



EXHIBITOR PLANNING CALENDAR

2016 INTERNATIONAL PRODUCTION & PROCESSING EXPO

July 2015	Pre-Order Promotional Materials Place your IPPE promotional materials order. Materials include complimentary brochures (available online) and color postcards. Please see the online Marketing Manual for postcard order forms. Review Marketing Manual and plan advertising campaign in industry magazines.
August 3, 2015	Online IPPE Pre-Registration and Housing Opens www.ippexpo.org
September 30, 2015	Final payment due date for booths 300 sq. ft. or larger contracted through September 2015.
October 1, 2015	Final Deadline for Publication in the WATT/IPPE Pre-Show Directory. Form sent by WATT Publications to exhibitor contact must be completed and received by October 1, 2015, in order to be included in this WATT publication. This product/service catalog is made available at the IPPE. Deadline to submit booth layouts for approval for booths 400 sq. ft. or larger. Booth architectural renderings including structure dimensions and hanging signage size and position must be submitted for these booths to Exhibit Manager, Anne Sculthorpe, via email at asculthorpe@ippexpo.org .
November 9, 2015	Hotel Confirmation Wyndham Jade, our official housing agency, will send email confirmation to exhibitor's main contact on file. Review confirmation for accuracy. If a block of rooms was requested, ensure a list of correct names has been provided. All questions concerning request (name changes, arrival/departure dates, room type, cancellation policy, etc.) must be directed to Wyndham Jade; Group: (800) 494-5989; International: (972) 349-7679; Fax: (972) 349-7715.
November 20, 2015	Deadline to have listing filed for the U.S. Department of Commerce Export Directory. Log on to the exhibitor section of www.ippexpo.org .
November 25, 2015	Deadline for Levy Restaurants Food & Beverage order early bird discount. Menu prices increase 30% after deadline.
December 28, 2015	Deadline to submit Exhibitor Appointed Contractor (EAC) form, including proof of insurance, if third party other than GES is conducting setup/dismantle of booth.
December 31, 2015	Last day for domestic exhibitors to register and have 10 or more individual badges mailed.
January 4, 2016	Update online directory product listings in the exhibitor login section of www.ippexpo.org.
January 5, 2016	Deadline to submit Request for Variance to Assigned Target Time form to GES, Eric Birdsell, email ebirdsell@ges.com. Advance Order Discount Deadline for the following vendors: Global Experience Specialists, Inc. (GES) Utilities orders – Georgia World Congress Center (GWCC) Audiovisual/computer rental – PRG Booth monitoring (security) – Reliable Security Floral and plant – Total Plant & Floral Lead Retrieval – RCS Refrigeration Rental – Lowe Refrigeration

January 8, 2016	Deadline for exhibitor proof of insurance submitted to Anne Sculthorpe, Exhibit Manager, asculthorpe@ippexpo.org. If insurance certificate is not received, exhibitor freight will be held from delivery and booth setup will be denied.
January 20, 2016 1 – 6 p.m. and January 21-25, 2016 7 a.m. - 6 p.m.	Installation of exhibits. Targeted move-in for exhibitors. Target schedule posted to exhibitor manual and GES web site. Must be coordinated with Eric Birdsell, GES, phone 770.294.2506, email: ebirdsell@ges.com. All exhibits must be set up within scheduled hours and completed by Monday, January 25, at 6 p.m. No after-hours setup.
January 23, 2016	Earliest Receiving Date for Exhibitor Freight without Targeted Shipments to Georgia World Congress Center
January 24, 2016 12 - 5 p.m.	Onsite exhibitor registration open – B-Building registration lobby
January 25, 2016 7 a.m. - 5 p.m. 12 – 7 p.m.	Registration open – B-Building registration lobby Scan & Go badge pick-up also available in Marriott Marquis lobby
January 26, 2016 7 a.m. 7 a.m. - 5 p.m. 10 a.m. - 5 p.m.	Early Access for Exhibitors All exhibits must be show-ready by 9 a.m. Registration open – B-Building registration lobby; Exhibitor or Exhibitor Appointed Contractor (EAC) not pre-registered will be charged standard onsite registration of \$100 USD from this day forward. No exceptions. Expo Open
January 27, 2016 7 a.m. 7:30 a.m. - 5 p.m. 9 a.m. - 5 p.m.	Early Access for Exhibitors Registration open – B-Building registration lobby Expo Open
January 28, 2016 7 a.m. 7:30 a.m. - 2 p.m. 9 a.m. - 3 p.m. 3 p.m. 3 - 10 p.m.	Early Access for Exhibitors Registration open – B-Building registration lobby Expo Open Expo Adjourns and Exhibits Dismantling Begins Exhibitor Move-Out. We will have over 1,200 exhibitors, all of which want to leave as quickly as possible. GES does its best to facilitate returns of empty crates and cartons. Do not expect return of empty crates and cartons until 10 p.m.; schedule packing crew's travel plans for additional night(s) stay. No work allowed after 10 p.m.
January 29, 2016 7 a.m. - 8 p.m.	Exhibitor Move-Out
January 30, 2016 7 a.m. - noon.	Exhibitor Move-Out Overseas containers returned beginning 8 a.m. GES will begin forcing freight at 12 p.m. No Exceptions!