

# On-site Exhibitor Guide

Be prepared on-site! Use the list below as a guideline for information to bring with you to the show.

- [Hotel/Event Information](#)
  - Confirmation Numbers
  - Hotel Phone Number and Address
  - Contact Info for IFPA
- [Badge Access and Registration Info](#)
  - Registration hours/locations
  - Register in advance
- [Move-in/Move-out schedule](#)
- [Vendor Contact Info, Order Forms and Payment Info](#)
  - GES: furniture, carpet, cleaning, labor, material handling, refrigerated storage
  - Aramark: Catering/Food Prep
  - Smart City: Internet/Phone
  - Freeman: Audio Visual/Computer Equipment
  - Dan Taylor & Associates: Security and Exhibitor Appointed Contractors
  - Other Vendors
- [Shipping Information](#)
  - Tracking numbers
  - Contact information for driver and shipping company
  - Bill(s) of Lading
  - Marshaling Yard Information and Target Move-In Date
- [Rules and Regulations](#)
  - Certificate of Insurance
  - Labor Jurisdictions
  - Authorization Form Approval (if applicable)
  - Hanging Signs/ Multi-Story Booths /Covered Booths
  - Sampling In Your Booth/ Cooking / Serving Alcohol
  - Balloons
- Booth Layout (if applicable):
  - Display Layout
  - Electrical Layout
  - Plumbing Layout (if applicable)

## Important Information about the 2024 Booth Application Process:

- The 2024 booth application will open on **February 7, 2024**
- 2024 exhibitors must apply by **February 23** to be included in the early assignment process.
- Applicants will have until **April 5** to increase, downsize, or cancel the booth. **No refunds will be granted after April 5.**
- **Payment is due in full by April 5, prior to your booth assignment.** We will not assign booths without the full payment.
- All paid applicants will be assigned in priority point order from **April 10 to May 16** via Zoom. Appointment times will be emailed on **March 13.**
- Non-returning exhibitors, and anyone who paid/applied after the deadlines will be assigned in order of payment once early assignments are completed.

## Exhibitor Move-In Schedule

Sunday, October 15	Set-Up: 7:00 a.m. - 5:00 p.m.
Monday, October 16 - Wednesday, October 18	Set-Up: 7:00 a.m. - 9:00 p.m.  <b>Clean Floor Policy:</b> All booths 400 sq.ft. or larger must be finished with major exhibit construction with empties tagged by 7:00 p.m. Wednesday when the Clean Floor Policy goes into effect. Product merchandising and minor booth construction may continue through Thursday.
Thursday, October 19	Exhibitor setup 7:00 a.m. - 5:00 p.m.  Refrigerated/Frozen product delivery will occur from 8:00 a.m. - 5:00 p.m. Relabel any product you wish to send back to storage.  Exhibitors not set up by 2:00 p.m. will be marked as a no-show
Friday, October 20 - Saturday, October 21	Refrigerated/Frozen product delivery will occur from 6:00 a.m. - 8:00 a.m.  Product Removal will begin at 8:00 a.m.

## Expo Hours

Friday, October 20 & Saturday, October 21	10:00 a.m. - 5:00 p.m.
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## Exhibitor Move-Out Schedule

**(Booth Personnel Badges are required to access the show floor)**

Saturday, October 21	Exhibitor tear-down 5:00 p.m. - 10:00 p.m. EACs may not enter the floor until 6:00 p.m.
	Visit the Exhibitor Lounge from 5:00 p.m. - 10:00 p.m. Relax, recharge, get updates, and enjoy food & beverages while you wait for your creates/empties.
	Any product left in refrigerated storage after noon on Saturday will be donated to the food bank. Please use the compost bins to discard any fresh product/clippings that cannot be donated. Food Bank labels are available from your floor manager or in AR 1-2. We're also using those labels for any furniture, banners, giveaways & display items you wish to donate.
Sunday, October 22	Exhibitor tear-down 7:00 a.m. - 10:00 p.m.
	Target move out 7:00 a.m. - 7:00 p.m. Carriers must be checked in prior to move out times, booths must be dismantled and a BOL submitted to GES.
Monday, October 23	Exhibitor tear-down 7:00 a.m. - 4:00 p.m.
	Target move out 7:00 a.m. - 12:00 p.m. Carriers must be checked in prior to move out times, booths must be dismantled and a BOL submitted to GES.
Tuesday, October 24	Exhibitor tear-down 7:00 a.m. - 12:00 p.m.
	Target move out 7:00 a.m. - 12:00 p.m. Carriers must be checked in prior to move out times, booths must be dismantled and a BOL submitted to GES.

