

EXHIBITOR QUICK REFERENCE GUIDE

Choose how you want to navigate the Global Show Service Kit:

1. **Click** the links provided throughout this reference guide.
2. **Browse the service kit** section-by-section online.
3. **Use the checklist** we created with due dates and direct links.

[VIEW THE FULL SCHEDULE](#)

NEW EXPO DAYS - NOW ON WEEKDAYS

We've moved the Expo to Thursday and Friday to better support exhibitor and buyer schedules.
Thursday, October 15 & Friday, October 16: 10:00 a.m. - 5:00 p.m.

WHAT'S INCLUDED

Included with your booth space:

- Booth Drape (Black; Blue for First-Timer pavilions)
- Aisle Carpet (Pepper / black & white)
- Booth Signage (Exhibiting company name display)
- Complimentary Perishable Product Delivery (from refrigerated storage to your booth daily)
- Access to Lounges on the show floor
- Daily Aisle Carpet Cleaning

Not Included:

- **Booth carpet/flooring (required)** - can be ordered through [GES](#).
- Electricity, utilities, and furnishings - can be ordered separately through approved vendors.

Save Money - Order by September 21

Order through [Approved Vendors](#) for discounted rates.

Check the [Floor Plan](#) for layout details - **red symbols** indicate columns on the show floor.

RULES & REGULATIONS

The service kit covers booth displays, show permits, multi-level booth guidelines, fireproofing, and official IFPA [Rules and Regulations](#).

Labor Regulations (Florida)

Florida is a right-to-work state, but onsite labor rules still apply.

Review the [Exhibit Labor Jurisdictions](#) to determine what your staff may do versus tasks that require union labor.

On-site Setup & Dismantling

Every convention center has unique requirements - review the [exhibitor set-up](#) information for facility-specific details.

Check the [exhibitor schedule](#) for:

- Move-in/out times
- Clean floor policies
- Product and trash removal times
- Donations and dismantling

NEW THIS YEAR

All badges must be picked up onsite: we are **no longer mailing badges**.

Food & Beverage Zones have been added to the show floor to keep you hydrated and refueled.

Expanded Innovation Hub: Collocated with the IFPA booth, the hub is your one-stop shop for new companies and insights to move your business forward. Featuring;

- **First-Time Exhibitors** from all segments of the show floor, now including floral.
- **Food Safety & Tech X-Change:** Engage in peer-to-peer discussions about the industry's biggest challenges.
- **Tech Accelerator Pavilion:** Technologies and innovations in sustainable packaging solutions
- **FutureTECH Pavilion:** Startup and early-stage companies featuring cutting-edge technology solutions designed to address our industry's challenges.

GES service desks will be available in all halls.

EASE & ACCESS

Tram Service: Navigate the expo on trams running through main aisles.

IFPA booth #4129: Meet familiar faces and discover valuable resources to help grow your company.

Lounges: Need a spot to sit, meet, or catch up on work? Visit one of five lounges located throughout the show floor, plus Nook Pods in the lobby for some private space.

Coat & Bag Check: Convenient storage is available in the lobby.

LIABILITY INSURANCE

All exhibitors must carry Commercial General Liability Insurance with coverage of at least \$1,000,000 per occurrence, and \$2,000,000 aggregate.

Purchase coverage through [RainProtection Insurance](#) or send a **copy of your Insurance (COI) to Rainprotection** by September 21, and have a copy onsite for reference.

BADGE REGISTRATION

Each exhibitor receives:

- Two (2) complimentary Welcome Reception tickets - usable by any team member or customer. Booth contacts receive an email with a barcode a few weeks before the show for on-site printing.
- **Badge credits** (based on booth size) to use towards Trade Show Only or Booth Worker Badges
 - **Booth Worker Badges:** Provide access to the show floor before, during, and after expo hours (2 credits).
 - Can be upgraded to All Access Passes for US\$375 (\$655 Non-members).
 - Cannot purchase additional badges.
 - **Trade Show Only Passes:** Provide access to the show floor during expo hours only (1 credit).
 - Additional passes can be purchased for US\$295 (\$475 Non-members).
 - Cannot be upgraded.
- September 16 is the deadline to cancel badges and receive a refund.
- Badges will not be mailed out.
- Exhibitor contacts can prearrange picking up Booth Worker Badges on-site.
- Trade Show Only Passes must be picked up on-site by individual registrants.
- Badge edits/swaps can be done at the customer service desk onsite at Registration.

