.7 miles
B Georgia World Congress Center, 285 Andrew Young International Blvd NW, Atlanta, GA, United States Light traffic
 Via Mangum St NW, Ivan Allen Jr Blvd NW

A 362 Ivan Allen Jr Blvd NW, Atlanta, Georgia, United States

↑	1. Depart and head (north) ● Private Road	52 ft
↘	2. Turn right onto Johnson St NW ● Private Road	361 ft
↘	3. Turn right onto Mangum St NW ● Private Road ● Gated road	0.1 mi
↘	4. Turn right onto Ivan Allen Jr Blvd NW	0.1 mi
↶	5. Make a U-turn to stay on Ivan Allen Jr Blvd NW ▲ Minor congestion	0.1 mi
↘	6. Turn right onto Simpson St NW	72 ft
↑	7. Keep straight to get onto Mangum St NW ● Private Road ● Gated road	0.2 mi
	8. Arrive at Mangum St NW on the right The last intersection before your destination is Simpson St NW	

B Georgia World Congress Center, 285 Andrew Young International Blvd NW, Atlanta, GA, United States





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Atlanta, GA USA

Driver Check-In
Requirements

INBOUND Driver Check-in Requirements

All Drivers must provide the following details on their Bills Of Lading (BOL):

1. Booth Number
2. Exhibiting Company's Name
3. Shipper's Name
4. Piece Count Summary
5. All drivers must provide a certified scale ticket to check-in
6. Net, Gross and Tare Weight

Piece count summaries must be broken down into the following categories:

1. Crates (Wooden Boxes)
2. Cartons (Cardboard Boxes)
3. Carpets (Rugs and Pads)
4. Skids (Pallets)
5. Bundles
6. Machines
7. Miscellaneous (Loose or Unpacked Items)

Certified weight tickets will be required.

ALL BILLS OF LADING MUST CONTAIN THIS INFORMATION BEFORE THEY CAN BE ACCEPTED FOR DRIVER CHECK-IN

Drivers that are unable to provide any of the requested information must contact their dispatch to get the necessary information to be checked in for unloading.

OUTBOUND Driver Check-in Requirements

All Drivers must present the following information to pick up freight from a show:

1. Booth Number
 2. Exhibiting Company's Name
 3. Shipment Destination (City and State)
 4. Carrier's (or Broker's) Name
 5. Location or area the vehicle is parked
 6. Driver's Cell Phone Number
- There may be a wait time before the freight is ready to be picked up.
 - Please wait in the Marshalling Yard until you are dispatched for loading by the Freight Clerk.

Drivers that are unable to provide any of the required information for check-in must contact their Dispatch for assistance.

EXHIBITOR FREIGHT: Exhibitor freight is under your care and responsibility until your carrier is pulled up to the dock and PES comes to your booth and picks up the freight. With a show this size and the amount of freight that is on the show floor at one time, exhibitors must stay with their freight to make sure it is all loaded properly without damage. If you have multiple trucks, you must remain with your freight to insure all your freight is loaded properly and correctly to the designated trucks.

If you choose to leave the show floor prior to your freight being picked up by PES and loaded onto your carrier's truck, you do so at your own risk. PES will not be responsible for any misloaded freight or damaged freight if the exhibitor is not there to supervise your freight being loaded.

Please advise your carrier they must get out of their truck and supervise the loading of your freight. If they do not get out of their truck to supervise the loading, then your freight will not be loaded onto their truck. Your carrier is responsible for securing the freight on the truck.



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Atlanta, GA USA

**Outbound
Material Handling
Agreement (MHA)
and Pre-Printed
Labels**

[Outbound Material Handling Agreement and Pre-Printed Labels Instructions](#)

Click link for online information.



