



February Exhibitor Newsletter

Become a Supporting Sponsor!

Gain unparalleled visibility with your logo prominently displayed across key locations at IPC APEX EXPO. Your brand will be showcased on signage at the Exhibit Hall Entrance, ensuring maximum exposure to all attendees as they enter the event. [Secure Your Sponsorship Today!](#)



Exhibiting Made Easy!

Say goodbye to the stress of trade show setup with our turnkey booth package! Designed for convenience and style, our hassle-free solution ensures your booth is set up and ready to go the moment you arrive. Available for both 10x10 and 10x20 booths.



Included Features:

- Carpeting and vacuuming prior to show opening.
- Furnishings to create a welcoming space for visitors.
- A sturdy hardback wall for company branding.

No setup time, no headaches—just walk in and focus on connecting with your audience. [Reserve your turnkey booth today](#) and enjoy stress-free exhibiting!

Product Showcase Corridor & Advertisement Boards

Deadline February 14 ❤️

Highlight More Than Just New Products. This custom-designed display board in the [Exhibitor Product Showcase Corridor](#) is a perfect opportunity to spotlight your offerings, maximize visibility, and elevate your brand!



Registration Lists

Exhibiting companies have exclusive access to order a copy of the pre-registered and post-show verified attendee lists.

[Reserve your list now!](#)

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!

Exhibitor Badges

Avoid long lines and delays by registering your booth personnel in advance! Ensuring your team is pre-registered will provide them with quick and easy access to the show floor. Don't wait until the last minute—[register your booth staff](#) today for a smooth and hassle-free check-in experience!

VIP Passes – Now Available

Quickly and easily invite your customers to IPC APEX EXPO with a complimentary Event Essentials Admission with our customizable [VIP passes](#).

Complimentary Marketing Materials

To help you promote your presence at IPC APEX EXPO via social media (X, Facebook, LinkedIn, and Instagram), we have created sample social media posts for you to use. Download the [Social Media Toolkit](#) for these sample posts, or feel free to create your own posts and be sure to use the hashtag: #IPCAPEXEXPO!

Exhibitor Appointed Contractors (EACs)

If your company plans to utilize the services of any independent contractors other than the official service contractors designated by IPC, the [Exhibitor Appointed Contractor \(EAC\) form](#), along with a certificate of insurance, must be submitted no later than **February 14**.

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 Manual

Follow the instructions below to access the online kit

- Go to the [Exhibitor Service Manual](#)
- Username: **Enter Your Email Address**
- Enter Password: You will be prompted to set up (reset) your password.

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

Zone 1 - Aisles: 500-2900

Kim Perryclear

443-336-1081

Zone 2 - Aisles: 3200-4900

Alisha Williams

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.

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. If notification is not submitted in advance of move-in and space is not set by 5:00pm on Monday, March 17, the space will be considered abandoned, and Show Management will repurpose the space accordingly.

NEW This Year! Learning Lounge on the Show Floor!

Join us in the [Learning Lounge](#) for these free sessions to help your business succeed, topics include:

Designing Effective Training for the Electronics Manufacturing Industry

Building Regional Workforce Ecosystems in Electronics Manufacturing: Integrating Education, Industry, and Workforce Development

Maximizing Returns: The ROI of Training in Electronics Manufacturing

Implementing and Funding Regional Workforce Ecosystems in Electronics Manufacturing

Upcoming Deadlines

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