

EXHIBITOR PLANNING CALENDAR

2024 INTERNATIONAL PRODUCTION & PROCESSING EXPO

Mon., Jun. 19, 2023

Sponsorship/Marketing Opportunities preview posted to IPPE website
Please see www.ippexpo.org under the Exhibitors tab for more information.

Mon., Jul. 10, 2023

Sponsorship/Marketing Sales Begin Online at 12:00 p.m. EDT (US)
Please see www.ippexpo.org under the Exhibitors tab for more information.

**Mon., Aug. 14 through
Mon., Oct. 16, 2023**

Priority Housing for Exhibitors

Exhibitor hotel contacts should have received their priority schedule for booking hotels. Please see www.ippexpo.org under the Exhibitors tab for more information.

Mon., Aug. 14, 2023

Exhibitor Manual/Kit Link posted to IPPE Website and Exhibitor Dashboard

Mon., Aug. 28, 2023

TECHTalks Application Availability Begins Online

Please see www.ippexpo.org under the Exhibitors tab for more information.

Thu., Sep. 21, 2023

New Product Showcase Application Availability Begins

Please see www.ippexpo.org under the Exhibitors tab for more information.

Sat., Sep. 30, 2023

Final Booth Balances Due for Exhibitors Contracted Through September 2023

Sun., Oct. 1, 2023

Must be exhibitor by this deadline to be automatically listed in the WATT IPPE Pre-Show Directory that is distributed digitally prior to the show.

Fri., Oct. 13, 2023

New Product Showcase application deadline

Please see www.ippexpo.org under the Exhibitors tab for more information.

Mon., Oct. 16, 2023

Online General IPPE Registration and Housing Opens

GWCC Meeting Rooms and Customer Connection Center Meeting Room Requests Begin

Mon., Oct. 30, 2023

New Product Showcase notification deadline of acceptance sent to approved applicants.

Fri., Oct. 27, 2023

TECHTalks Application Deadline

Please see www.ippexpo.org under the Exhibitors tab for more information.

Tue., Oct. 31, 2023

Deadline to submit booth design layouts for approval of peninsula, split-island peninsula and island booths 300 sq. ft. or larger.

Booth architectural renderings including structure dimensions and hanging signage size and position must be submitted for these booths to IPPE Senior Exhibit Manager, Anne Sculthorpe, via email at asculthorpe@ippexpo.org.

Wed., Nov. 1, 2023

Must be exhibitor by this deadline for exhibiting company name and booth number to be automatically added to IPPE Pocket Planner published by Meetingplace. Information automatically submitted if exhibitor by this date.

Fri., Nov. 3, 2023

Hotel Confirmation

Exhibitor names due for hotel room block. If a block of rooms was requested, ensure a list of correct names and valid credit cards have been provided. All questions concerning request (name changes, arrival/departure dates, room type, cancellation policy, etc.) should be directed to Maritz Global Events at 864-208-2586.

Fri., Nov. 10, 2023

TECHTalks notification of acceptance sent to presenters.

Tue., Nov. 28, 2023

Lead retrieval advance order discount deadline

Continued

Fri., Dec. 1, 2023

Deadline to be listed as an exhibitor in the WATT IPPE Directory, which is the updated version of the WATT IPPE Pre-Show Directory and is distributed digitally and in print for the show. Must be exhibitor before Dec. 1, in order for company name and booth number to be automatically listed in directory.

Fri., Dec. 8, 2023

Department of Commerce Export Interest Directory deadline

Fri., Dec. 15, 2023

Last day for domestic exhibitors to have all exhibitor badges registered for postal mailing to exhibitor primary contact; exhibitors registering after this date must pick up badges onsite.

Tue., Jan. 2, 2024

Last day to order banners and window, stair and escalator clings if GES used to produce items.

Tue., Jan. 9, 2024

Advance Order Discount Deadline for the following vendors offering discount

Booth Furnishings, labor and freight – Global Experience Specialists (GES)

Utilities orders – Edlen Utilities (electrical, water, compressed air)

Wi-Fi and Internet - CCLD

Audiovisual/computer rental – PRG

Food & Beverage – Levy Restaurants

Floral and plant – Teasley's Convention Florist

Deadline for ordering Lowe Refrigeration rental items

Deadline to submit Exhibitor Appointed Contractor (EAC) form with GES, including proof of insurance, if third party other than GES is conducting setup/dismantle of booth.

