



PACK EXPO International & Pharma EXPO 2016

Exhibitor Move-In Information

WELCOME EXHIBITORS! To help make your show experience run as smoothly as possible we have provided you a list of quick tips below.

- The location of each Exhibitor Service Center for PACK EXPO Services (PES) is listed below. You can place orders for all services at these locations. Your dedicated Customer Account Manager (CAM) is located here and will be glad to assist you in anything you may need for the show. Empty labels and Trash labels can be picked up here also.

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| ▪ West Hall | Booths 300 - 1099 | Under the food pod on the show floor |
| ▪ South Hall | Booths 1400 - 4399 | Mtg Room S404 ABC (Level 4) |
| ▪ North Hall | Booths 4500 - 6399 | Mtg Room N230 AB (Level 2) |
| ▪ Lakeside Upper Hall | Booths 6700 - 11199 | Mtg Room E253 BCD (Level 2) |
- The Exhibitor Labor desks for all trades are located just outside of the Exhibitor Service Centers. You must sign in/out your labor at these locations. You MUST confirm labor the day before your labor request.
- Lead Retrieval Locations: South Hall – S404D (Level 4), North Hall – N231 (Level 2), Lakeside Upper Hall – E252 (Level 2), West Hall – Service Center
- We have assigned you a PES Floor Service Representative. They will be on the show floor to assist you with questions. They are roaming the floor or can be reached from the Service Centers.
- PMMI Floor Managers have been assigned to each hall to assist exhibitors and to ensure that all exhibitors act within the rules and regulations for the show. Assignments and locations –
 - South Hall:
 - Jeff Christensen (desk located across from booth 1502)
 - Don Capitali (desk located under food pod near booth 3462)
 - Joe Henry (desk located across from booth 3705)
 - North Hall:
 - Chuck Bierley (desk located across from booth 5306)
 - Brendan Hagan (desk located across from booth 5704)
 - Lakeside Hall Upper:
 - Barbara Powell (desk located across from booth 8103)
 - Mike Roche (desk located across from booth 7103)
 - Lakeside Hall Lower:
 - Danny Sullivan (desk located across from booth 9300)
 - Greg Clark (desk located across from booth 10300)
 - West Hall:
 - Louie Cacchioli (desk located across from booth 423)
 - Danny Kudlak (desk located across from booth 1007)
- Exhibitor Rights Update: Be sure to review and adjust your booth planning needs to take advantage of the new legislation that affects the rules governing the setup and dismantle of your booth. If you have questions concerning these changes, please contact your CAM or refer to the exhibitor service manual.
- During Move-In, power will be on from 8:00 am to 4:30 pm. During show days, power will be on from 8:00 am until one hour after the close of the show. If extended power is required, please contact your CAM.
- 24-Hour Power: Although ordered in advance, power does not begin until the evening before the first show day, and is turned off on the last day at the close of the show. If you need 24-hour power on any of the other days, arrangements must be made by 2:30 pm with your CAM.
- You are permitted to connect multiple pieces of equipment to 120v electrical services as long as they do not exceed the maximum rated amperage. If you exceed the maximum rated amperage you may “blow a fuse” or potentially damage equipment. For safety reasons, all 208v and 480v services must be connected by PES electricians.



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- Avoid Code Violations: PACK EXPO Services is a registered electrical contractor in the city of Chicago, and as such, we are subject to the City's electrical codes and regulations. PES electricians are required to inspect all electrical connections. Customer provided cables and cords must be 3-wire grounded, and meet the Federal, State and Local Codes.
- It is extremely important that your technicians know the codes and regulations, and construct a booth that conforms to them. Electrical equipment must be listed and labeled by a nationally recognized testing laboratory, i.e., Underwriters Laboratory or specifically approved by the Chicago Bureau of Electrical Inspection.
- One-Time Spot: In order to take advantage of the free one-time spot for exhibitor freight, you must be present in your booth to offer instruction at the time your freight arrives (any uncrating or unskidding will not qualify for a one-time spot). If you are supplying your own floor covering, or have ordered your covering from an outside supplier, your carpet must be in place by your target date and time to take advantage of the one-time spot.
- Fill and Drain Services: Minimum one-hour labor for fill; minimum one-hour labor for drain.
- If you need to work past 4:30 pm during set-up, you must notify your Floor Service Representative no later than 2:30 pm that same day. If you need to schedule electrical manpower (labor) before 8:00 am on the following day, you must notify your CAM by 11:00 am the day prior.
- On-Site Security must be ordered at least FIVE hours before the requested security starting time at the Exhibitor Service Centers. Please remember that you are responsible for your booth and its contents – Do not leave valuables in your booth unprotected. McCormick Place will have perimeter security during the show. Neither PES nor PACK EXPO are responsible for any missing items. If you have concerns, please hire booth security.
- Security cages are available for rental to secure items within your booth. You can order these at the Exhibitor Service Centers.
- Cleaning is a service that is often overlooked. Booth cleaning, vacuuming or porter service can be ordered at the Exhibitor Service Centers. **Unless ordered, your booth will not be cleaned the first day. If you have a machine in your booth which produces debris, you must order porter service.**
- Visqueen Removal (protective covering for carpet): It is the responsibility of the exhibitor to remove any visqueen prior to show open. Please have all visqueen removed from your booth, and placed in the aisles, by 2:00 pm on Saturday, November 5. The cleaning crew will start throwing away the visqueen at this time. Any visqueen not removed at that time will be removed by PES Labor, at the exhibitor's expense. You may also order visqueen removal at the Service Centers.
- Audio Visual Delivery Fees: All AV and Computer equipment rentals are subject to install and dismantle electrical labor. Union electrician rates will apply, and will be added to your account. These apply to both the official PES AV equipment, as well as any non-official AV equipment suppliers. Please refer to form 19g in the exhibitor service manual for a breakdown of electrical labor rates.

Have questions or need to place an order? Please visit the Exhibitor Service Centers, ask a Floor Service Representative, or contact us via the Virtual Service Center at:

972-751-9400 – Press 4 for Customer Service

We hope you have a great show!