

# General Exposition Services

THE TRADE SHOW SERVICE CONTRACTORS

205 Windsor Road . Limerick Business Center  
Pottstown, PA 19464  
Phone: 610-495-8866 . Fax: 610-495-8870  
Email: [info@generalexposition.com](mailto:info@generalexposition.com)

## Exhibitor Quick Facts

**PAX Unplugged**  
Pennsylvania Convention Center  
December 6-8, 2024

### Exhibitor Move-In Hours:

Wednesday, December 4, 2024 from 8:00AM to 6:00PM

Thursday, December 5, 2024 from 8:00AM to 6:00PM

All exhibits must be completely installed by: 6:00PM on Thursday, December 5, 2024.

### Show Hours:

Friday, December 6, 2024 from 10:00AM to 6:00PM

Saturday, December 7, 2024 from 10:00AM to 6:00PM

Sunday, December 8, 2024 from 10:00AM to 6:00PM

### Exhibitor Move-Out Hours:

Sunday, December 8, 2024 from 6:00PM to 10:00PM

Monday, December 9, 2024 from 8:00AM to 12:00PM

All equipment & exhibit materials must be completely removed from the show floor by: 12:00PM on Monday, December 9, 2024.

Note: All Freight Carriers must check in at the dock or service desk at the close of the show or freight will be shipped C.O.D. via our show carriers.

### Shipping Information

#### Advance Warehouse Shipping Address:

Name of Exhibiting Company  
Your Booth Number  
PAX Unplugged  
General Exposition Services  
205 Windsor Road  
Pottstown, PA 19464

Advance Warehouse Discount Deadline: Friday, November 22, 2024

Last Date to Arrive at Warehouse Address: Monday, December 2, 2024

Warehouse receiving hours: Monday - Friday 8:30 AM - 11:45 AM and 12:30 PM - 4:30 PM

#### Direct Show Site Shipping Address:

Name of Exhibiting Company  
Your Booth Number  
PAX Unplugged  
Pennsylvania Convention Center  
c/o General Exposition Services  
1130 Vine Street  
Philadelphia, PA 19107

Direct Show Site Delivery Hours: Wednesday, December 4, 2024

**No Freight will be accepted in advance at show site.**

**Show Colors:**

Back Drape: Black

Side Drape: Black

Booth Carpet:

The Show floor is: NOT CARPETED

If you desire booth carpeting of another color, please indicate this on the Carpet Order Form.

**Booth Equipment:**

Each booth is supplied with 8 foot high back drape and 3 foot high side drape along with an ID Sign containing Company name and Booth number. All booths will be 10 feet deep and 10 feet wide.

DO NOT pin or staple any materials to the drape. Special background will be needed for any display materials that exceed 25 lbs in total weight. Arrangements for this type of display should be made in advance and brought to the exhibit hall ready for assembly. Installations are subject to approval of show management.

**Display Furniture:**

Additional furnishing items can be rented by completing the Furniture Order Form.

**Payment and Charge Authorization Form must be completed for every order. Credit Card Authorization MUST accompany ALL orders. To qualify for Advance Discount Prices, FULL payment including 8 % Tax MUST be included with your order.**

**Electrical Service:**

**Telephone/Internet Services:**

*Electrical Plumbing and Telephone/Internet orders should be made, with payment, directly to Show location.*

**Service Desk:** An exhibitor's service desk will be located in the exhibit hall to service the needs of exhibitors.

**Please refer to the Form List provided in the online service kit for additional services offered.**

**Assistance:** If you have any questions or need assistance, please contact General Exposition Services at:

Phone: (610) 495-8866 Fax: (610) 495-8870

Email: [info@generalexposition.com](mailto:info@generalexposition.com)

**Exhibiting Company:** \_\_\_\_\_

**Booth Number:**

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