

Exhibitor Services Kit – 5P Packaging Expo

Event Schedule

5P Packaging Expo - Fox Cities Expo Center 355 W Lawrence St Appleton, WI Event Schedule		
MONDAY, February 24		
Exhibitor Move In	8 am – 4:30 pm	Halls A-C
Registration/Badge Pickup	Noon - 4:30 pm	Lobby outside Halls A-C
TUESDAY, February 25		
Registration/Badge Pickup	7:30 am - 4:30 pm	Lobby outside Halls A-C
Exhibitor Move In	8 – 10 am	Halls A - C
Michael Manley, Amazon	9 - 10 am	TBD
Jeff Krepline, Menasha Corporation	9 - 10 am	TBD
Expo	10 am – 4:30 pm	Halls A - C
Lunch	Noon - 1 pm	TBD
Mark Hunter, Hoffmaster	1 - 2 pm	TBD
Networking Event	4:30 - 6:30 pm	Lobby outside Halls A-C
WEDNESDAY, February 26		
Registration/Badge Pickup	8 am - Noon	Lobby outside Halls A-C
Heather Prach, IDDBA /Natha Dempsey, Foodservice Packaging Institute	9 - 10 am	TBD
Expo	10 am – 3 pm	Halls A - C
Lunch	Noon - 1 pm	TBD
UW Madison Panel	1 - 2:30 pm	TBD
Exhibitor Move Out	3 – 5 pm	Halls A-C

Standard Booth Package – Items listed are included with each 8’Wx10’D booth.

	Color
6’ Table (1)	n/a
Drape (8’ back/3’ sides)	Green
Table cloth (1)	Gray
Table skirting (1)	Gray
Contour Chairs (2)	n/a
Wastebasket (1)	n/a
Company ID Sign (17” x 11”)	n/a

- No substitutions. Alternate or additional items can be ordered through GES at exhibitor expense.
- If you do not require table, table cloth, table skirting, chairs, or wastebaskets, please notify Kay Faherty at kfaherty@iddba.org by February 3, 2025.
- If you fail to notify IDDBA and items need to be removed at the show, you may be charged for the labor for the removal.

Exhibitor Set-Up / Tear Down Guidelines

Exhibitor set up is Monday, February 24, 2025 from 8 am – 4:30 pm Central Time and Tuesday, February 25, 2025 from 8 – 10 am. The expo hall opens at 10 am and all booths must be set up by 10 am.

NOTE: You are only able to bring in items that you can hand carry into the Expo Center. No hand carts, wagons, dollies, etc. are allowed to be brought into the facility for transport of items. If you have items that you are not able to hand carry into the facility, you must use GES to transport your items into the expo hall.

Exhibitor Tear Down / Move Out is Wednesday, February 26, 2025 from 3 – 5 pm. Please do not start tearing down your booth before the 3 pm close of the show. The same guidelines for transport of items out of the facility apply as move in – you must be able to hand carry items or use GES for assistance with any items that are not able to be hand carried.

Drop-Off Area & Parking

If you would like to drop off your materials before parking in the ramps connected to the hotel/Fox Cities Expo Center (FCEC), drive to the address of the FCEC at 355 W. Lawrence St and then turn onto Elm St (by the flag poles); on the left, there is an entrance driveway to the building.

Please note:

- Weight limit of 6,000 lbs and a height limit of 8' 2" to utilize this entryway.
- If the weight is over 6,000 lbs or vehicle is above 8' 2", drive to the semi loading bays to the right of the drop-off area on Elm. GES will unload your vehicle from the dock area and you will be charged for drayage and delivery fee to your booth. Please contact GES in advance if you will need to access the semi loading bays.
- You will need to have two people if dropping off items to hand carry into the FCEC as vehicles cannot be left unattended in this area. Limit of 30 minutes in the self drop off area.
- There are two freight elevators at the FCEC.
 - The largest is located inside, just to the right of the semi-loading bays. This elevator is strictly for use by GES and no exhibitors will be allowed to use.
 - The second freight elevator is located to the left of the drop-off area gates, on the corner of the FCEC building. The Plaza Level Freight Elevator is 5.5' wide and 8' deep. Exhibitors may use this elevator to transport items by hand.

- Escalators are NOT to be used for loading and unloading or transporting items.
- No vehicles can be driven onto the show floor.