Welcome to IPC APEX EXPO! For questions regarding any of the information found on this flyer, please visit the Show Sales Office, located next to registration in Hall D Lobby.

**Requirements for Air Travelers to the U.S.**

All travelers, regardless of nationality or vaccination status, are required to be fully vaccinated and show documentation of a negative viral test result taken within one day of the flight’s departure to the United States before boarding to travel to the United States by plane if you are a non-U.S. citizen, non-U.S. immigrant (not a U.S. citizen, U.S. national, lawful permanent resident, or traveling to the United States on an immigrant visa).

**Are You Fully Vaccinated for Travel to the United States?**

You are considered fully vaccinated:

2 weeks (14 days) after your dose of an accepted single-dose vaccine

2 weeks (14 days) after your second dose of an accepted 2-dose series

2 weeks (14 days) after you received the full series of an accepted COVID-19 vaccine (not placebo) in a clinical trial

2 weeks (14 days) after you received 2 doses of any “mix-and-match” combination of [accepted COVID-19 vaccines](https://www.cdc.gov/coronavirus/2019-ncov/travelers/proof-of-vaccination.html#covid-vaccines) administered at least 17 days apart

If you recently recovered from COVID-19, you may instead travel with documentation of recovery from COVID-19 (i.e., your positive COVID-19 viral test result on a sample taken no more than 90 days before the flight’s departure from a foreign country, and a letter from a licensed healthcare provider or a public health official stating that you were cleared to travel). For more information, please visit: [COVID-19 Traveler Information (state.gov)](https://travel.state.gov/content/travel/en/traveladvisories/ea/requirements-for-air-travelers-to-the-us.html)

**Onsite COVID Testing**

IPC will not be offering on-site testing for those who reside outside the United States to return home, but we have compiled a list of local testing facilities within a short distance from the Convention Center which is available in the show directory.

**California Department of Public Health Guidelines**

Proof of full COVID vaccination or negative test (one day for antigen test and two days for PCR test) is required to gain entry to IPC APEX EXPO 2022. IPC has partnered with In-House Physicians (IHP) who will be managing the process for the pre-event clearance by verifying proof of vaccination status and negative COVID tests.

**Avoid long lines onsite and upload this information in advance of your arrival at IPX APEX EXPO!**

**If Vaccinated**

Upload Proof of Vaccination Status at: <https://inhousephysicians.formstack.com/workflows/ihp_ipc_vax_v_only>

**Negative Test Results**

Upload Negative Test Results at: <https://inhousephysicians.formstack.com/workflows/ipc_neg_testupload>

**Masks**

In accordance with the California Department of Public Health Guidelines, masks will be required for IPC APEX EXPO, regardless of

vaccination status.

**Upon Arrival at IPC APEX EXPO**

All visitors must check-in at the COVID Clearance desk upon arrival to the convention center before proceeding to registration for their badge.

**If you have uploaded your proof of full vaccination or negative COVID test results in advance**, please retain the email from IHP confirming you’ve been cleared for entry into IPC APEX EXPO as you will be required to show this documentation along with a photo ID when you arrive at the convention center and check in at the COVID clearance desk **inside Hall D Lobby**, prior to proceeding to registration for your badge. Please note, this applies to your first attendance day only, which at that time, you will be given a wristband which you will be asked to wear throughout the duration of your visit to indicate you’ve been cleared for entry.

**If you have NOT uploaded your proof of full vaccination or negative COVID test results in advance**, please bring the appropriate documents with you as you will be required to show this documentation along with a photo ID when you arrive at the convention center and check in at the COVID clearance tent **outside the Hall E lobby**, prior to proceeding to registration for your badge. Please note, this applies to your first attendance day only, which at that time, you will be given a wristband which you will be asked to wear throughout the duration of your visit to indicate you’ve been cleared for entry.