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

PACK EXPO SOUTHEAST 2025
MARCH 10-12, 2025
HALLS C1-C2
GEORGIA WORLD CONGRESS
CENTER
ATLANTA, GEORGIA
Floor Plan as of 02-24-2025

KEEP CLEAR

In-Bound Color Coding

- = Orange Thurs, March 6th - 8:00AM
- = Yellow Thurs, March 6th - 12:30PM
- = Red Fri, March 7th - 8:00AM
- = Green Fri, March 7th - 12:30PM
- = Blue Sat, March 8th - 8:00AM
- = Grey Sat, March 8th - 12:30PM
- = Pink Sun, March 9th - 8:00AM





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

PACK EXPO SOUTHEAST 2025
MARCH 10-12, 2025
HALLS C1-C2
GEORGIA WORLD CONGRESS
CENTER
ATLANTA, GEORGIA
Floor Plan as of 02-24-2025

KEEP CLEAR

Out-Bound Color Coding

- = Pink Wed, March 12th
- = Yellow Thurs, March 13th
- = Red Fri, March 14th
- = Green Sat, March 15th





March 10-12, 2025
Atlanta, GA USA



March 10-12, 2025
Atlanta, GA USA

Advance Warehouse Shipments
EXHIBIT MATERIAL

Advance Warehouse Shipments
EXHIBIT MATERIAL

To: _____
(Exhibitor)

To: _____
(Exhibitor)

(Booth Number)

(Booth Number)

PACK EXPO Southeast 2025

PACK EXPO Southeast 2025

c/o GES and PACK EXPO Services (PES)
885 Douglas Hill Road, Suite 200
Lithia Springs, GA 30122

c/o GES and PACK EXPO Services (PES)
885 Douglas Hill Road, Suite 200
Lithia Springs, GA 30122

Please fill out the information below:

Please fill out the information below:

TARGET DATE: _____

TARGET DATE: _____

TARGET TIME: _____

TARGET TIME: _____

Do NOT deliver prior to February 3, 2025
Must arrive by February 26, 2025

Do NOT deliver prior to February 3, 2025
Must arrive by February 26, 2025

Carrier: _____ # Pieces: _____

Carrier: _____ # Pieces: _____



March 10-12, 2025
Atlanta, GA USA

ADVANCE WAREHOUSE HANGING OVERHEAD SIGN

To: _____

(EXHIBITOR)

(BOOTH #)

PACK EXPO Services

c/o GES and PACK EXPO Services (PES)

885 Douglas Hill Road, Suite 200

Lithia Springs, GA 30122

Name of Convention:

PACK EXPO Southeast 2025

Do NOT deliver prior to February 3, 2025

Must arrive by February 26, 2025

****To receive advanced price: Sign(s) must arrive by February 26, 2025****

Carrier: _____ No. Pieces _____



March 10-12, 2025
Atlanta, GA USA

Direct to Show Site Shipments

EXHIBIT MATERIAL



March 10-12, 2025
Atlanta, GA USA

Direct to Show Site Shipments

EXHIBIT MATERIAL

To: _____

(Exhibitor)

(Booth Number)

PACK EXPO Southeast 2025

Georgia World Congress Center - Halls C1-C2
c/o PACK EXPO Services (PES)
285 Andrew Young International Blvd NW
Atlanta, GA 30313

Please fill out the information below:

TARGET DATE: _____

TARGET TIME: _____

Do NOT deliver prior to March 6, 2025

Carrier: _____

Pieces: _____

To: _____

(Exhibitor)

(Booth Number)

PACK EXPO Southeast 2025

Georgia World Congress Center - Halls C1-C2
c/o PACK EXPO Services (PES)
285 Andrew Young International Blvd NW
Atlanta, GA 30313

Please fill out the information below:

TARGET DATE: _____

TARGET TIME: _____

Do NOT deliver prior to March 6, 2025

Carrier: _____

Pieces: _____



March 10-12, 2025
Atlanta, GA USA

**DIRECT TO SHOW SITE
HANGING OVERHEAD SIGN**

To: _____
(EXHIBITOR)

(BOOTH #)

PACK EXPO Services
c/o Georgia World Congress Center -
Halls C1-C2
285 Andrew Young International Blvd NW
Atlanta, GA 30313

