

# EXHIBITOR PLANNING CALENDAR

## 2025 INTERNATIONAL PRODUCTION & PROCESSING EXPO

May 1 - Jun. 7, 2024	<b>Scheduled Booth Selection for returning 2024 IPPE Exhibitors</b> Based on seniority order, highest to lowest
Jun. 10, 2024	<b>General Booth Sales Opens</b> Please see <a href="http://ippexpo.org">ippexpo.org</a> under the Exhibit tab for more information
Jun. 17, 2024	<b>Sponsorship/Marketing Opportunities preview posted online</b> Please see <a href="http://ippexpo.org">ippexpo.org</a> under the Exhibit tab for more information
Jul. 8, 2024	<b>Sponsorship/Marketing Sales Begin Online at 12:00 p.m. EDT</b> Please see <a href="http://ippexpo.org">ippexpo.org</a> under the Exhibit tab for more information
Aug. 5 - Oct. 7, 2024	<b>Priority Housing for Exhibitors</b> Exhibitor hotel contacts should have received their priority schedule for booking hotels. Please see <a href="http://www.ippexpo.org">www.ippexpo.org</a> under the Exhibit tab for more information
Aug. 12, 2024	<b>Exhibitor Manual/Kit Link Available</b> Posted to IPPE Website and exhibitor dashboard
Aug. 16, 2024	<b>Department of Commerce Export Interest Directory Submission Begins</b> Open to contracted U.S. exhibitors seeking export business to other countries. Please see <a href="http://ippexpo.org">ippexpo.org</a> under the Exhibit tab for the application and information.
Aug. 26, 2024	<b>TECHTalks Application Begins</b> Please see <a href="http://ippexpo.org">ippexpo.org</a> under the Exhibit tab for the application and information
Sept. 19, 2024	<b>New Product Showcase Application Begins</b> Please see <a href="http://ippexpo.org">ippexpo.org</a> under the Exhibit tab for the application and information
Sept. 30, 2024	<b>Final Booth Balances Due for Exhibitors Contracted through Sept. 1</b>
Oct. 1, 2024	<b>Must be an Exhibitor by this date to be listed in WATT IPPE Pre-Show Directory</b> Distributed digitally prior to the show
Oct. 7, 2024	<b>Online General IPPE Registration and Housing Opens</b> Attendee early registration \$85 through January 10, 2025, for IPPE admission without exhibitor promo code. Request promo code for complimentary attendee registration through Robin Hughes, <a href="mailto:rhughes@ippexpo.org">rhughes@ippexpo.org</a> .
Oct. 7, 2024	<b>GWCC Meeting Rooms and Customer Connection Center Meeting</b> Room Requests begin
Oct. 11, 2024	<b>New Product Showcase Application Deadline</b> Please see <a href="http://ippexpo.org">ippexpo.org</a> under the Exhibit tab for the application and information
Oct. 25, 2024	<b>TECHTalks Application Deadline</b> Please see <a href="http://ippexpo.org">ippexpo.org</a> under the Exhibit tab for the application and information
Oct. 30, 2024	<b>New Product Showcase notification deadline of acceptance sent</b> to approved applicants
Oct. 31, 2024	<b>Deadline to submit booth design layouts for approval of peninsula, split-island peninsula and island booths 300 sq. ft. or larger.</b> 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 <a href="mailto:asculthorpe@ippexpo.org">asculthorpe@ippexpo.org</a>

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Nov. 1, 2024	<b>Deadline for exhibiting company name and booth number to be added to IPPE Pocket Planner.</b> Must be exhibitor by this deadline for exhibiting company name and booth number to be automatically added to IPPE Pocket Planner published by Meetingplace
Nov. 1, 2024	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 at 864-208-2586.
Nov. 8, 2024	<b>TECHTalks notification of acceptance</b> sent to presenters.
Nov. 26, 2024	<b>Lead retrieval advance order discount deadline</b>
Dec. 1, 2024	<b>Deadline to be listed as an exhibitor in the WATT IPPE Directory</b> , 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.
Dec. 6, 2024	<b>Department of Commerce Export Interest Directory deadline</b>
Jan. 2, 2025	<b>Last day to order banners and window, stair and escalator clings</b> if GES used to produce items.
Jan. 7, 2024	<b>Last day for domestic exhibitors to have all exhibitor badges registered for postal mailing</b> to exhibitor primary contact; exhibitors registering after this date must pick up badges onsite. <b>New for 2025, there will a \$75 processing fee per mailing of exhibitor badges. Exhibitors will also be required to provide their badge delivery method (e.g., UPS, FedEx, etc.) and an account number to pay for the mailing expense.</b>
Jan. 7, 2025	<b>Advance Order Discount Deadline for the following vendors offering discount:</b> <ul style="list-style-type: none"> <li>• Booth Furnishings, labor and freight – Global Experience Specialists (GES)</li> <li>• Utilities orders – Edlen Utilities (electrical, water, compressed air)</li> <li>• Wi-Fi and Internet - CCLD</li> <li>• Audiovisual/computer rental – PRG</li> <li>• Food &amp; Beverage – Levy Restaurants</li> <li>• Floral and plant – Teasley's Convention Florist</li> </ul>
Jan. 7, 2025	<b>Deadline for ordering Lowe Refrigeration rental items</b>
Jan. 7, 2025	<b>Deadline to submit Exhibitor Appointed Contractor (EAC) form with GES</b> , including proof of insurance, if third party other than GES is conducting setup/dismantle of booth.
Jan. 7, 2025	<b>Deadline to submit to GES the online form Request for Variance to Assigned Target Time</b> (found in exhibitor kit); email questions to <a href="mailto:ATLFRTOPS@ges.com">ATLFRTOPS@ges.com</a>
Jan. 7, 2025	<b>Update deadline for online directory product listings in the exhibitor dashboard</b> login section of <a href="http://www.ippexpo.org">www.ippexpo.org</a>
Jan. 17, 2025	<b>Last day for Advance Shipments to arrive at GES Warehouse</b> without surcharges; carriers must check in by 2:00 p.m. to be guaranteed same day unloading.
Jan. 22, 2025 8:00 a.m. – 6:00 p.m. and Jan. 23 - 27, 2025 7:00 a.m. – 6:00 p.m.	<b>Installation of exhibits. Targeted move-in for exhibitors.</b> Target schedule posted in October 2024 to exhibitor manual on GES website. Variances must be coordinated with GES; email <a href="mailto:ATLFRTOPS@ges.com">ATLFRTOPS@ges.com</a> no later than Jan. 7, 2025.  <b>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 Jan. 27, at 6:00 p.m.</b>