IDENTIFY BUYERS ONSITE

The show floor is segmented to help buyers easily connect with exhibitors.

- Look for these buyer categories:
 - Produce/Complementary Item Buyers
 - Floral Buyers
 - Business/Retail Solution Buyers
- Retailers will have red on their badges for identification.



ATTENDEE LIST ACCESS

Begin outreach to target customers, buyers, and registered media at least 30 days before the event to maximize meeting opportunities.

All registered attendees can access the attendee list through their **IFPA account**.

Booth contacts can access the list through their IFPA account, with the ability to sort, filter, and export contacts and target prospects you'd like to meet onsite.

After the expo, be sure to download the attendee list and follow up to continue conversations started at the show.

HOTEL RESERVATIONS

A block of hotel rooms has been reserved by Expovision on behalf of IFPA at several hotels in Orlando.

To receive the negotiated group rate, **reservations** must be made through the official IFPA Expovision Housing Office.

June 3: Exhibitor housing opens.

Aug. 28: Exhibitor rooming lists due.

Sept. 11: Final date to assign names or cancel reservations without penalty.

EXHIBITOR WARNINGS

Beware of Scammers!

Only official IFPA-approved vendors are guaranteed to be legitimate. If a company is not on the approved vendor list, IFPA cannot verify its claims.

If you receive a solicitation from an unauthorized vendor, contact **the Expo Team**.

Additional Resources:

- Review the **approved vendor list** and **blog on scammers**.
- The **Expo Team** is available to help source contractors for booth construction or supplies.

ONLINE & MOBILE DIRECTORY: PROMOTE YOUR COMPANY

The online and mobile directory is the primary resource attendees use to discover exhibitors, products, and services. Attendees can filter exhibitors based on the information you submit, schedule meetings, contact your team, and save your company to their personalized show planner.

Submit Your Free Promotional Content Early!

Log in to the exhibitor portal to upload and manage the following:

- Company and product description
- Showcased products and services
- Company logo
- Fresh Ideas Showcase (if purchased)
- Press releases, white papers, and news articles
- In-booth events (chef demos, happy hours, activities)
- Meeting scheduling (set time slots for attendees to book) - **View how to manage meeting times**.
- Virtual Business Cards (highlight staff members with head-shots and contact info)

Booth contacts have access by signing in with their email address.

MARKETING TOOLBOX

Leverage our **free marketing resources** to boost your presence and connect with top decision-makers before, during, and after the show.

Reinforce your participation by using the **official e-signature** in every email you send.

Make the most of these tools so your company stands out!



BEST OF SHOW CONTEST

All exhibitors are automatically entered in **The Best of Show Contest**, which recognizes outstanding exhibit efforts.

Elevate your exhibit! The contest generates excitement and provides exhibitors with an opportunity to enhance their booth design, product/service presentation, and staff performance.

Winners receive **industry recognition** and valuable prizes.

Make sure to check out the **Tips from our Judges!**

FIRST-TIME EXHIBITORS

First-time exhibitors receive **exclusive benefits** and the opportunity to be mentored by an experienced IFPA Committee member.

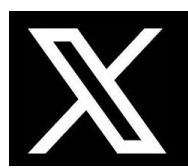
Personalized Guidance: First-timers are paired with committee members who provide insights and support throughout the exhibiting experience. Take advantage of this valuable resource to navigate the show with confidence!

EXHIBITOR BLOG

Subscribe to **Exhibitor Central**, the online hub of exhibitor information, updates, and conversations for Global Produce and Floral Show Exhibitors.

