



SHIPPING ADDRESSES

Advance Warehouse Shipping Address:

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

[Advanced Warehouse Shipping label here](#)

Advance Warehouse Discount Deadline: Friday, November 20, 2026

Last Date to Arrive at Warehouse Address: Tuesday, December 1, 2026

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

Note: Shipping to the Warehouse is **not** under the Free Drayage Program

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 to Show Shipping label here](#)

Direct Show Site Delivery Hours: Wednesday, December 2, 2026

Note: **No Freight** will be accepted in advance at show site. Items sent to this address before November 19 will be denied and returned to sender.

Additional Shipping Resources:

[GES Shipping 101](#)

[GES PAX Unplugged Shipping Information](#)

ASSISTED MATERIAL HANDLING PROGRAM

PAX Unplugged is thrilled to offer again the Free Drayage Program labeled as – Assisted Material Handling Program (AMHP) where all freight/show materials brought directly to the show site can be loaded in at **no charge** to you. For 2026 - we are offering this program based on the following hours:

Exhibitor Move-In Hours:

Wednesday, December 2, 2026 from 8:00AM to 6:00PM

Thursday, December 3, 2026 from 8:00AM to 6:00PM

Exhibitor Move-Out Hours:

Sunday, December 6, 2026 from 6:00PM to 10:00PM

Monday, December 7, 2026 from 8:00AM to 12:00PM

So how does it work? Simply bring or ship your items directly to the show site during the above dates and times, and you or our team will get them to your booth at no charge to you. If any shipments are sent to the Advance Warehouse, you will be charged material handling fees for those advance shipments. The drayage program is limited to on-site freight delivery only.

We recommend that you bring your own dolly and/or hand truck to help prevent back-ups and delays with the load-in process.



ASSISTED MATERIAL HANDLING PROGRAM (cont.)

We also recommend that you perform load-in work yourself once your vehicle is brought into the center and/or parked on the loading dock. This will allow you to begin work right away, and not be subject to further delays. If you need labor assistance, there will be a wait.

Material handling fees are only waived until 5PM, with no exceptions. If delays are encountered at any point in the process, you as the exhibitor are running the risk of incurring material handling fees for after-hours load-in, and are fully responsible for such fees.

We strongly advise arriving as early as possible during the load-in window, as these delays are inevitable as time progresses on Thursday, and this will incur costs.

LOADING DOCK ADDRESS

**1130 Vine Street
Philadelphia, Pennsylvania. 19107**

Note: Vine Street is one way – we recommend accessing via N. Broad Street, N. 13th Street and/or N. 12th Street – All these streets you turn right, and loading will be on the right side.

MOVE IN + OUT KEYNOTES

- Shipping items to the event warehouse is **not** included in the Assisted Material Handling Program – you will be charged if you use the advanced warehouse.
- It is highly recommended you move in on Wednesday as it there will be more room for vehicles to unload – we estimate Wednesday to have minimal wait. If moving in on Thursday, expect to have an estimated two-three hour wait to gain access.
- We recommend you bring your own dollie and hand truck – these items will **not** be provided onsite.
- To assist, based on room on the show floor, vehicles will be brought into the facility and brought to your booth, provided that there is an unrestricted path to your booth. If that does not exist, you will be placed in targeted “parking zones” on the show floor; and if both of these do not work, you can park on the loading dock and self-unload.
 - Note: We have labor who manage the dock, and they will assist you in where you can go to park and unload. Once you complete unloading, you must remove your vehicle off the show floor so others can also enjoy the ability to unload on the show floor. **At 5:00 pm Wednesday and Thursday all vehicles must be off the show floor no matter what – so please plan accordingly.** Severe penalties will apply to vehicles that remain past 5:00 PM.
- Trucks with lift gates and 53” trucks will all need to be unloaded via the loading dock bays. If these trucks are unloaded during the Assisted Material Handling Program times posted, this unloading will be covered as free drayage (no costs to your company). Please coordinate all direct shipments to arrive at the facility accordingly.
- We do not recommend trying to park on Arch Street or any other side streets to hand carry items in. For safety reasons, you will not be able to walk up the ramp to bring in your booth materials into the facility. Also, the facility is not set up to allow multiple trips of hand carry into the building using street access. All freight move-in needs to come in via the loading docks. If your hand carry is one trip (actual hand carry items) this can be allowed but multiple trips using street access will be stopped and directed to the loading dock.



