



IPC APEX EXPO™
March 18-20, 2025
Anaheim Convention Center
www.IPCAPEXEXPO.org

On-Site Information

Welcome to IPC APEX EXPO!

For questions regarding any of the information found on this flyer, please visit the Show Office, located in Box Office C/D.

Show Hours

Tuesday, March 18	10:00 am – 6:00 pm
Wednesday, March 19	9:00 am – 6:00 pm
Thursday, March 20	9:00 am – 12:00 pm

Cashless Transactions

The Anaheim Convention Center accepts only credit or debit cards, Apple Pay, and Google Pay at locations that require payment, such as parking and food stand locations.

Show Office – Box Office C/D

Exhibitor Service Center – Hall D, behind the 500 aisle.

Lead Retrieval – Hall D Lobby

Exhibitor Registration – Hall D Lobby

Press Office – 213A second level

Lost and Found – Show Office, Box Office C/D

First Aid – Hall B Lobby

Exhibitor Registration hours:

Sunday, March 16	7:00 am – 6:00 pm
Monday, March 17	7:00 am – 6:00 pm
Tuesday, March 18	7:00 am – 5:00 pm
Wednesday, March 19	7:00 am – 5:00 pm
Thursday, March 20	7:00 am – 12:00 pm

Exhibitor Badges and Wristbands: *Thursday through Saturday, exhibitors must obtain a wristband at the Exhibitor Check-In desk located at the entrance of Hall D to obtain a wristband in order to gain access to the show floor.* Beginning Sunday, badges will be required to gain access to the exhibit hall.

Badge Colors

Lime Green and Teal: Attendees

Blue and Teal (E on header): Exhibitors

Purple Ribbons: Press

Exhibit Hall Access: Exhibitors will be allowed to access the exhibit hall during the following hours:

Thursday, March 13	8:00 am – 7:00 pm
Friday, March 14 – Monday, March 17	7:00 am – 7:00 pm
Tuesday March 18 – Wednesday, March 19	7:00 am – 6:00 pm
Thursday, March 20	7:00 am – 10:00 pm
Friday, March 21	7:00 am – 10:00 pm
Saturday, March 22	7:00 am – 12:00 pm

If admittance to the exhibit floor is required at any other time, permission must be obtained from Show Management by completing a Special Work permit. Special Work permits can be obtained at Exhibitor Registration or in the Show Office.

Move-In Deadline: 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 of late move-in is not submitted in advance of move-in and space is not completely set by 5:00pm on Monday, March 17, the space will be considered abandoned and Show Management will repurpose the space as they see fit.

Off-Hours Booth Activity

Private demos are allowed on show days only, during non-show hours. However, IPC Show Management must be notified in advance. Every person entering the exhibit hall must have a badge. Attendees must be escorted by an exhibitor to their booth and escorted out of the hall once the demo is finished.

Carpeting / Booth Vacuuming: Although carpeting is installed clean, because carpeting is installed during move-in, we highly recommended you order a protective covering (visqueen), to maintain the cleanliness of your carpeting and protect it from excess debris. If you're utilizing the services of an Exhibitor Appointed Contractor (EAC) and they apply visqueen to your carpeting during move-in, it is the responsibility of the EAC to remove the visqueen prior to show opening.

Internet Access: The exhibit halls will not be equipped with free wireless internet. If you require an internet connection or internet access for your booth, you need to order it through Smart City Networks.

Marshaling Yard: All vehicles (trucks, POVs, etc.) delivering and/or picking up freight must check in at the Marshaling Yard before proceeding to the Convention Center docks.

Union Jurisdictions: California is NOT a "right-to-work" state. The installation and dismantling of prefabricated displays come under the jurisdiction of the Painters decorator's union. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

Labor: Painter's decorator union exhibit labor claims jurisdiction for installation and dismantling. However, one (1) full-time exhibiting company employee may work without tools for thirty (30) minutes on the installation (move in) and (30) thirty minutes on the dismantle (move out), without union labor. Exhibitors are not permitted to use tools of any type (screwdrivers, hammers, electric drills, power saws, etc.) on booths of any size. Exhibitors may handle and set out the products they manufacture; however, all background materials-display boards, back drops, stands-anything products are displayed upon, attached to, or made part of and laying of floor tile and carpets must be installed by union labor. If union labor is needed, exhibitor personnel may work alongside of the union on a one-to-one basis.

