



Global Pet Expo®



Exhibitor Move-in Bulletin

March 22-24, 2023

Orange County Convention Center, Orlando, FL



Move-In Dates

Open

Close

Sunday, March 19

8:00 a.m.

5:00 p.m.

Monday, March 20

8:00 a.m.

6:00 p.m.

Tuesday, March 21

8:00 a.m.

6:00 p.m.

Personally Owned Vehicles (POV), Cart Service & Self Unloaders, should proceed direct to the facility and check in at the designated POV Check-in area, where the appropriate GES pass will be given.

Privately owned vehicles are defined as cars, pick-up trucks, vans, and other small trucks designated for passenger use, not cargo, or freight. Vehicles that do not qualify for this service or that have material that requires mechanical equipment to unload will be directed to the GES Marshaling Yard.

VEHICLES THAT QUALIFY:



Sedan



Van

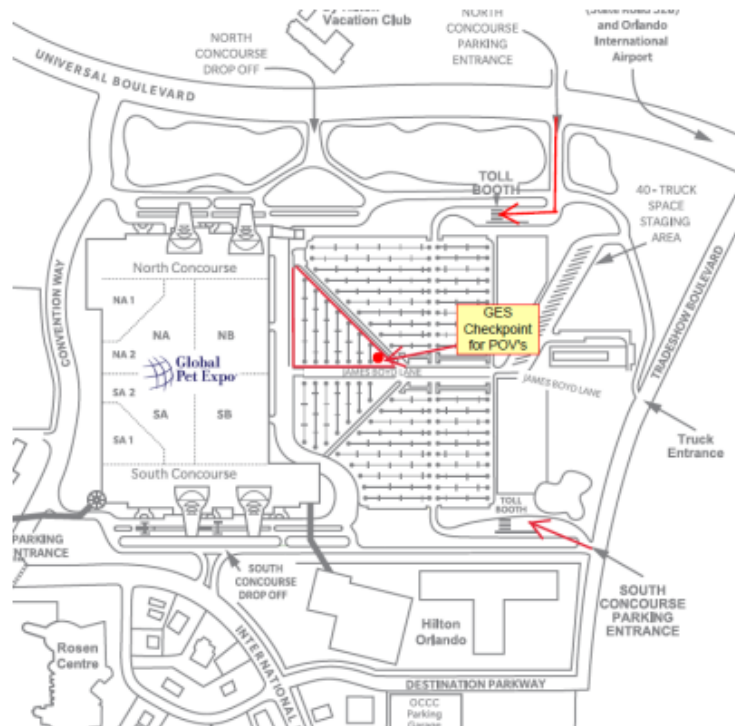


Sports Utility Vehicle



Pickup

Follow Convention Center signs to North / South parking lots entering from either Universal Boulevard or Destination Parkway. Enter through the OCCC toll booth. Then follow signs to the GES POV Check point to receive appropriate pass.



**** Note all other vehicles will be directed to the GES Marshaling Yard located at 7945 Mandarin Drive, Orlando, FL 32819. ****

Show Dates

Open

Close

Wednesday, March 22	9:00 a.m.	6:00 p.m.
Thursday, March 23	9:00 a.m.	6:00 p.m.
Friday, March 24	9:00 a.m.	3:00 p.m.

Exhibitors and manufacturers' representatives are allowed on the show floor 2 hours before the show opens and 30 minutes after the close. Buyers are only permitted in the exhibit hall during official show hours. *Please do not make arrangements to meet with buyers in your booth outside of the official show hours.*

Key Locations

Room

Phone

Show Office	Room S210E	407-685-6040
Press Office	Room S210D	407-685-6115
Exhibitor Registration	Room S220	407-685-6150
FedEx Office	South Concourse	407-363-2831
GES Servicenter (TEXT ONLY)	Rear of the 100 Aisle	407-759-3572
OCCC Service Desk	Rear of the 100 Aisle	407-685-7059
Smart City Service Desk	Rear of the 100 Aisle	407-685-2000
Centerplate Service Desk	Rear of the 100 Aisle	407-685-7082
On-Site Medical	Near Elevator bank on SB Concourse	407-685-7041

