

EXHIBITOR PLANNING CALENDAR

2023 INTERNATIONAL PRODUCTION & PROCESSING EXPO

Mon., Jun. 20, 2022	Sponsorship/Marketing Opportunities preview posted to IPPE website Please see www.ippexpo.org under the Exhibitors tab for more information.
Mon., Jul. 11, 2022	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. 1, 2022	Exhibitor Manual/Kit Link posted to IPPE Website and Exhibitor Dashboard
Mon., Aug. 1 through Mon., Sep. 26, 2022	Priority Housing and Show Badge Registration for Exhibitors 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. 29, 2022	TECHTalks Application Availability Begins Online Please see www.ippexpo.org under the Exhibitors tab for more information.
Fri., Sep. 30, 2022	Final Booth Balances Due for Exhibitors Contracted Through September 2022
Mon., Oct. 3, 2022	Online General IPPE Registration and Housing Opens GWCC Meeting Rooms and Customer Connection Center Meeting Room Requests Begin
Fri., Oct. 14, 2022	Deadline to submit booth layouts for approval for 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 ascalthorpe@ippexpo.org
Mon., Oct. 28, 2022	Must be exhibitor by this deadline to be automatically listed in the WATT IPPE Pre-Show Directory, which is distributed digitally prior to the show
Fri., Nov. 4, 2022	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; USA: (800) 293-7279; International: (240) 439-2992.
	TECHTalks Application Deadline Please see www.ippexpo.org under the Exhibitors tab for more information.
Fri., Nov. 11, 2022	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. 18, 2022	Innovation Station application deadline; see www.ippexpo.org under the Exhibitors tab for more information
Mon., Nov. 21, 2022	TECHTalks notification of acceptance sent to presenters.
Tue., Nov. 29, 2022	Lead retrieval advance order discount deadline
Thu., Dec. 1, 2022	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.
Tue., Jan. 3, 2023	Last day for domestic exhibitors to have 10 or more individual badges registered for postal mailing to exhibitor primary contact; exhibitors registering after this date must pick up badges onsite

Continued

Fri., Jan. 6, 2023

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 – Total Plant & Floral Service

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

Deadline for exhibitor proof of insurance submitted to Robin Hughes, Expo Support Coordinator, rhughes@uspoultry.org

If insurance certificate is not received, exhibitor freight will be held from delivery and booth setup will be denied

Exhibitor Invite Program Deadline. Last day that exhibitor-invited customers through this program may register for complimentary admission to IPPE. Beginning Sat., Jan. 8, all attendees registering for IPPE will be charged \$125 for IPPE admission

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

Tue., Jan. 10, 2023

Deadline for ordering Lowe Refrigeration rental items

Wed., Jan. 13, 2023

Last day for Advance Shipments to arrive at GES Warehouse without surcharges 3:30 p.m.; carriers must check in by 2:00 p.m. to be guaranteed same day unloading

Wed., Jan. 18, 2023

1:00 p.m. – 6:00 p.m. and

Thu. - Mon., Jan. 19 - 23, 2023

7:00 a.m. – 6:00 p.m.

Installation of exhibits. Targeted move-in for exhibitors. Target schedule posted in August 2022 to exhibitor manual on GES website. Variances must be coordinated with GES, email ATLFRTOPS@ges.com no later than Fri., Jan. 6, 2023.

Freight movement begins at 8:00 a.m. daily. All exhibits must be set up within scheduled hours and completed by Mon., Jan. 23, at 6:00 p.m. No after-hours setup.

Sun., Jan. 22, 2023

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 500 sf or larger must have all empty crates tagged by 4:30 p.m. IF NOT, \$25 per crate surcharge levied (job dollies included)

Mon., Jan. 23, 2023

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

12:00 p.m. - 7:00 p.m.

Continued

Tue., Jan. 24, 2023

7:00 a.m.

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

10:00 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 \$125 USD this day and forward. No exceptions.

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

Wed., Jan. 25, 2023

7:00 a.m.

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

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

Exhibit hall early access for exhibitors

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

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

Thu., Jan. 26, 2023

7:00 a.m.

7:30 a.m. – 2:00 p.m.

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

3:00 p.m.

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

Exhibit hall early access for exhibitors

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

Exhibit Halls Open

Exhibit Halls Close and Exhibit Dismantling Begins

Exhibitor Move-Out. There are more than 1,000 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 return of all empty crates and cartons until 11:00 p.m., Thu., Jan. 26, in B-Hall and C-Hall; 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., Jan. 27, 2023

7:00 a.m. – 6:00 p.m.

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

Sat., Jan. 28, 2023

7:00 a.m. – 6:00 p.m.

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

Sun., Jan. 29, 2023

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!