Deadline to submit to GES the online form in exhibitor kit Request for Variance to Assigned Target Time; email questions to ATLFRTOPS@ges.com

Update deadline for online directory product listings in the exhibitor dashboard login section of www.ippexpo.org

Fri., Jan. 12, 2024

Exhibitor Invite Program Deadline. Last day that exhibitor-invited customers through this program may register for complimentary admission to IPPE. Beginning Sat., Jan. 13, all attendees registering for IPPE will be charged \$130 for IPPE admission.

Last day for Advance Shipments to arrive at GES Warehouse without surcharges 4:00 p.m.; carriers must check in by 2:00 p.m. to be guaranteed same day unloading.

Wed., Jan. 24, 2024

8:00 a.m. – 6:00 p.m. and

Thu. - Mon., Jan. 25 - 29, 2024

7:00 a.m. – 6:00 p.m.

Installation of exhibits. Targeted move-in for exhibitors. Target schedule posted in October 2023 to exhibitor manual on GES website. Variances must be coordinated with GES; email ATLFRTOPS@ges.com no later than Tue., Jan. 9, 2024.

Halls open at 7:00 a.m. Freight movement begins at 8:00 a.m. daily. All exhibits must be set up within scheduled hours and completed by Mon., Jan. 29, at 6:00 p.m.

Sun., Jan. 28, 2024

12:00 p.m. - 5:00 p.m.

4:30 p.m.

Registration open – A-B International Registration Lobby

Clean Floor Policy – Exhibitors with booths of 500sf or larger must have all empty crates tagged by 4:30 p.m. IF NOT, \$25 per crate surcharge applied (job dollies included)

Mon., Jan. 29, 2024

7:00 a.m. - 5:00 p.m.

Registration open – A-B International Registration Lobby and C-Building Registration Lobby

Deadline for complimentary exhibitor show badge registration for booth staff.

12:00 p.m. - 9:00 p.m.

Scan & Go badge pick-up available in Marriott Marquis, Westin Downtown, Omni and Signia lobbies

Tue., Jan. 30, 2024

7:00 a.m.

7:00 a.m. - 5:00 p.m.

Exhibit hall early access for exhibitors; Exhibits must be show-ready by 9:00 a.m.

Registration open – A-B International Registration Lobby and C-Building Registration Lobby

Exhibitor or Exhibitor Appointed Contractor (EAC) not pre-registered will be charged standard onsite registration of \$130 USD this day and forward. No exceptions.

10:00 a.m. - 5:00 p.m.

Exhibit Halls Open; Exhibits with hospitality may entertain until 6:00 p.m.

Wed., Jan. 31, 2024

7:00 a.m.

7:30 a.m. - 5:00 p.m.

Exhibit hall early access for exhibitors

Registration open – A-B International Registration Lobby and C-Building Registration Lobby

9:00 a.m. - 5:00 p.m.

Exhibit Halls Open; Exhibits with hospitality may entertain until 6:00 p.m.

Thu., Feb. 1, 2024

7:00 a.m.

7:30 a.m. – 2:00 p.m.

Exhibit hall early access for exhibitors

Registration open – A-B International Registration Lobby and C-Building Registration Lobby

9:00 a.m. - 3:00 p.m.

Exhibit Halls Open

3:00 p.m.

Exhibit Halls Close and Exhibit Dismantling Begins

3:00 p.m. - 11:00 p.m.

Exhibitor Move-Out. **There are 1,100 exhibitors, all of whom want to leave as quickly as possible. GES does its best to facilitate returns of empty crates and cartons. Do not expect the return of all empty crates and cartons until 11:00 p.m., Thu., Feb. 1. Schedule packing crew's travel plans for additional night(s) stay. No work allowed after 11:00 p.m. Targeted move-out ends at 8:00 p.m.**

Fri., Feb. 2, 2024

7:00 a.m. – 6:00 p.m.

Exhibitor Move-Out; Freight Movement Begins at 8:00 a.m.

Sat., Feb. 3, 2024

7:00 a.m. – 6:00 p.m.

Exhibitor Move-Out; Freight Movement Begins at 8:00 a.m.

Sun., Feb. 4, 2024

7:00 a.m. - 4:00 p.m.

Exhibitor Move-Out; Freight Movement Begins at 8:00 a.m.

GES will begin forcing freight at 4:00 p.m. **No Exceptions!**

Overseas containers returned beginning 8:00 a.m.

Log onto IPPE website at www.ippexpo.org in the EXHIBITORS tab of menu for exhibitor information including any exhibitor manual changes 24 hours a day, seven days a week. You'll find the answers to your questions online!