

# EXHIBITOR PLANNING CALENDAR

## 2022 INTERNATIONAL PRODUCTION & PROCESSING EXPO

<p><b>Mon., Aug. 2 through Mon., Sep. 27, 2021</b></p>	<p><b>Priority Housing and Show Badge Registration for Exhibitors</b> Hotel contacts should have received their priority schedule for booking hotels. Please see <a href="http://www.ippexpo.org">www.ippexpo.org</a> under the Exhibitors tab for more information.</p>
<p><b>Mon., Jul. 19, 2021</b></p>	<p><b>Sponsorship/Marketing Opportunities posted to IPPE website for preview.</b> Please see <a href="http://www.ippexpo.org">www.ippexpo.org</a> under the Exhibitors tab for more information.</p>
<p><b>Mon., Aug. 2, 2021</b></p>	<p><b>Sponsorship/Marketing Opportunities Begin Online</b> Please see <a href="http://www.ippexpo.org">www.ippexpo.org</a> under the Exhibitors tab for more information.</p>
<p><b>Mon., Aug. 30, 2021</b></p>	<p><b>TECHTalks Application Availability Begins Online</b> Please see <a href="http://www.ippexpo.org">www.ippexpo.org</a> under the Exhibitors tab for more information.</p>
<p><b>Mon., Oct. 4, 2021</b></p>	<p><b>Online General IPPE Registration and Housing Opens GWCC Meeting Room Requests Begin</b></p>
<p><b>Fri., Oct. 15, 2021</b></p>	<p><b>Final Booth Balances Due for Exhibitors Contracted Through September 2021</b></p> <p><b>Deadline to submit booth layouts for approval for peninsula, split-island peninsula and island booths 300 sq. ft. or larger.</b> 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 <a href="mailto:ascalthorpe@ippexpo.org">ascalthorpe@ippexpo.org</a></p>
<p><b>Thu., Oct. 25, 2021</b></p>	<p><b>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</b></p>
<p><b>Fri., Nov. 5, 2021</b></p>	<p><b>Hotel Confirmation</b> 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.</p>
<p><b>Fri., Nov. 12, 2021</b></p>	<p><b>TECHTalks Application Deadline</b> Please see <a href="http://www.ippexpo.org">www.ippexpo.org</a> under the Exhibitors tab for more information.</p>
<p><b>Fri., Nov. 19, 2021</b></p>	<p><b>Must be exhibitor by this deadline for exhibiting company name and booth number to be automatically added to IPPE Pocket Planner published by Meetingplace.</b> Information automatically submitted if exhibitor by this date.</p>
<p><b>Fri., Nov. 19, 2021</b></p>	<p><b>Innovation Station application deadline;</b> see <a href="http://www.ippexpo.org">www.ippexpo.org</a> under the Exhibitors tab for more information</p>
<p><b>Mon., Nov. 22, 2021</b></p>	<p><b>TECHTalks notification of acceptance sent to presenters.</b></p>
<p><b>Tue., Nov. 30, 2021</b></p>	<p><b>Lead retrieval advance order discount deadline</b></p>
<p><b>Wed., Dec. 1, 2021</b></p>	<p><b>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.</b> Must be exhibitor before Dec. 1 in order for company name and booth number to be automatically listed in directory.</p>
<p><b>Tue., Jan. 4, 2022</b></p>	<p><b>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</b></p>

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**Fri., Jan. 7, 2022**

**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](mailto:ATLFRTOPS@ges.com)**

**Deadline for exhibitor proof of insurance submitted to Robin Hughes, Expo Support Coordinator, [rhughes@uspoultry.org](mailto: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](http://www.ippexpo.org)**

**Tue., Jan. 11, 2022**

**Deadline for ordering Lowe Refrigeration rental items**

**Wed., Jan. 12, 2022**

**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. 19, 2022**

1:00 p.m. – 6:00 p.m. and

**Thu. - Mon., Jan. 20 - 24, 2022**

7:00 a.m. – 6:00 p.m.

**Installation of exhibits. Targeted move-in for exhibitors. Target schedule posted in August 2021 to exhibitor manual on GES website. Variances must be coordinated with GES, email [ATLFRTOPS@ges.com](mailto:ATLFRTOPS@ges.com) no later than Jan. 7, 2022.**

**Freight movement begins at 8:00 a.m. daily. All exhibits must be set up within scheduled hours and completed by Mon., Jan. 24, at 6:00 p.m. No after-hours setup.**

**Sun., Jan. 23, 2022**

12:00 p.m. - 5:00 p.m.

4:30 p.m.

**Registration open** – A-B International Registration Lobby

**2021 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. 24, 2022**

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.

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**Tue., Jan. 25, 2022**

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. 26, 2022**

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. 27, 2022**

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 empty crates and cartons until 1:00 a.m., Jan. 28, 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. 28, 2022**

7:00 a.m. – 6:00 p.m.

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

**Sat., Jan. 29, 2022**

7:00 a.m. – 6:00 p.m.

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

**Sun., Jan. 30, 2022**

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.

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Log onto IPPE website at [www.ippexpo.org](http://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!