**For on-site assistance, look for your assigned floor manager:**

Susan Kenaga Aisles 100 - 1500	Dee Miller Aisles 1500-2500	Pam Bowker Aisles 2500-3900	Gayle Alldredge Aisles 3900 - 5000
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**Registration and Badge Pick Up**

You must register in advance of the show on your own electronic device. Confirmation emails will be sent upon registration. A barcode inside an email will be sent to the same email address, that barcode is required to pick up badges on-site.

## Onsite Registration Hours & Locations

**Anaheim Convention Center**

Exhibitor Only Registration – Box Office A/B  
Tuesday 7 AM to 5 PM

Registration – Hall E – Badge Pick-Up & Exhibitor/Customer Service

Badge Pick-Up Only – Box Offices A/B  
Badge Pick-Up Only – Box Offices C/D

Wednesday 7 AM to 5 PM  
Thursday 7 AM to 5 PM  
Friday 7 AM to 5 PM  
Saturday 7 AM to 5 PM

**Badge Pick-Up @ Hotels**

**Marriott, Gold Key Foyer**

Wednesday 12 PM – 5 PM  
Thursday 8:30 AM – 4:30 PM  
Friday 8:30 AM – 1 PM

**Hilton, Hotel Lobby**

Wednesday 11 AM – 5:30 PM  
Thursday 8 AM – 4:30 PM  
Friday 8 AM – 1 PM

On-site Contact Information:	Location	Phone
Show Management & Expo Sales	Lobby, Room 119	+1 (302) 781-5857
Registration	Hall E, Box Offices A/B and C/D	N/A
Global Show Info Desk	Lobby, outside Hall B/C	+1 (714) 765-2007
Security/ Lost & Found	Lobby, Room 110	+1 (714) 765-2005
First Aid	Lobby A	Dial 911 for an emergency
Business Services	Hilton and Westin Hotels	N/A
Fire/Safety	Anaheim Fire and Rescue	+1 (714) 765-4040

Vendor Service Desks		
<b>Contact IFPA booth service vendors via phone or visit them at the service desks located in room AR1 (on the show floor by the Innovation Hub)</b>	Aramark Catering	+1 (714) 765-8800
	ExpoBadge Lead Retrieval/Badge Scanner	+1 (714) 765-2000
	Freeman: AV/Computer Rental	+ 1 (858) 740-8626
	f-stop Photography	+1 (504) 957-2450
	Lowe Refrigeration	+1 (470) 812-2424
	Plant and Floral	+1 (407) 595-8647
	Prospensive Logistics (perishable shipping)	+1 (470) 899-9008
	Second Harvest Food Bank	+1 (949) 208-3166
	Smart City: Internet/Phone	+1 (714) 765-8600

GES			
<b>Contact GES for:</b> Plumbing, Electric, Furniture, Carpet, Cleaning, Labor, Material Handling, Rigging or Shipping			
<b>Download the GES Espresso mobile app to track your orders and more or, contact your assigned GES representative:</b>	<b>Representative</b>	<b>Booths</b>	<b>For Help Text +1 (714) 510-3596 or Call +1 (562) 356-3777</b>
	David Garza	100 - 1299	
	Rhonda Drayton	1300 - 2299	
	Eric Parker	2300 - 3099	
	Fabiola Romero	3100 - 4399	
	Shay Hefft	4400 - 5511	

### Labor Jurisdictions

California is a "union jurisdiction" state. Unions claim jurisdiction over all set-up and dismantling of exhibits including signs and carpet installation.