**Avoid the Lines – Register Booth Staff in Advance of Arrival**

To avoid long lines onsite, we highly recommend registering all booth staff in advance of arriving at IPC APEX EXPO. You can access your company’s secure registration page and register your booth staff at: Exhibitor Registration.

**Exhibitor Badges and Wristbands**

*Thursday, January 20 through Saturday, January 22, all exhibitors must check-in at the Exhibitor Check-In desk located at the Hall D entrance of the exhibit hall to obtain a wristband in order to gain access to the show floor.* Beginning Sunday, January 23, badges will be required to gain access to the exhibit hall. **Exhibitor Registration is located in Hall D Lobby.**

**Exhibitor registration hours:**

Sunday, January 23 7:00 am – 6:00 pm

Monday, January 24 7:00 am – 6:00 pm

Tuesday, January 25 7:00 am – 5:00 pm

Wednesday, January 26 9:00 am – 5:00 pm

Thursday, January 27 9:00 am – 11:00 am

**Show Hours**

Tuesday, January 25 10:00 am – 6:00 pmWednesday, January 26 9:00 am – 6:00 pm

Thursday, January 27 9:00 am – 12:00 pm

**Badge Colors**

Light Purple and Teal: Attendees

Light Blue: Exhibitors

Purple Ribbons: Press

**Exhibit Hall Access**

Exhibitors will be allowed to access the exhibit hall during the following hours.

Thursday, January 20 7:00 am—7:00 pm

Friday, January 21 7:00 am—7:00 pm

Saturday, January 22 7:00 am – 7:00 pm

Sunday, January 23 7:00 am – 7:00 pm

Monday, January 24 7:00 am – 10:00 pm

Tuesday, January 25 7:00 am – 7:00 pm

Wednesday, January 26 7:00 am—7:00 pm

Thursday, January 27 7:00 am—10:00 pm

Friday, January 28 7:00 am—10:00 pm

Saturday, January 29 7:00 am—12:00 pm

If admittance to the exhibit floor is required at any other time, permission must be obtained from Show Management by completing a Special Work permit. Special Work permits can be obtained at Exhibitor Registration or in the Show Office.

## Off-Hours Booth Activity

## Private demos are allowed on show days only, during non-show hours. However, IPC Show Management must be notified in advance. Every person entering the hall must have a badge. Attendee registration is open daily from 7:00 am. Attendees must be escorted by an exhibitor to their booth and escorted out of the hall once the demo is finished.

**Age Restriction**

Individuals under the age of 18 (including infants) will not be permitted on the exhibit floor at any time during move-in or move-out, regardless of affiliation or circumstances.

**Carpeting / Booth Vacuuming**

Although carpeting is installed clean, because carpeting is installed during move-in, we highly recommended you order a protective covering (visqueen), to maintain the cleanliness of your carpeting and protect it from excess debris. If you’re utilizing the services of an Exhibitor Appointed Contractor (EAC) and they apply visqueen to your carpeting during move-in, it is the responsibility of the EAC to remove the visqueen prior to show opening.

Vacuuming is not included in carpet rental fees nor are these services provided by Shepard Exposition Services. To order booth vacuuming, please refer to the San Diego Convention Center Exhibitor Booth Cleaning order form in the exhibitor service manual or place your order onsite at the exhibitor service center.

**Internet Access**

The exhibit halls will not be equipped with free wireless internet. If you require an internet connection or internet access for your booth, you need to order it through Smart City Networks.

**Marshaling Yard**

All vehicles (trucks, POVs, etc.) delivering and/or picking up freight must check in at the Marshalling Yard before proceeding to the Convention Center docks.