- A Move Out Bulletin will be left in your booth (on Sunday morning) explaining the move out process. In summary, you will need to first pack up your booth completely. Then, go to the GES Service Desk and request a dock pass, allowing you access to the loading ramp to get your vehicle up to pack up.
 - Note: If you have your boxes in your vehicle that you need for load out, we recommend you get them on Sunday morning to allow you to start to pack up once the show ends. We will not be able to allow vehicles up the ramp after 12:00 pm on the last day to drop off packing boxes.

QUESTIONS?

Jeany and Mikaela are our Customer Success Representatives for PAX Unplugged.

Jeany Razon - Companies Starting with #s, A – L

Email: Jeany.Razon@reedpop.com

Phone: 203-840-5949

Mikaela Benavides - Companies Starting with M – Z

Email: Mikaela.Benavides@reedpop.com

Phone: 203-840-5589

You may also feel free to contact our Operations team:

Brittany King, Operations

Email: Brittany.king2@rxglobal.com

Bahiah “B” Odeh-Eppig, Operations

Email: Bahiah.odeheppig@rxglobal.com



VENDOR INFORMATION & DEADLINES

Below is a list of the key vendors along with their **discount deadlines**.
Orders must be submitted by the dates listed below in order to receive the discounted rate.

SERVICE + ORDER LINK	VENDOR	DEADLINE	
Audio Visual	Reaction	Friday, November 13, 2026	Discount deadline date
Booth Carpet & Furnishings	GES	Friday, November 20, 2026	Discount deadline date
Booth Cleaning	GES	Friday, November 20, 2026	Discount deadline date
Catering	Aramark	Friday, November 14, 2026	Discount deadline date
Exhibitor Appointed Contractor	RX	Wednesday, November 4, 2026	Deadline date
Electrical	PCC	Wednesday, November 11, 2026	Discount deadline date
Hanging Signs	GES	Friday, November 20, 2026	Discount deadline date
Rigging	PCC	Wednesday, November 11, 2026	Discount deadline date
Security	IESS	Friday, November 20, 2026	Deadline date - Coverage cannot be guaranteed if ordered after deadline
Telecommunications	PCC	Wednesday, November 11, 2026	Discount deadline date

Visit the exhibitor manual for the full vendor list and all discount deadlines.

SHOW SCHEDULE

Exhibitor Move-In Hours:

Wednesday, December 2, 2026 from 8:00AM to 6:00PM

Thursday, December 3, 2026 from 8:00AM to 6:00PM

Note: All exhibits must be completely installed by: 6:00PM on Thursday, December 3, 2026.

Note: During Exhibitor Move-In/Set-Up, Exhibitors may continue to work on their booths until **8:00 PM** however, they must stay within the exhibit hall. Once an individual leaves the Hall, re-entry will NOT be permitted.

Show Hours:

Friday, December 4, 2026 from 10:00AM to 6:00PM

Saturday, December 5, 2026 from 10:00AM to 6:00PM

Sunday, December 6, 2026 from 10:00AM to 6:00PM

Note: Badged exhibitors will have access to the exhibit hall at **8:00 AM** each morning and until **8:00 PM** each evening.

Exhibitor Move-Out Hours:

Sunday, December 6, 2026 from 6:00PM to 10:00PM

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.

Monday, December 7, 2026 from 8:00AM to 12:00PM

Note: All equipment & exhibit materials must be completely removed from the show floor by: **12:00 PM** on Monday, December 7, 2026.