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March 21-23, 2022  
Pennsylvania Convention Center  
Philadelphia, PA USA

## Target Information

### 1 Targeted Move-In and Move-Out Information

Target dates for all inbound and outbound freight have been assigned to each PACK EXPO East 2022 exhibitor for installation (move-in) and dismantle (move-out) of display material, equipment and machinery at the Pennsylvania Convention Center (PCC).

#### **MOVE-IN AND MOVE-OUT SCHEDULES ARE PROVIDED IN THIS SECTION.**

The PACK EXPO Services (PES) Marshalling Yard is located on Bluegrass Road just off E. Roosevelt Blvd. (see map in this section).

#### **Operating hours for check-in are 5:00 am to 3:00 pm every day during move-in.**

**NOTE:** Some exhibitors are scheduled for 7:00 am targets. If your target is 7:00 am, your carrier must arrive between 5:00 am and 7:00 am. If your target time is 12:30 pm, your carrier must arrive between 12:00 pm and 2:00 pm. If your carrier checks in any later than your allotted target time, they must wait until scheduled vehicles are unloaded first, thus increasing your chances of overtime charges.

Your carrier **must** arrive at the PACK EXPO Services Marshalling Yard and the driver must check in to receive an unloading/loading ticket and a window card prior to your designated target date/time, to guarantee same day unloading/loading.

#### **PACK EXPO Services is not responsible for waiting time charges.**

#### **PES Marshalling Yard operating hours during move-out are 5:00 am to 3:00 pm.**

**Important:** All drayage/material handling is included in your space rate, provided your shipment/truck checks in at the PES Marshalling Yard by 2:00 pm on your assigned-targeted move-in date and time. A special assessment will apply to off-target shipments (inbound only) and advance warehouse shipments. Exhibitors with an outbound target date of Saturday, March 26, 2022, must have their trucks checked-in by 9:00 am.

**Advance Warehouse:** Those exhibitors who advance ship their display material, equipment or machinery to the Advance Warehouse, or by Schenker Freight Forwarders, will have their material automatically delivered to their booth on the assigned target date and time.

**International and Canadian Shipments:** Neither PES, PMMI nor the Pennsylvania Convention Center (PCC), can provide a tax ID number for customs clearance. It is the responsibility of a licensed customs broker to provide this service and ensure passage of the show materials into the United States. All freight should be consigned to a certified broker for customs clearance.

**Target Change Requests:** If your company cannot adhere to the scheduled inbound and/or outbound dates as assigned, complete and submit a **Freight Target Change Request** form, located in the Move-In/Move-Out Logistics section by March 2, 2022.

PACK EXPO Services **cannot** guarantee that your scheduled date can be changed; however, we will try to accommodate your needs. PACK EXPO Services will notify the exhibitor in writing if their target date change has been approved.

## 2 Inbound Shipments

The Inbound Target floor plan is color-coded to indicate the freight receiving target date assigned to each booth. Please note that all exhibit halls are shown on this plan. Adhering to your assigned target date will save time and ensure an efficient move-in.

The following tips will help you understand and use the floor plan and the freight target program.

- To determine your assigned target date and time, find your booth and match the color to the key.
- **TARGET TIME IS FOR CHECK-IN AT THE MARSHALLING YARD ONLY.** Actual unloading could take many hours. Target dates apply to machinery and display materials only.
- PES is not responsible for carrier wait time charges.
- Certified weight tickets will be required. Separate weights for display materials and machinery equipment are required.
- If materials are not properly identified, they will be classified as Display Material.
- Off target display material and machinery will be subject to overtime charges if unloaded on overtime.
- Target assignments have been determined by booth size and location on the show floor.
- If you ship your materials to PACK EXPO Services advance warehouse by Monday, February 24, 2020, we will have your materials delivered to your booth on or prior to your assigned target date.
- Make certain that your shipping department, freight carrier, non-official contractor and/or display house receive copies of this page and map. Compliance with the installation target date will contribute greatly to cost and time efficient set-up.

**Target Change Requests:** If your company cannot adhere to the scheduled inbound and/or outbound dates as assigned, complete and submit a **Freight Target Change Request** form, located in the Move-In/Move-Out Logistics section by March 2, 2022.

PACK EXPO Services **cannot** guarantee that your scheduled date can be changed; however, we will try to accommodate your needs. PACK EXPO Services will notify the exhibitor in writing if their target date change has been approved.



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## Outbound Target Information

### 3 Outbound Shipments

The Outbound Target floor plan is color-coded to indicate the day your freight is scheduled to clear the exhibit hall.

Your assigned target is the day your freight is to be removed from the exhibit hall. The PES Marshalling Yard opens at 5:00 am for outbound shipments. All vehicles are handled on a first-come, first-served basis. Vehicles must check-in prior to 2:00 pm on their assigned target date.

**Exhibitors with an outbound target date of Saturday, March 26, 2022, must have their trucks checked-in by 9:00 am.**

Exhibitors are assigned a one (1) day outbound targeted move-out. If you need more than one (1) day, contact PACK EXPO Services.

**If the carrier's name listed on the outbound material handling agreement does not match the name of the carrier that checks-in to pick up your company's freight, it will not be released.**

**Outbound Driver Information Sheet:** All drivers will be required to fill out an before checking-in at the marshalling area office to load out. This Form is for outbound only.

PES is not responsible for carrier wait time charges.

**Exhibitor Freight:** Exhibitor freight is under your care and responsibility until your carrier is pulled up to the dock and PES comes to your booth and picks up the freight. With a show this size and the amount of freight that is on the show floor at one time, staying with your freight is the best way to ensure that it is all loaded properly without damage. If you have multiple trucks, you must remain with your freight to insure all your freight is loaded properly and correctly to the designated trucks.

If you choose to leave the show floor prior to your freight being picked up by PES and loaded onto your carrier's truck, you do so at your own risk. PES will not be responsible for any misloaded freight or damaged freight if the exhibitor is not there to supervise your freight being loaded.

Please advise your carrier/carriers they must get out of their truck and supervise the loading of your freight. If they do not get out of their truck to supervise the loading, then your freight will not be loaded onto their truck.

**Target Change Requests:** If your company cannot adhere to the scheduled inbound and/or outbound dates as assigned, complete and submit a **Freight Target Change Request** form, located in the Move-In/Move-Out Logistics section by March 2, 2022.

PACK EXPO Services **cannot** guarantee that your scheduled date can be changed; however, we will try to accommodate your needs. PACK EXPO Services will notify the exhibitor via email if the target date change has been approved.