

## 2025 EXHIBITOR CHECKLIST



Click to add items  
to your Calendar



June	<ul style="list-style-type: none"> <li><b>Subscribe</b> to the <a href="#">Exhibitor Central Blog</a> for important updates and deadlines.</li> <li><b>Review</b> the <a href="#">Exhibitor Setup</a> information to understand setup policies and procedures.</li> <li><b>Check</b> <a href="#">Booth Display Guidelines</a> for rules and regulations on your booth display and space.</li> <li><b>Book</b> your <a href="#">hotel</a> through IFPA's approved housing vendor, <a href="#">Expovision</a>.</li> <li><b>Register</b> exhibitor badges using the <a href="#">credits</a> included with your booth.</li> </ul>	Right Away <input type="checkbox"/> Right Away <input type="checkbox"/> Right Away <input type="checkbox"/> June 04 <input type="checkbox"/> June 04 <input type="checkbox"/>
July	<ul style="list-style-type: none"> <li><b>Submit</b> your <a href="#">Directory Listing</a> for the online/mobile directory - this helps attendees learn about you.</li> <li><b>Promote</b> yourself by leveraging <a href="#">free marketing tools</a> like the e-signature.</li> <li><b>Apply</b> for a <a href="#">Fresh Ideas Showcase</a>, or submit details through your <a href="#">Exhibitor Portal</a> if you've already secured one.</li> </ul>	Right Away <input type="checkbox"/> Right Away <input type="checkbox"/> Right Away <input type="checkbox"/>
August	<ul style="list-style-type: none"> <li><b>Review</b> shipping guidelines for <a href="#">perishable products</a> and <a href="#">booth materials</a> to ensure optimal handling.</li> <li><b>Check</b> <a href="#">sampling policies</a>, complete necessary forms, submit requests and place catering orders.</li> <li><b>Register</b> <a href="#">Exhibitor Appointed Contractors</a> (EAC's) that are not on the approved vendor list.</li> <li><b>Submit</b> a <a href="#">Booth-Sharing</a> form if you plan to share your space with an affiliated company or brand.</li> <li><b>Attend</b> the <a href="#">Floral Exhibitor Logistics Webinar</a> for floral exhibitors at 2:00 p.m. EST.</li> <li><b>Attend</b> the <a href="#">Logistics Webinar</a> for all exhibitors at 2:00 p.m. EST.</li> <li><b>Deadline:</b> Last day to assign names and cancel <a href="#">hotel reservations</a> with <a href="#">Expovision</a> for rooms.</li> </ul>	Right Away <input type="checkbox"/> Right Away <input type="checkbox"/> Right Away <input type="checkbox"/> Right Away <input type="checkbox"/> Aug. 20 <input type="checkbox"/> Aug. 21 <input type="checkbox"/> Aug. 29 <input type="checkbox"/>
September	<ul style="list-style-type: none"> <li><b>Start shipping!</b> <a href="#">Advance shipments</a> (non-perishable only) accepted at the <a href="#">GES</a> warehouse Sept 9–Oct 8.</li> <li><b>Attend</b> the <a href="#">Exhibitor Marketing/Booth Tips Webinar</a> at 2:00 p.m. EST.</li> <li><b>Last Day to Cancel Badges &amp; Receive a Refund.</b> Also, the last day to request <a href="#">booth worker badges</a> to be mailed (continental US only), all other badges are picked up onsite.</li> <li><b>Promote Your Business!</b> Attract attendees to your booth. Booth contacts or registered attendees can access the attendee list via their <a href="#">IFPA account</a>.</li> <li><b>Deadline:</b> Last day to place orders at a discounted rate with <a href="#">approved vendors</a>, <a href="#">register EAC's</a>, and submit <a href="#">booth-sharing forms</a>.</li> <li><b>Request Changes</b> to target move-in/move-out times by submitting a <a href="#">Target Variance Request Form</a>. All exhibitors are allocated a <a href="#">target move-in &amp; out date/time</a>.</li> <li><b>Mailed Booth Worker Badges are shipped</b> via FedEx Ground. (must be requested by Sept.16)</li> </ul>	Sept. 09 <input type="checkbox"/> Sept. 10 <input type="checkbox"/> Sept. 16 <input type="checkbox"/> Sept. 19 <input type="checkbox"/> Sept. 22 <input type="checkbox"/> Sept. 22 <input type="checkbox"/> Sept. 23 <input type="checkbox"/>
October	<ul style="list-style-type: none"> <li><b>Download</b> the GPFS mobile app to access important event details instantly.</li> <li><b>Shipments Accepted!</b> <a href="#">Booth materials</a> and <a href="#">perishable products</a> will be accepted on-site - Oct. 12 -18.</li> <li><b>Begin setup!</b> Check your freight <a href="#">Target Move-in Time</a>, review the <a href="#">expo schedule</a>, and follow the <a href="#">clean floor policy</a> to avoid labor fees.</li> <li><b>Expo Floor Opens at 9:00 a.m. for the Floral Hall</b> (North Building) and <b>10:00 a.m. for Halls A-D</b></li> <li><b>Plan your move-out strategy!</b> Check your <a href="#">Move-out Time</a>, and review the <a href="#">details</a> for dismantling.</li> <li><b>Floral Hall (North Building)</b> opens at 8:00 a.m. for buyers, 9:00 a.m. for all other attendees. Halls A-D open at 10:00 a.m.</li> <li><b>Relax in the Exhibitor Lounge</b> (opens 5:00 -10:00 p.m.) while waiting for empties.</li> <li><b>Follow up on leads!</b> Download the attendee list and review your <a href="#">Showroom Performance</a> recap.</li> <li><b>Prepare for 2026 in Orlando!</b> Booth applications open in early February.</li> </ul>	Oct. 01 <input type="checkbox"/> Oct. 12 <input type="checkbox"/> Oct. 13 <input type="checkbox"/> Oct. 17 <input type="checkbox"/> Oct. 17 <input type="checkbox"/> Oct. 18 <input type="checkbox"/> Oct. 18 <input type="checkbox"/> Oct. 20 <input type="checkbox"/> Oct. 20 <input type="checkbox"/>

Questions? Contact the [Expo Team](#) +1 (302) 791-5857