Name of Convention:
PACK EXPO Southeast 2025

Target Date: _____

Target Time: _____

Do NOT deliver prior to March 6, 2025

Carrier: _____ No. Pieces _____

AIRWAYS FREIGHT

LAND • AIR • SEA

Delivering Performance

AN OFFICIAL FREIGHT CARRIER



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

Official Vendor



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PACKEXPO@AIRWAYSFREIGHT.COM

800.643.3525

#DELIVERINGPERFORMANCE

WWW.AIRWAYSFREIGHT.COM

BIG SERVICE

FOR YOUR SMALL PACKAGES

OFFICIAL SMALL PACKAGE CARRIER FOR:



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Official Vendor

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AIRWAYS **FREIGHT**®
LAND • AIR • SEA

WWW.AIRWAYSFREIGHT.COM 800.643.3525



Trade Show Services

Get the Show on the Road with our Trade Show Experts



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

Official Vendor



Our Trade Show Experts Show Up for You, So You Can Show Off



Trusted

With decades of Trade Show experience, we've earned the distinction of Official Show Carrier for many of the Trade Shows across the United States.



Your Connection

As the single source provider for the leading General Service Contractors, we know that relationships are key to any successful Trade Show, and we're here to help.



Dedicated Team

Our Regional Trade Show teams are on the ground, attending many shows and providing face-to-face support, while our in house Trade Show team is a phone call away.



Expertise

We have the tools for all of your Trade Show needs from real-time tracking, to Advanced Warehousing and Expedited shipping solutions.



To schedule a pickup or for more information, please contact the TForce Freight Trade Show Team at **800-988-9889** or visit **tforcefreight.com**.



Trade Show Services

When it comes to Trade Shows, let us show you what we're made of.

New to Trade Show shipping?

We can show you the tricks of the Trade! From our *How To Trade Show Guide* to our specialists, who are available Monday-Friday from 8 a.m. to 6 p.m. EST, we can walk you through the Trade Show process.

It's Showtime!

As the Preferred Carrier among the leading General Service Contractors and the Official Show Carrier at select events, our status means faster unloading at venues, which allows you to set up your booth earlier and prepare for the big event.

The Show must go on!

With multiple on-site Trade Show managers in every region ready to assist you during the show, you're never alone. Should you have a time-sensitive shipment or simply want a delivery guarantee, our Expedited team is ready.

Choose TForce Freight

Allow TForce Freight, with decades of experience, specialized regional teams, the right connections and the expertise to get you to the show on time.



For more information on Trade Show shipping, please call our Trade Show team at **800-988-9889** or visit **tforcefreight.com**.



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Discount Deadline:
February 3, 2025

MISCELLANEOUS

This section includes:

- Booth Security
- Donation Program
- Floral
- Hostess/Booth Talent
- Lead Retrieval/Digital Backpack
- Photography & Videography
- Refrigeration Brochure/Details
- Refrigeration Order Form
- Scooter Rental Ordering
- Catering Menu
- Meeting Room Request Form



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Booth Security

**Discount Deadline:
February 3, 2025**

- **Minimum Order: Six (6) hours per guard per day.**
- All daily schedules must meet a six (6) hour minimum. No schedule can commence or end between the hours of 12:00 am (midnight) and 6:00 am. Any same-day cancellations will be subject to a six (6) hour minimum charge.
- PACK EXPO Services (PES) Security is not an insurer. Charges are based solely upon the value of services provided for, and are unrelated to the value of the client's operations, property or the property of others. The amounts payable by the client are not sufficient to warrant PES assuming any risk of damage or loss to property due to PES's negligence or failure to perform. PES Security will not be responsible for any/all personal electronics including laptop computers. Uniformed security serves as a visual deterrent only, and the officers employed by PES Security, its agents and representatives, will provide all necessary safeguards and shall assume no liability for life, accident, theft of property, damage to property or any other loss due to factors beyond our control including acts of terrorism. The client, by signing this agreement indemnifies and holds PES Security harmless for any and all losses and claims by third parties and agrees to have in effect at the time of signing this agreement, insurance to cover all losses.
- Cancellations received less than 2-weeks prior to the first day of exhibitor move-in will be billed at 50%. Cancellations received on site will be billed 100%. Please refer to the show Terms and Conditions for additional information.