**Union Jurisdictions**

California is NOT a “right-to-work” state. The installation and dismantling of prefabricated displays come under the jurisdiction of the Painters decorator’s union. Union Labor is available to assist in the installation and

dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

**Labor**

Painter’s decorator union exhibit labor claims jurisdiction for installation and dismantling. However, one (1) full-time exhibiting company employee may work without tools for thirty (30) minutes on the installation (move in) and (30) thirty minutes on the dismantle (move out), without union labor. Exhibitors are not permitted to use tools of any type (screwdrivers, hammers, electric drills, power saws, etc.) on booths of any size. Exhibitors may handle and set out the products they manufacture; however, all background materials-display boards, back drops, stands-anything products are displayed upon, attached to, or made part of and laying of floor tile and carpets must be installed by union labor. If union labor is needed, exhibitor personnel may work alongside of the union on a one-to-one basis.

**Material Handling**

The Teamsters have jurisdiction over all unloading and reloading of materials including jurisdiction over the operation of all material handling equipment – this includes all dollies and hand trucks. Exhibitors may carry only what 1 person can manage in one trip, using no equipment. No hand carried items may come through the loading dock.

**Move-In Deadline**

All booths must be occupied and completely set up by 5:00 pm on Monday, January 23. If exhibit space is not set or occupied by this time, it will be considered vacant and abandoned. IPC Show Management has granted authorization to Shepard Exposition Services to "force set" any display that was delivered but not set up by the move-in deadline and exhibitors will be billed for these expenses.

**Empty Removal**

Once your crates, boxes, skids, etc. are completely unpacked and empty, be sure to label them with “empty” as soon as you are ready for them to be removed. Crate return is not conducted in reverse order of crate pick-up, so there is no advantage to waiting until the last minute to label your empties.

**Bulk Waste Removal**

Exhibitors are required to remove all floor coverings and display materials from their exhibit space prior to leaving the facility during move out. Exhibitors who abandon or leave excessive trash behind including but not limited to floor coverings, displays, or leave large or heavy amounts of trash behind will be charged to remove these materials. If you anticipate excessive trash removal, please make arrangements to properly dispose of these items directly with the San Diego Convention Center by contacting renee.jung@visitsandiego.com or by calling 619-726-9739.

**Move-Out**

A Move-Out Bulletin will be distributed to each booth on Wednesday morning and will include complete move-out instructions.

No material may be dismantled, packed, loaded or removed prior to 12:00 pm, Thursday, January 27. All exhibits are to be occupied and in operation until this time. Show Management has the right, without incurring any liability for damage or loss, to order, at the exhibitor’s expense, the dismantling, packing and shipping of the exhibitor’s property if the exhibitor has failed to do so in the time allotted. Any exhibit materials remaining on the show floor at 12:00 pm on Saturday, January 29 (without a Material Handling form turned in to Shepard AND a carrier on site for pick-up) will be forced from the floor and either returned to the advance receiving warehouse or re-routed via a carrier of Shepard’s choosing.

**Utilities**

Utilities and phone lines will be turned off shortly after the show closes at 12:00 pm on Thursday, January 27. If services are required past this time for any reason, advance arrangements must be made at the Exhibitor Service Center.

**Empty Return**

Empty crate return will begin as soon as the aisle carpet is removed and will take approximately ten hours to complete. Remember to take this into consideration when making your travel arrangements.

**Merchandise Leaving the Show Floor**

A business card will be required at the point of exit for any material being removed from the exhibit floor, other than material covered by a bill of lading.

**Security**

Although Show Management provides 24-hour perimeter exhibit hall security, each exhibitor is responsible for their materials, equipment, display, etc., at all times. **Do not leave items of value in your booth unattended without taking security precautions.**

**Photography and Video Recording**

Still photography and video recording of any exhibit or function is prohibited within the exhibit hall, meeting rooms and lobbies. This applies to both exhibitors and attendees. Show Management, the official photographer, and accredited members of the news media are exempt from this rule.

**Alcoholic Beverages** **& Outside Food**

Alcoholic beverages and outside food are *not* allowed in the exhibit hall at any time, during move-in, show days and move-out.

**Suitcasing Policy**

IPC does not permit solicitation from non-exhibiting companies. Any individual observed participating in activities to solicit or sell products to event attendees or exhibitors without having a booth at the event will be asked to leave immediately. Please report suitcasing activities to IPC Show Management immediately.

