



## November Exhibitor Newsletter

### Exhibitor Manual – Now Available!

Please follow the instructions below to access the online kit and to begin placing your orders:

- Go to the Exhibitor Service Manual
- Select the orange button “**Login in for Online Ordering**”
- Username: **Enter Your Email Address**
- Enter Password: **IPC25** (you will have the opportunity to change your password after you login)

### Questions?

Refer to the following list to find your assigned concierge zone. This concierge will be your primary contact for all Shepard services for IPC APEX EXPO.

### Phone Numbers

Domestic: 888-796-0642

International: 011-702-507-5278

Email: [concierge@shepardes.com](mailto:concierge@shepardes.com)

### Zone 1 - Aisles: 500-2900

Kim Perryclear

Mobile Number: 443-336-1081

### Zone 2 - Aisles: 3200-4900

Alisha Williams

Mobile Number: 770-568-9647

### Exhibitor Move-In

Exhibitor move-in for IPC APEX EXPO follows a targeted schedule, meaning each exhibitor is assigned a specific date and time for their shipments to arrive. This scheduled target time indicates when your freight unloading will begin at some point during the allotted time frame. Refer to the target move-in plan for the day and time scheduled for your booth.

### Target Change Requests

If you would like to request a change in your assigned target date/time for move-in, please complete the target change request form located in the exhibitor service manual no later than **February 7**. All requests will be reviewed and responded to within one week. Please note, completion of this form does not automatically guarantee approval of request. While Shepard will attempt to honor all requests, some requests may not be granted due to logistical considerations, booth locations, dock availability and labor demands.

### Off Target Shipments

If shipments are received outside of your assigned target move-in time, surcharges will apply. All trucks delivering shipments to show site must arrive at the marshaling yard 2 hours prior to the start of the target time. Additionally, trucks missing their target time will be unloaded on a first come, first serve basis after the trucks are unloaded during their target time.

### Move-In Deadline – plan your travel accordingly

**All booths must be occupied and completely set up by 5:00 pm on Monday, March 17.** Exceptions will be granted providing advance notification is sent to [KimDiCianni@ipc.org](mailto:KimDiCianni@ipc.org). If notification of late move-in is not submitted in advance of move-in and space is not completely set by 5:00pm on Monday, March 17, the space will be considered abandoned, and Show Management will repurpose the space as they see fit.

### Carpeting/Booth Vacuuming

Please note, vacuuming is not included in carpet rental fees. Although carpeting is installed clean, we highly recommend ordering booth vacuuming prior to the show opening or opting for a protective covering (visqueen) to maintain carpet cleanliness and protect it from debris during move-in. Both visqueen and booth vacuuming can be ordered through the exhibitor service manual.

### **Exhibitor Registration – NOW OPEN**

Save time on-site and [register](#) your booth personnel online in advance of the show!

### **Complimentary Conference Registration**

Each exhibiting company is eligible to receive one complimentary Full-Conference registration – a valuable benefit you can use for your own team or, even better, offer to a key customer. This is an opportunity to access cutting-edge insights from world-renowned researchers, available exclusively at IPC APEX EXPO, the industry’s premier technical conference.

### **Online Exhibit Hall**

To ensure your full company profile is accessible online and included in the printed Show Directory, please [review/update this information](#) by **Friday, January 17..**

While some information from last year’s event may have been preloaded, it’s crucial that you log in to review and confirm all details are accurate. Please don’t assume last year’s information has been automatically or correctly transferred. If your company profile is incomplete or blank, only your company name and address will be displayed online and in printed in the show directory.

### **Preshow Email Banner Ads**

Promote your presence in advance of IPC APEX EXPO and reach a targeted audience of 80,000+ professionals with preshow email banner ads to maximize your investment, increase traffic to your booth and boost lead generation.

[Secure Your Banner Ad Today!](#)

### **Advertise in the Show Directory**

The show directory serves as a lasting reference and trusted buying resource long after IPC APEX EXPO ends. It’s the ultimate platform for connecting your brand with customers actively seeking solutions for their manufacturing needs.

[Secure Your Show Directory Ad Today!](#)

### **Upcoming Deadlines**

Be sure to review the complete list of [important dates deadlines](#) and add them to your calendar so you don’t miss out critical deadlines that can save you money.