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<p>Jan. 26, 2025 12:00 - 5:00 p.m.</p> <p>4:30 p.m.</p>	<p><b>Registration open – A-B International Registration Lobby</b></p> <p><b>Clean Floor Policy – Exhibitors with booths of 500sf or larger must have all empty crates tagged by 4:30 p.m. IF NOT, \$50 per crate surcharge applied (job dollies included).</b></p>
<p>Jan. 27, 2025 7:00 a.m. - 5:00 p.m.</p> <p>12:00 - 7:00 p.m.</p>	<p>Registration open – A-B International Registration Lobby and C-Building Registration Lobby <b>Deadline for complimentary exhibitor show badge registration for booth staff.</b></p> <p>Scan &amp; Go badge pick-up available in Marriott Marquis, Westin Downtown, Omni and Signia lobbies</p>
<p>Jan. 28, 2025 7:00 a.m.</p> <p>7:00 a.m. - 5:00 p.m.</p> <p>10:00 a.m. - 5:00 p.m.</p>	<p><b>Exhibit hall early access for exhibitors;</b> Exhibits must be show-ready by 9:00 a.m.</p> <p><b>Registration open – A-B International Registration Lobby and C-Building Registration Lobby</b> <b>Exhibitor or Exhibitor Appointed Contractor (EAC) not pre-registered will be charged standard onsite registration of \$135 USD this day and forward. No exceptions.</b></p> <p><b>Exhibit Halls Open;</b> Exhibits with hospitality may entertain until 6:00 p.m.</p>
<p>Jan. 29, 2025 7:00 a.m.</p> <p>7:30 a.m. - 5:00 p.m.</p> <p>9:00 a.m. - 5:00 p.m.</p>	<p><b>Exhibit hall early access for exhibitors</b></p> <p><b>Registration open – A-B International Registration Lobby and C-Building Registration Lobby</b></p> <p><b>Exhibit Halls Open;</b> Exhibits with hospitality may entertain until 6:00 p.m.</p>
<p>Jan. 30, 2025 7:00 a.m.</p> <p>7:30 a.m. - 2:00 p.m.</p> <p>9:00 a.m. - 3:00 p.m.</p> <p>3:00 p.m.</p> <p>3:00 p.m. – 11:00 p.m.</p>	<p><b>Exhibit hall early access for exhibitors</b></p> <p><b>Registration open – A-B International Registration Lobby and C-Building Registration Lobby</b></p> <p><b>Exhibit Halls Open</b></p> <p><b>Exhibit Halls Close</b> and Exhibit Dismantling Begins</p> <p><b>Exhibitor Move-Out.</b> There are more than 1,200 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., Jan. 30. 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.</p>
<p>Jan. 31, 2025 7:00 a.m. – 6:00 p.m.</p>	<p><b>Exhibitor Move-Out;</b> Freight Movement Begins at 8:00 a.m.</p>
<p>Feb. 1, 2025 7:00 a.m. – 6:00 p.m.</p>	<p><b>Exhibitor Move-Out;</b> Freight Movement Begins at 8:00 a.m.</p>
<p>Feb. 2, 2025 7:00 a.m. - 4:00 p.m.</p>	<p><b>Exhibitor Move-Out;</b> Freight Movement Begins at 8:00 a.m. GES will begin forcing freight at 4:00 p.m. <b>No Exceptions!</b> Overseas containers returned beginning 8:00 a.m.</p>

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Log onto IPPE website at [www.ippexpo.org](http://www.ippexpo.org) in the EXHIBIT tab of menu for exhibitor information including any exhibitor manual changes 24 hours a day, seven days a week. You will find the answers to your questions online!