Emergency

Emergency, dial 911

Non-Emergency

407-685-9828

Covid Testing LLC will be available on-site during show days to provide both rapid and PCR covid testing. **Stop by room S213** or call 407-307-7738 for pricing and appointment information. Additional information at www.covidtestingllc.com



Exhibitor Service Center

The Exhibitor Servicer is located in the back of the 100 Aisle in North Hall A. Centerplate, GES, Lead Retrieval, Orange County Convention Center (rigging, water and electrical), Organized Jungle, AV (LMG), Photography (Brad Meese) and Smart City (internet and telephone) will have representatives present in the Exhibitor Servicer.

Hand-Carry Only

Exhibitors can transport small items to their booth by hand through the front doors. Exhibitors are not permitted to park in the dock area. Any vehicle left unattended on the dock will be towed immediately. Cartload service at the dock will be available through GES.

Deadline for Booth Set-Up

Exhibitors must complete set-up by 6:00 p.m., Tuesday, March 21st to ensure that the exhibit hall is ready for the buyers at 9:00 a.m. on Wednesday, March 22nd. **Aisle carpet installation will begin at 6:00 p.m. on Tuesday and all aisles must be clear.**

NOTE: ALL empty containers must be tagged for storage by this time.

Food Service at the Convention Center During Move-In (subject to change)

Monday, March 20, 2023:

W.H. Move-In Cart	SB Dock	10:00 a.m. - 2:00 p.m.
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Tuesday, March 21, 2022:

W.H. Move-In Cart	SB Dock	10:00 a.m. - 2:00 p.m.
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Cubano Coffee	Across S220A	7:30 am - 4:00 p.m.
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Crepe Factory	Across S220A	7:30 am - 4:00 p.m.
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Business Center – FedEx Office

Monday, March 20	8:00 a.m. – 5:00 p.m.
Tuesday, March 21	8:00 a.m. – 5:00 p.m.
Wednesday, March 22	8:00 a.m. – 5:00 p.m.
Thursday, March 23	8:00 a.m. – 5:00 p.m.
Friday, March 24	8:00 a.m. – 5:00 p.m.

Security

Global Pet Expo has taken steps to prevent pilferage by hiring professional guards on a 24-hour basis; however, no show can be completely protected. We urge you not to leave valuable materials or irreplaceable samples in your booth unattended or overnight. Global Pet Expo is not responsible for lost or stolen items.

Remember the following security tips:

- Keep purses, bags and other packages in a safe place.
- Wear your badge at all times and do not give your badge to anyone.
- Cover your display with a cloth or run masking tape across the front of your booth when you leave for the day.
- Store valuable items in locked cages. Hiring a booth guard is another option.
- If you see something that doesn't seem right, report it to Show Management or Security.
- *During Move-out, do not leave your booth unattended until all of your materials are packed and your shipping containers are sealed.*

Storage Behind Booths

Storage of any kind is forbidden inside the display area, behind the drape, or behind the display wall. The Fire Marshal will remove any items found.

Empty Container Storage

Empty container storage labels are available at the GES Servicenter. These are color coded by area so please check to make sure you pick up the correct color. *Complimentary Shrink Wrap is also available to consolidate your multiple empty cartons onto a pallet.* This will help speed up the return of your empty containers and also help ensure that your multiple empty cartons and boxes arrive back at your booth together.

Please label cartons and crates with “empty” labels as soon as possible. Keeping containers until the end of move-in DOES NOT ensure that you will receive your containers first during move-out. If you are planning to discard your containers, you may mark them as trash. **Any empty cartons left in the middle of the aisles after set up is over will be discarded as trash.** Cartons must either be labeled for empty storage or placed securely inside your booth. Please do NOT leave empty, unmarked cartons in the aisles if you plan to keep them.

New Products Showcase

If you are participating in the New Products Showcase, you must drop off your product on Tuesday, Mar. 21st. Entries can be dropped off between the hours of 9:00 a.m. – 4:00 p.m. If you plan to retrieve your entry, you must pick it up on Friday, Mar. 24 between 3:00 p.m. – 4:00 p.m. Items not retrieved by 4:00 p.m. will be donated.