If your exhibit preparation, installation, or dismantling requires more than one-half (1/2) hour, you must use union personnel supplied by the Official Service Contractor, GES.

The following is a guideline of the work your company's staff is permitted to do:

- Unpacking and placement of your merchandise
- Set up exhibit display IF one person can accomplish the task in less than one-half (1/2) hour without the use of tools
- Plug in equipment (once the convention center's electricians have delivered power to the booth)
- Hand carry materials into the convention center without the use of any type of assistance such as dollies or mechanical equipment.
- Drop off materials in [privately owned vehicles](#) (park in the convention center lots for a fee and carry it in (without the use of a dolly), check in at the dock and pay [drayage](#) for GES to deliver it from the car to the booth, or hire [cartload service](#) for a 1-way trip)

Review the [show site rules](#) provided by GES for additional information.

**Hotel Shuttles:** Buses will run between most of the official convention hotels and the Convention Center. To find the shuttle bus pickup location at your hotel, ask the front desk, concierge, or bell captain. For official evening receptions, the buses will go directly to the hotel in which the function is scheduled. Look for signage in participating hotels for additional details. [View the shuttle bus schedule here](#)

**Parking:** Parking at the Convention Center is available in designated lots for a fee. [Learn more here.](#)

**Marshalling Yard Information:** All delivering carriers and privately-owned vehicles are required to check in at the [marshalling yard](#).

Marshalling Yard Site Address  
1898 S Douglass Rd  
Truck Marshaling & Cartload Staging Lot  
Anaheim, CA 92806  
United States of America

Marshaling Yard is open October 15 - 20 from 7:00 AM - 4:30 PM, October 21 from 7:00 AM - 12:00 PM.

For the show close the Marshaling Yard is open October 21 from 2:00pm - 10:00pm, October 22 - 23 from 6:00am - 4:30pm, October 24 from 6:00am - 12:00pm.

- All delivering carriers and privately owned vehicles must check in at the Marshalling Yard prior to show site deliveries. All inbound shipments will be weighed at the Marshalling Yard to obtain the gross or heavy weight.
- After unloading, all vehicles must return to the Marshalling Yard with a completed copy of the GES Receiving Report to be weighed to obtain the light weight. This determines the total weight of your shipment. Drivers who fail to return to weigh-out may face having their shipment billed at the heavy weight.
- Cartload Service is available for those who have small hand carry items weighing less than 200 lbs.; all of which must fit on a 3' x 4' pushcart, in one trip only. If you arrive with a truck, van, trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.
- The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle.
- Freight that is too large or heavy will be charged Material Handling rates. No personal trucks (1 ton & over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.

**Find Time to Network** —network with peers and potential customers:

Get the most out of your time at the show by attending sessions, receptions, the 5K Race and more! [View the complete program here](#).

Download the app for details at your fingertips [GPFS2023](#).

**Supplies for onsite:** First Aid Kit, Tape, Scissors, Pens, Notepads, Business Cards, Hand sanitizer, Reusable water bottle, comfortable shoes!

**Reserve Meeting Rooms:** If you need a meeting room while at the show, [reserve convention center meeting space](#).

**Best of Show Contest:** Exhibitors are automatically entered into all applicable categories. Judging will be conducted by an anonymous team of industry professionals during show hours on Friday and Saturday. The winners will be announced on the show floor on Saturday at 2:45 p.m., and the winners receive an assortment of prizes including All Access Passes, Media Recognition, GES credits, and 1st place on the move-list for exhibit space next year.

**Stay Connected:**

- **Free WiFi** will be available in the convention center. Select “\_IFPA” from the list of networks available.
- Join the conversation! Engage with other attendees using social media. Make sure to always use our official hashtag: #GPFS203
- **Twitter:** <https://twitter.com/IntFreshProduce>
- **Instagram:** <https://www.instagram.com/intlfreshproduceassn/>
- **Facebook:** <https://www.facebook.com/InternationalFreshProduceAssociation>
- **LinkedIn:** <https://www.linkedin.com/company/international-fresh-produce-association>