IN-BOOTH SECURITY

- **Advance Rate: \$35.00/Hour** **Standard Rate: \$45.00/Hour**
- On-site orders placed with less than 48-hour advanced notification, will be billed at \$50.00 per hour.
- Please indicate online when ordering: Day, Start Time, Stop Time, Total Hours, Number of Guards

Days Available

Thurs. 03/06 - Fri. 03/07
Fri. 03/07 - Sat. 03/08
Sat. 03/08 - Sun. 03/09
Sun. 03/09 - Mon. 03/10
Mon. 03/10 - Tues. 03/11
Tues. 03/11 - Wed. 03/12
Wed. 03/12 - Thurs. 03/13
Thurs. 03/13 - Fri. 03/14
Fri. 03/14 - Sat. 03/15

Login to [Exhibitor Resource Center](#) to order

(All orders must be submitted online - PDF forms will not be accepted)



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Discount Deadline:
February 3, 2025

Donation Program



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

Floral

Discount Deadline:
February 3, 2025

- All materials and plants available on a rental basis only, except for cut flower arrangements. Items missing from booth upon dismantling are the responsibility of the exhibitor and an additional charge will be applied. Orders placed on the show floor are subject to availability. Special floral options are available upon request. Please call your Customer Service Manager.
- **Orders are subject to a \$35.00 delivery fee.**
- Price includes plant installation, architectural containers, servicing throughout show, and dismantling at end of show.
- Cancellations received less than 2-weeks prior to the first day of exhibitor scheduled move-in will be billed at 50%. Cancellations received on site will be billed 100%. Refer to the show Terms and Conditions for additional information.

TROPICAL PLANTS

*Indicate online if designer is required

Item	Advance Price	Standard Price
Potted Ferns	\$ 51.00	\$ 73.00
Potted Ivy	\$ 51.00	\$ 73.00
2'-3' Plants	\$ 59.00	\$ 85.00
4' Plants	\$ 67.00	\$ 96.00
5' Plants	\$ 78.00	\$112.00
6'- 7' Plants	\$ 91.00	\$130.00
8'- 9' Plants	\$160.00	\$229.00

BLOOMING PLANTS

Potted Mums (Yellow, White, Lavender)	\$ 40.00	\$ 58.00
Potted Azaleas (Red, Pink, White)	\$ 51.00	\$ 73.00
Bromeliads	\$ 51.00	\$ 73.00
Bubble Bowl	\$ 51.00	\$ 73.00

PROFESSIONAL FLORAL SERVICES

Decorative Containers: Please indicate online what color pot: Black or White

Floral Arrangements: Please indicate when ordering online: Tropical or Seasonal

Extra Small Arrangement (6" x 6")	\$ 94.00	\$135.00
Small Arrangement (12" x 12")	\$120.00	\$172.00
Medium Arrangement (18" x 14")	\$134.00	\$192.00
Large Arrangement (24" x 18")	\$147.00	\$210.00
Single Stem Potted Orchid Plant - Fuchsia or White	\$114.00	\$163.00
Double Stem Potted Orchid Plant - Fuchsia or White	\$167.00	\$239.00
Custom Arrangement	Call for Quote	Call for Quote

Login to [Exhibitor Resource Center](#) to order

(All orders must be submitted online - PDF forms will not be accepted)



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

Hostess/
Booth Talent

[Hostess/Booth Talent Request Form](#)

Click link to provide information online.



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Georgia World Congress Center
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Hostess/Booth Talent Terms and Conditions

Login to Exhibitor Resource Center to order

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Submit your Hostess/Booth Talent Request [here](#).