Please remember that when exhibitors go to place their entries in the New Products Showcase area on Tuesday, Mar. 21, a tent card will be provided to display with each entry as well as a receipt tent card for each entry. The receipt will be **required** in order to retrieve your product at the close of the Show. This policy is designed as an added check to make sure that all products leaving the New Products Showcase belong to the exhibitor. Please make sure to hold on to the receipt as there are no replacements.

Photography/Video

Taking photographs or video of exhibitor booths without the exhibitor’s permission is prohibited. No photography or video is permitted in the New Products Showcase.

“Reps Wanted” Board

If you’re looking for a rep, simply complete a “Reps Wanted” form available at the Show Office, Room S210E. We will post it for you. Reps will be able to check the board and visit you in your booth if they are interested in carrying your line.

Shuttle Buses

Global Pet Expo will provide complimentary shuttle buses from select hotels in the Global Pet Expo block. Service begins two hours before the opening of the Show and continues until 30 minutes after the closing of the Show. On Friday, March. 24, shuttles will run until 4:30 p.m. Schedules will be posted in the convention center, at participating hotels and in the Official

Trade Show Floor Plan and City Guide.

Luggage and Coat Check

A luggage and coat check will be available during show days in Room S221.

Press Office – Room S210D

One of the most important stops to make when you arrive onsite is the Press Office to secure a press bin and deliver your press kits. The Press Office is where media check-in, access show information and collect exhibitor press materials throughout the event. The Press Office layout consists of a perimeter of clear, stacked bins available to exhibitors on a first-come, first-served basis to display exhibitor press kits and press materials. We recommend bringing a total of 150 press kits, press releases and/or other press materials for all three show days and replenishing your supply in the Press Office as needed. Cubby-sized product samples are also permitted, but please be advised these samples will not be returned.

Press Kit Drop Off Hours

Monday, March 20, 2023	12 p.m. – 5 p.m.
Tuesday, March 21, 2023	9 a.m. – 5 p.m.

Quick Tips: Be sure to include your booth number in your materials so that media can locate you on the Show Floor. Consider displaying a small sign on the front-facing side of your cubby with your company name/logo and booth number. Cubby dimensions are 13” W x 9” D x 12” H and recommended cubby signage dimensions are: 11” W x 4” H.

PIDA Member Services - Booth #3401

Members are invited to stop by the PIDA booth during show hours to connect with staff and see what’s new. Get updated on Pet Store Pro and learn about the tools available to help promote this free resource to your customers. Hear the latest about the benefits available to you as a member, including the annual Pet Industry Leadership Summit.

APPA Member Services - Booth #3401

Stop by the APPA Member Services Booth #3401 anytime during the Show to visit with our staff and your service providers. Come and learn about your membership benefits for 2023 and meet with your benefit providers including representatives from the APPA National Pet Owners Survey and APPA Market Research, Packaged Facts, NielsenIQ, Euromonitor International, Morgan Stanley Financial Services, Blue Tiger International Export-Import Services, Food Export USA, Export-Import Bank of the U.S, FWV Fetching, Minority Business Development Center, APPA Member Relations and APPA Government & Regulatory Affairs.

Drop in to learn how to take best advantage of your membership benefits, tell us how your membership is working for you and enter to win a free booth in 2024!

Return of Empties

When the Show closes, please keep the aisles around your booth clear. This will expedite the removal of carpet and return of empty containers. Keep in mind that the return of empty containers is a lengthy process and your understanding and cooperation is appreciated. The return of empty containers will take place as follows:

Friday, March 24:

3:01 p.m. – GES begins removal of aisle carpeting.



4:00 p.m. – GES begins return of empty crates, cardboard boxes and fiber cases/containers.

11:59 p.m. – Anticipated return of all empty containers.

Protect Your Property During Move-Out

The process of breaking down a trade show can be chaotic. To protect against theft, do not leave your booth unattended while you are waiting for your empty containers to be returned.

