



# TARGETED MOVE-IN and MOVE-OUT

The International Production & Processing Expo is a targeted show. This means that all exhibitors are assigned a scheduled move-in date for receiving all materials and/or equipment shipped directly to show site. Exhibitors are also assigned a scheduled move-out date for shipping all materials and/or equipment from show site.

Shipments sent to the Advance Warehouse will be delivered and placed in booth prior to exhibitor's target date.

GES will assign a target date for all booths based on location and booth size and notify exhibitors by email of their scheduled target dates. Target schedule will be made available at [www.ges.com](http://www.ges.com) in the exhibitor kit information for the 2025 IPPE by September 2024.

Any exhibitor wishing to change their target dates must complete the REQUEST FOR VARIANCE TO ASSIGNED TARGET TIME online form found in the exhibitor manual no later than Jan. 7, 2025. The exhibitor will be notified when the request has been approved or denied. An email will be sent to the exhibitor confirming change in target dates. Any questions must be emailed to [ATLFRTOPS@ges.com](mailto:ATLFRTOPS@ges.com).

It is the exhibitor's responsibility to notify the transportation carrier of scheduled target dates.

**Shipments arriving or departing off-target may be refused and/or rescheduled with accrued charges applied to exhibitor account.**