**Lottery Draw for 2023 Booth Selection:** Exhibitors are invited to draw their lottery number for the IPC APEX EXPO 2023 Initial Booth Space Selection.  Lottery numbers will be drawn by random selection in the Show Office. Booth space selection will **not** take place on-site

**Show Office Hours:**

Sunday, January 23 9:00 am – 5:00 pm

Monday, January 24 8:00 am – 5:00 pm

Tuesday, January 25 8:00 am – 6:00 pm

Wednesday, January 26 8:00 am – 6:00 pm

Thursday, January 27 8:00 am – 3:00 pm

**Show Office –** Hall D Lobby

**Exhibitor Service Center –** Hall A, behind the 500 aisle.

**Press Office -** Room 16A, upper level

**Lost and Found** – Show Office, Hall D Lobby

**First Aid –** Hall D Lobby across from registration

In order to protect yourself and others, if you are experiencing COVID-like symptoms, please stop by the First-Aid office for a wellness check.

**Business Center/FEDEX Office -** Hall D Lobby

**Food Outlets -** Concessions will be open in the exhibit hall on show days.

**Starbucks - L**obby area of Halls A, C and E.

**Taxi Cabs -** Taxi cabs are easily accessible at the Convention Center, major hotels and other downtown locations and attractions.

**San Diego Trolley -** MTS is a light-rail system that operates on three lines of which two are across from the Convention Center providing convenient service around downtown.

**Parking -** On-site private vehicle parking is available at the Convention Center. Parking rates are set by ACE Parking and IPC has no control over these rates. There are no in and out privileges and overnight or RV parking is not permitted. **For additional parking near the convention center** Download the app [SPOT HERO](https://spothero.com/san-diego-parking) and save up to 50%!

## *FREE Keynote Sessions*

## Tuesday, January 25 | 8:30 am–9:30am | Room 6A

## David Pogue, New York Times Columnist and NOVA Host

## *Disruptive Technology & How it Will Affect Your Business: What’s Coming by 2026*

**Wednesday, January 26 | 8:00 am - 9:00 am | Room 6A**

John W. Mitchell, IPC President and CEO

**State of the Industry: Electronics Manufacturing Embraces Digital**

## *Inspired Networking Opportunities*

## IPC Newcomers Reception

## Monday, January 24 | 5:00 pm–6:00 pm | West Terrace

**International Reception**

Monday, January 24 | 5:30 pm-6:30 pm | Cityside Corridor

## Show Floor Reception Tuesday, January 25| 5:00 pm–6:00 pm | Exhibit Hall

## Women in Electronics Reception at IPC APEX EXPO Tuesday, January 25| 6:00 pm–7:30 pm | Room 6F

**Ice Cream Social**

Wednesday, January 26 | 2:30 pm–3:30 PM | Exhibit Hall

**Trivia Networking Night** (registration required)

Wednesday, January 26 | 6:00 pm–7:30 pm | Room 6D

**APEX TRADE SHOW COMMITTEE**

Mark Ogden, ASM Assembly Systems (Chair)

Joe Clure, Kurtz Ersa Inc.

Brent Fischthal, Koh Young Technology Inc.

Mike Foster, Europlacer North America

Paul Keehn, Kulicke & Soffa

Chip King, Fuji America Corporation

Marc Peo, Heller Industries

Shawn E. Robinson, Panasonic Factory Solutions Company of America

Jesper Lykke, Viscom Incorporated

Jason Spera, Aegis Industrial Software Corporation

Brad Ward, Omron Inspection Systems

Matt Wyglensowski, Yamaha Motor IM America Inc.

**EXPO TRADE SHOW COMMITTEE**

Kurt Palmer, Burkle North America (Chair)

Mark Eonta, Uyemura International Corporation

John Fix, Taiyo America, Inc.

John Lee, Insulectro

Rick Lies, Chemcut Corporation

****