Product Donation: Pet Alliance of Greater Orlando

The Orange County Convention Center will be collecting products for local donations at the conclusion of the Show. Volunteers in branded Pet Alliance of Orlando shirts and wristbands are permitted to pick up donations in the exhibit hall. Exhibitors can also bring products to the back of North Hall A (in back of the New Products Showcase, Friday, March 24, 2023 at the close of the Show.

Product Donation – Other Charities

Outside Charity's other than Pet Alliance will be required to show ID and pick up wristband in order to access the show floor. Check-in is located on Ramp 15 on the South Concourse

Pack up your product, label it, and turn in a bill of lading at the GES Service Center. The consignee and the carrier you mark on the bill of lading and labels attached to the products will be the name of the charity. Leave the PACKAGED and labeled product in the booth and turn in the bill of lading back to GES Servicenter. Instruct the charity to check in at the guard shack entrance and they will be given a pass to enter the dock for loading by GES. Please give the charity whom you have designated the "exhibitor" copy of the bill of lading. Please note, loose, uncrated, or unpackaged material will not be loaded).

If you are shipping product out to your designated charity via commercial carrier, the process is the same as above. When you turn in your Bill of Lading to GES, GES will route the shipment on an available carrier for delivery unless noted otherwise. Any shipping charges should be arranged with your carrier prior to submitting the Bill of Lading to GES.

NOTE: NO VEHICLES WILL BE ALLOWED IN THE DOCK AREA WITHOUT THE PROPER PAPERWORK.

Save the Date

Global Pet Expo 2024 will be March 20-22. We look forward to seeing you there!

Priority Assignment DEADLINE will be *August 31, 2023*. Be sure to submit your booth space agreement prior to this date to take advantage of the 50% deposit and priority points' assignment! Applications must be received with the 50% deposit in order to be assigned. Visit Globalpetpexpo.org for more information on the Priority Points system.

Housing registration for Global Pet Expo 2023 will open April 2023. Visit globalpetexpo.org to reserve your room!

Thanks for Exhibiting. Have a Great Show! 

Show Rules

Registration & Badge Policy

- Official Global Pet Expo Badges with the attendee's name and company must be worn at all times.
- Sharing of badges is not permitted.
- A photo I.D. is required to obtain a badge
- There are no badge re-prints

Show Floor Rules

- The official dress code is business casual
- Show Management shall have sole discretion over admission at all times.
- Exhibit Hall access is limited to the Registration Category assigned to your company.
- Children under 13 are not allowed on the show floor, including infants and toddlers.
- Wheeled carts and large wheeled suitcases are not allowed on the Exhibit Floor.
- Animals are only permitted on the show floor in an exhibitor's booth with written permission from APPA prior to the Show. Buyer and Manufacturer Representative attendees are not permitted to bring animals onto the show floor.
- Solicitation is prohibited on the show floor except by exhibitors within their booths.
- Cash sales are prohibited.
- Any promotional materials placed or distributed outside the exhibitor's booth without the prior written consent of Management will be removed and discarded.

Protecting Your Intellectual Property

As most Exhibitors are aware, attendance at trade shows can present problems of infringement and loss of intellectual property rights. Whether you have an innovative product, unique packaging or a fabulous logo design, you should take steps to help safeguard your intellectual property. As a practical matter, it is not realistic to try to prevent all public disclosure of your proprietary information, but there are some things you might want to consider.

- Don't give away samples of unique products.
- Don't leave valuable information or designs unattended.
- Don't let customers photograph your booth or displays, unless you have established a firm business commitment.
- Where applicable, mark your products with patent, trademark or copyright symbols.
- Advise employees working in your booth not to talk about sensitive business in public places, and provide employees with concrete examples of what you consider confidential.

For further information on intellectual property protection, you may view the following web pages that are on the APPA Products & Law Web Pages: [Protecting Your Intellectual Property at Trade Shows](#) and [Considerations in Intellectual Property and Licensing](#). You can also speak with an APPA staff attorney in the APPA Booth #3401 during show hours.

Protecting your rights takes positive action, so contact your attorney if you have specific patent, trademark or copyright concerns.