Material Handling: The Teamsters have jurisdiction over all unloading and loading of materials including jurisdiction over the operation of all material handling equipment – this includes all dollies and hand trucks. Exhibitors may carry only what 1 person can manage in one trip, using no equipment. No hand carried items may come through the loading dock.

Empty Removal: Once your crates, boxes, skids, etc. are completely unpacked and empty, be sure to label them with “empty” as soon as you are ready for them to be removed. Crate return is not conducted in reverse order of crate pick-up, so there is no advantage to waiting until the last minute to label your empties.

Move-Out: A Move-Out Bulletin will be distributed to each booth on Wednesday morning and will include complete move-out instructions. No material may be dismantled, packed, loaded or removed prior to 2:00 pm, Thursday, March 20. All exhibits are to be occupied and in operation until this time. Show Management has the right, without incurring any liability for damage or loss, to order, at the exhibitor's expense, the dismantling, packing and shipping of the exhibitor's property if the exhibitor has failed to do so in the time allotted. Any exhibit materials remaining on the show floor at 12:00 pm on Saturday, March 21 (without a Material Handling form turned into Shepard AND a carrier on site for pick-up) will be forced from the floor and either returned to the advance receiving warehouse or re-routed via a carrier of Shepard's choosing.

Utilities: Utilities and phone lines will be turned off shortly after the show closes at 12:00 pm on Thursday. If services are required past this time for any reason, advance arrangements must be made at the Exhibitor Service Center.

Empty Return: Empty crate return will begin as soon as the aisle carpet is removed and will take approximately ten hours to complete. Remember to take this into consideration when making your travel arrangements.

Merchandise Leaving the Show Floor: A business card will be required at the point of exit for any material being removed from the exhibit floor, other than material covered by a bill of lading.

Security: Although Show Management provides 24-hour perimeter exhibit hall security, each exhibitor is responsible for their materials, equipment, display, etc., at all times. **Do not leave items of value in your booth unattended without taking security precautions.**

Photography and Video Recording: Photography and video recording of any exhibit are not permitted unless authorized by the exhibitor. Show Management, the official show photographer and accredited members of the press are exempt from this rule.

Alcoholic Beverages & Outside Food: Alcoholic beverages and outside food are *not* allowed in the exhibit hall at any time, during move-in, show days and move-out.

Age Restriction Individuals under the age of 18 (including infants) will not be permitted on the exhibit floor at any time during move-in or move-out, regardless of affiliation or circumstances.

Code of Conduct: We believe our community should be truly open for everyone. As such, we are committed to providing a friendly, safe, and welcoming environment for all and as such, all attendees, exhibitors, sponsors, speakers, instructors, attendees, volunteers, media, show contractors and staff are expected to follow our [code of conduct](#) when communicating with each other before, during and after the event to ensure a positive experience for everyone.

Suitcasing Policy: IPC does not permit solicitation from non-exhibiting companies. Any individual observed participating in activities to solicit or sell products to event attendees or exhibitors without having a booth at the event will be asked to leave immediately. Please immediately report suitcasing activities to IPC Show Management in Box Office C/D.

Lottery Draw for 2026 Booth Selection: Exhibitors are invited to draw their lottery number for the IPC APEX EXPO 2026 Initial Booth Space Selection. Lottery numbers will be drawn by random selection in the Show Office located in Box Office C/D.

Concessions/Coffee: Java City is located in the lobby area of Hall C. Concessions and specialty food carts are available in the exhibit halls.

Taxis, Uber & Lyft are easily accessible at the Convention Center, major hotels, airport and other destinations and attractions.

Parking – Ample parking is available at the Anaheim Convention Center. Parking rates vary and start at \$20 per day and require payment upon entry.

FedEx Office Print & Ship Center

ANAHEIM MARRIOTT: 700 W Convention Way | +1 657-722-6083

ANAHEIM HILTON: 777 Convention Way | +1 714-621-0028

On the Show Floor

Connect with IPC	Booth 3514
Exhibitor Product Showcase Corridor	Aisle 3400
Learning Lounge	End of Aisle 3700
Real Time with IPC	Booth 3520
Technical Posters	End of Aisle 4100

Download the Official Show App - For IOS and Android Users



Scan the QR code below to automatically receive photos you appear in during IPC APEX EXPO



Reserve your hotel rooms for 2026 with our official housing partner, OnPeak in the show office located in Box Office C/D.

IPC APEX EXPO Future Dates

*April 6-8, 2027 | Anaheim Convention Center
April 4-6, 2028 | Anaheim Convention Center*