Registration / Badges for Associates

The Exhibitor is responsible for registering each associate for a badge that will gain them access to the show floor and also must absorb any/all costs associated with badge registration. The Exhibitor is also responsible for meeting the associate on opening day to give them the badge. If the Exhibitor prefers, the associate can pick up the badge provided by the Exhibitor at Exhibitor Registration and meet the Exhibitor at the booth.

Cancellation by Exhibitor

Cancellations received after a contract has been signed, will be charged at 50% of the Total Bill. Cancellations received 14-days or less before the show will be charged at 100% of the Total Bill. (a) Exhibitor acknowledges and agrees to the CANCELLATION CHARGES set forth in the contract. If Exhibitor, or Agent on behalf of Exhibitor, cancels prior to the event, the Exhibitor will be subject to this Agreement. Upon such cancellation, Exhibitor/Agent excuse Event Pros, LLC and Talent from further performance under the terms of this Agreement. (b) The Exhibitor acknowledges and agrees that the Exhibitor or its Agent may only terminate or cancel Talent after commencement of the event subject to the Agreement, upon showing a good cause. "Good cause" is defined as a willful breach of duty by the Talent in the course of his or her performance, or in the case of the Talent's habitual; neglect of duty or continued incapacity to perform that duty. In the event of good cause as defined above, prior to terminating cancelling the Talent, the Exhibitor must provide Event Pros with a reasonable opportunity to cure the inadequate performance of the Talent by allowing Event Pros to notify the Talent of the alleged breach of duty and/or replacing the Talent with an alternate in order to rectify any performance inadequacies. In the event Exhibitor terminates or cancels Talent without providing Event Pros with the aforementioned opportunity to cure, the Exhibitor agrees to pay the entire fee due and owing as if the Exhibitor and Talent fully performed under the Agreement.

Indemnification

The Exhibitor shall indemnify, defend and hold harmless Event Pros, LLC from and against any and all obligations, debts, liabilities, claims, demands, losses, damages, lawsuits, and expenses of any third party in any way arising out of the services to be provided; however, such indemnifications shall not apply to acts of omissions of Event Pros, LLC which constitute willful misconduct or gross negligence.

No Solicitation by Exhibitor

The Exhibitor shall not solicit for employment or employ, nor refer to a third party for employment or employ, whether as employee or independent contractor, any person who is or has been provided to the Exhibitor through the services of Event Pros, LLC for a period of (2) years after the completion of any event for which Event Pros, LLC served as the booking agent.

Services to be Performed

Personnel retained by the Exhibitor will perform the specific duties described in the work order confirmation and will not be subjected to any undue emotional, physical, or sexual harassment from the Exhibitor and/or the Exhibitors' guests. Any such harassment will necessitate the withdrawal of personnel. The Exhibitor shall remain fully liable for payment of the total fee should such a withdrawal occur.

Meal Breaks and Rest Periods

The retained personnel shall be entitled to take lunch and breaks as outlined in the Work Order.

Overtime

The retained personnel will be eligible for overtime pay for hours in excess of 9 hours per day.

Subsequent Contracts

All future Work Orders will be performed under the same terms and conditions stated herein unless amended by written agreement.



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Event Staffing Services

The foundation of our business is based upon our highly-trained and experienced event staffing professionals, who have earned us our winning reputation within the trade show industry.

PROMOTIONAL ASSISTANTS coordinate the trade show booth, hospitality suite, or a special event. These friendly and gracious professionals are at your service to greet customers, serve food/beverages and be available to assist your staff in any way possible.

BOOTH ASSOCIATES act as your booth ambassadors and quickly improve your results. Each associate is well versed in a wide range of booth activities such as running the front desk, distributing literature, greeting and directing visitors to appropriate areas and qualifying leads.

CROWD GATHERERS increase your booth traffic and gain exposure. The enthusiastic crowd gatherers will attract audiences for presentations or demonstrations, generate leads, collect/process lead forms, distribute and secure all theater promotional items.

