



## Exhibitor Registration and Housing Information

Maritz is the official registration and housing provider for IPPE. The Housing portal allows exhibitors to request hotel blocks. Seniority housing will open on August 5, 2024 to IPPE's most senior exhibitors, then every two weeks after that to the next group based on seniority. The Registration portal will open on Monday, October 7, 2024. At this time, you can register your booth staff, send an invite to your customers that you placed in the room block so they can register themselves or you can send them your company's unique promo code to register themselves. Please contact Robin Hughes at [rhughes@ippexpo.org](mailto:rhughes@ippexpo.org) for your company's unique promo code for IPPE 2025.

**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.** Deadline for this option is January 7, 2025, and badges will be mailed to booth contact beginning January 8, 2025. The last day to mail badges is January 14, 2025. Please keep in mind that UPS does not deliver to PO Boxes, only physical addresses. Make sure that IPPE has your physical address on file.

You may also choose to pick up your badges at Exhibitor Registration (Purple signage) or Pre-Registered Badge Pick-up (Red signage) beginning Sunday, Jan. 26, 2025, from 12:00 p.m. to 5:00 p.m. at the Georgia World Congress Center. Badge Pick-Up Counters will also be in the lobbies of the Westin Peachtree Plaza, Atlanta Marriott Marquis, Omni, and Signia hotels on Monday, Jan. 27, 2025, from 12:00 p.m. – 7:00 p.m. for pre-registered attendees and exhibitors only. Registration is open from 7:00 a.m. to 5:00 p.m. at the Georgia World Congress Center on Monday, January 27 and Tuesday, January 28, and from 7:00 a.m. to 2:00 p.m. on Thursday, January 30. Complimentary registration is provided to all registered booth staff through Monday, January 27, 2025. Beginning Tuesday, January 28, exhibitor staff registration is \$135.

IPPE requires a unique and valid email address for all IPPE visitors. IPPE management does not release or sell any exhibitor contact information. However, the exhibiting company's registered email is viewable to attendees through the online exhibitor search without restriction. Due to obvious safety and security reasons, to attain correct lead contact information and to prevent customers from acquiring early access to the trade show floor before show hours, **DO NOT REGISTER YOUR CUSTOMERS OR GUESTS FROM THE EXHIBITOR PORTAL.** For any additional questions or issues, please contact Maritz Customer Service or IPPE Show Management.

