

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

Exhibitor Quick Facts

FanExpo Philadelphia
Pennsylvania Convention Center
May 3-5, 2024

Exhibitor Move-In Hours:

Wednesday, May 1, 2024 from 12:00PM from 5:00PM (By Appointment Only)

Thursday, May 2, 2024 from 8:00AM to 7:00PM (Retailers, Corporate, Community)

Friday, May 3, 2024 from 7:00AM to 1:30PM (Artist Alley, Cosplay, Pro Comic Guests, Retailers, Corporate, Community continued)

Saturday, May 4, 2024 from 8:00AM to 9:00AM (Exhibitor Restock)

Sunday, May 5, 2024 from 8:00AM to 9:00AM (Exhibitor Restock)

All exhibits must be completely installed by: 1:30PM on Friday, May 3, 2024.

Show Hours:

Friday, May 3, 2024 from 2:00PM to 4:00PM *Preview (3-day, Ultimate & VIP pass holders ONLY)
& from 4:00PM to 9:00PM

Saturday, May 4, 2024 from 10:00AM to 7:00PM

Sunday, May 5, 2024 from 10:00AM to 5:00PM

Exhibitor Move-Out Hours:

Sunday, May 5, 2024 from 5:01PM to 11:59PM

All equipment & exhibit materials must be completely removed from the show floor by: 11:59PM on Sunday, May 5, 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
FanExpo Philadelphia
General Exposition Services
205 Windsor Rd
Limerick Business Center
Pottstown, PA 19464

Advance Warehouse Discount Deadline: Friday, April 19, 2024

Last Date to Arrive at Warehouse Address: Monday, April 29, 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
FanExpo Philadelphia
Pennsylvania Convention Center "Halls D & E"

c/o General Exposition Services
Vine Street Ramp
1101 Arch Street
Philadelphia, PA 19107

Direct Show Site Delivery Hours: Wed., May 1, 2024, Thurs., May 2, 2024, & Fri., May 3, 2024

No Freight will be accepted in advance at show site.

Show Colors:

Back Drape: Black and Green

Side Drape:

Booth Carpet:

NOT CARPETED

The Show floor is: Concrete

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

Booth Equipment:

Exhibitor booths are supplied with 8 foot high back drape along with an ID Sign containing Company name and Booth number. All booths will be 10 feet deep and 10 feet wide.

Premium Artist Alley booths are supplied with 3 foot high back drape. All booths will be 6 feet deep and 12 feet wide.

Artist Alley booths are not supplied with any drape. All booths will be 6 feet deep and 6 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:

1 - 8ft Table, and 2 Chairs are supplied with each booth space.

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:

There is no electricity provided with your booth space. If you would like to order electricity, please follow these steps:

1. Go to www.paconvention.com
2. Click Exhibitor
3. Click Exhibitor Services
4. Click ON-LINE Ordering
5. Click For Electric/Air/Plumbing click here
6. Select your Event
7. Create an Account
8. Select your service(s)

Forms are also included in this service kit.

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

Exhibiting Company: _____

Booth Number: _____