CROWD GATHERERS/EMCEES are seasoned Associates who get on the microphone before each presentation to draw in the largest crowd possible as well as giving a brief description of the upcoming presentation in an informative and entertaining manner. They will continue to gather a crowd off microphone and on the show floor once the presentation has begun.

LEAD EXECUTIVE ASSOCIATES maintain all booth activities and is your "right hand" person. Familiar with all aspects of the trade show industry, the lead executive associate has a proven industry track record with the capacity to maximize booth effectiveness.

BOOTH MANAGERS manage every area of the booth including but not limited to booth set-up and tear down as well as overseeing all booth logistics. They can manage all aspects of the booth with no supervision and offer suggestions on how to get the optimum flow of traffic throughout the entire display. They have over 5 years of experience in trade shows and management.

PRODUCT DEMONSTRATORS connect and communicate with your target audience, explaining the nuances and subtleties of your concept with ease and comfort. Fully versed in your company, products, and services, they will convey the desired corporate message to your potential clients.

INTERPRETERS are versed in the language of your choice and familiar with international business practices. Our cordial and engaging bi-lingual and multi-lingual interpreters bridge the language gap with international clients, making them feel right at home.

PRESENTERS/ACTORS deliver your product message professionally and effectively. These highly-adept and confident public speakers will add clarity, style and sizzle to your presentation or video shoot. Audition videos demonstrating presenter/actor skills are available upon request.

CELEBRITY IMPERSONATORS are ready to show up and are available to mingle with your guests at your event! Prices vary depending on scope of work, hours required and current, high-profile status and popularity level of celebrity requested.

SPECIALTY TALENT - We are a full service agency committed to meeting your needs. Therefore, we have access to providing you with Comedians, Celebrities, Musicians, Motivational Speakers, Performance Artists and more!

Enhanced Services

SECURITY We will provide any number of highly-trained uniformed security guards necessary for the protection of your property and/or event space. Our team of experts will develop a list of mandatory tasks, based on your needs, that every security officer must perform. Officers must also fill out daily reports that include unusual activity on your property including incident reports and safety inspections.

EVENT/PROGRAM MANAGEMENT We are your creative and logistics partner in the world of event management and production. We guide our clients down a path to success by managing all aspects of conferences, trade-shows and corporate events. We will work with you on pre-show planning, on-site execution and post-show wrap-up. From concept development, messaging, marketing campaigns and more, you can count on us to help you achieve event success. We understand the challenges of managing tight timelines and strict budgets which is why we pride ourselves in collaboration, creativity and execution.

REGISTRATION STAFFING & MANAGEMENT As a preferred staffing vendor for many large exhibitions and trade shows, we have partnered with show management to provide & oversee staffing and implement a robust registration process. In addition to managing registration for these large exhibitions, Event-Pros has worked with numerous corporations to oversee staffing for registration and check-in for their live events, executive meetings, global summits and product launches.

BOOTH STAFF TRAINING An executive can train your in-house booth staff on essential booth etiquette as well as tips on how to maximize the effectiveness of the entire booth to make your event a complete success.

CUSTOMIZED SPEAKER TRAINING We can provide workshops and coaching programs tailored to each client in order to assist in getting the most out of each of your presentations. We have some of the most sought after leadership trainers and speaker coaches in the industry today.

PRODUCTION SERVICES The right presentation is critical to excite and maintain the attention of trade show attendees. Allow our team of production professionals to provide presentations that capture and build enthusiasm around your product.



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Discount Deadline:
February 3, 2025

Lead Retrieval/ Badge Scanning



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**Photography
Services**

**Discount Deadline:
February 3, 2025**

- Pre-show photography and/or videography at your place of business is also available. Contact your Customer Service Manager for further information.
- Shipping and Handling via Ground Services will be a \$20.00 charge.
- Tangible products delivered in IL subject to 10.25% sales tax.
- Products delivered in TX and NY - applicable sales tax may apply.
- Cancellations received less than 1 week prior to the first day of exhibitor move-in will be billed at 50%.

EXHIBIT PHOTOGRAPHY PACKAGES

Includes color corrected, high resolution images with unlimited usage e-delivered within 5 business days from the end of the show unless otherwise stated below. For expedited delivery on any services, please contact your Customer Service Manager.

Item	Advance Price	Standard Price
Single View	\$235.00	\$313.00
Pro Pack A	\$1,269.00	\$1,650.00
<i>Includes 6 views of the exhibit delivered via E-Delivery.</i>		
Up to 5 Additional Pro Pack Views	\$95.00	\$123.00
Pro Pack B	\$2,997.00	\$3,896.00
<i>Includes 15 views of the exhibit delivered via E-Delivery.</i>		
Up to 10 Additional Pro Pack Views	\$95.00	\$123.00

VIDEOGRAPHY (SHOWSITE)

*includes small light kit & one microphone		
2 hour Video shoot*	\$1,590.00	\$2,067.00
w/post show edit	\$3,200.00	\$3,999.00
4 hour Video shoot*	\$2,200.00	\$2,860.00
8 hour Video shoot*	\$3,400.00	\$4,420.00
Add on to above:		
Voice Over	\$800.00	\$1040.00
Post Show Editing (includes 2 rounds of revisions)	\$2,600.00	\$3,380.00
On-site editing (in addition to post show editing)	\$1,000.00	\$1,300.00
Dedicated Audio person (4 hour minimum)	\$1,200.00	\$1,560.00
Buy out of RAW footage	\$500.00	\$650.00
Time-Lapse of booth build - starts at \$2,000	Call for Quote	Call for Quote
30 minute video at booth captured during photo session OR when crew is available. Does not include audio and can't be scheduled.	\$800.00	\$1,040.00

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Photography
Services cont'd

Discount Deadline:
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EVENT PHOTOGRAPHY SERVICES

All event photography services are to be used for timed special events only and must be booked in consecutive hourly increments to obtain discounted pricing. Offsite and after 5:00 pm two-hour minimum.

Does not include Exhibit or Product Photography.

Item	Advance Price	Standard Price
Event Photography (First Hour)	\$395.00	\$510.00
Add on to above		
25 foot tripod (plus shipping if required)	\$750.00	\$800.00
8 x 10 prints	\$55.00	\$60.00
Headshot Café - 4 consecutive hour minimum includes 1 hour for set-up and breakdown		
Email Delivery - 1 day - per hour	\$450.00	\$525.00
Add on to above		
Hair & Make-up with 4 hour consecutive hour minimum - per hour	\$295.00	\$325.00

Photobooth - Starts at \$1,600 for 3 consecutive hours - call for info and quote

PRODUCT PHOTOGRAPHY

Ideal for Product shots

1 Photo - ea.	\$49.99	\$65.00
2-9 Photos - ea.	\$47.99	\$62.40
10-19 Photos - ea.	\$44.99	\$58.50
20-29 Photos - ea.	\$42.99	\$55.90
30-50 Photos - ea.	\$39.99	\$52.00
50 + Photos - ea.	Call for Quote	Call for Quote
Add on to above:		
Jewelry, watches & reflective products—ea.*	\$19.00	\$24.70
Products over 2' - 5' high - ea.*	\$19.00	\$24.70
Products over 5' plus high - ea.*	\$59.00	\$76.70

* Price is per photo in addition to the cost of the actual photo as stated above. (I.E. if ordering one photo the cost would be \$49.99 + \$19.00, if ordering 10 photos it would be \$449.90 + \$190.00, etc.)

Imaging technicians will remove background, distracting objects or wall graphics, in addition to color correction.

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**Photography
Contact Information**

**Discount Deadline:
February 3, 2025**

[Photography Contact Information](#)

Click link to provide information online.



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Discount Deadline:
February 3, 2025

Scooter Rental Program



March 10-12, 2025
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Discount Deadline:
February 3, 2025

Catering Order Form



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Meeting Room Request Form