SOCIAL MEDIA

#GPF2026



FRESH IDEAS SHOWCASE

Do you have a new product or service you're launching this year? Feature it in the **Fresh Ideas Showcase**, where buyers go to see the industry's most exciting innovations.

Category Choices:

- Main
- Certified Organic
- On-The-Go
- Packaging
- Floral
- Technology

Each showcase includes an on-site display and online product listing to promote your item and encourage attendees to visit your booth to learn more.

Display shelves are located in a high-traffic area outside the show floor, accessible to buyers before, during, and after expo hours.

Reserve now — space is limited! You must be an exhibitor to participate.

Submission must be new, introduced since October 2025.

SUSTAINABLE PACKAGING

Exhibitors with a **Fresh Ideas Showcase** are eligible to enter the Sustainable Packaging Award.

To be considered, companies must ensure their product or solution aligns with the vision and criteria outlined in the **Sustainable Packaging Guide**

Interested exhibitors must notify the **Expo Team** to initiate participation in this award category.

BOOTH SHARING/SUB EXHIBITORS

Exhibitors may list one affiliated company or brand for every 100 sq. ft. of space reserved.

The parent company can **add sub-exhibitors through the exhibitor portal**, allowing them to be listed in the online directory.

All benefits and communications will be sent to the parent company listed on the booth contract. The parent company is responsible for sharing all logistical information, rules & regulations, and updates with its sub-exhibitor.

For details review **Booth Sharing**.

FLORAL EXHIBITORS

- **Floral Prep Areas** with running water will be available on the show floor.
- **Save 25%** on material handling by labeling and packing **floral perishables** separately from booth materials.
- **Use color-coded storage and delivery labels** for any floral products requiring storage.
- **The Floral Reception** will take place on Thursday, October 15.

Floral donations: After the show, use the pink donation stickers to mark items for donation.

Security reminder: Ensure all valuables are packed and secured after the show.



TARGET MOVE-IN & MOVE-OUT

Exhibitors must follow their **Targeted Move-In Schedule**.

Target move-in refers to the designated time when direct deliveries of booth materials must be checked in at the Marshalling Yard - it is not when booth set-up should occur.

- Shipments arriving outside the targeted time will incur additional fees.
- All trucks and privately owned vehicles must report to the Marshalling Yard before being dispatched for offloading.
- Carriers arriving directly at the OCCC without checking in at the marshaling yard will be turned away and rerouted.

All exhibitors are also assigned a **Targeted Move-Out Schedule**, which also must be followed.

SHIPPING BOOTH MATERIALS

Review **Booth Materials Shipping** BEFORE packing.

Booth materials can be shipped to the **advance warehouse** or **direct to show site**.

- Send materials to the advance warehouse & guarantee delivery by your target move-in date (no additional cost).
- Review the **exhibitor schedule** for setup dates and times.

Contact **GES** for domestic and international booth material shipping (not perishable shipments).

SHIPPING PERISHABLE PRODUCT

Review **Perishable Product Shipping** BEFORE packing.

Need a logistics company to ship your perishables? Contact **Prospensive Logistics**.

- Perishable products must be sent directly to the show site, separate from booth materials. (the advance warehouse does not have refrigerated storage.)
- Ship perishables:
 - Direct to your booth, use DO NOT REFRIGERATE labels
 - Direct to refrigerated/frozen storage using the correct **Color Coded Labels**.

LABELING SHIPMENTS

Label all boxes and crates!

- Include your booth number and exhibiting name to ensure your shipment gets to the correct location.
- Use the correct **shipping labels** for advance, direct, perishables, refrigeration etc.
- Shrink wrap and secure your pallets after labeling.

GES ORDERING SYSTEM

The **GES online ordering system (Expresso)** allows exhibitors to order and track services online.

Order carpet, furniture, exhibit systems, material handling, signage, shipping, and labor with ease. Create an account and submit your orders online, review order history, and invoices whenever needed.

EXHIBITOR APPOINTED CONTRACTOR

Exhibitors must register unofficial show contractors requiring access to the show floor during set-up and tear-down. Anyone needing access during show hours must have an expo badge.

DO NOT register contractors if using GES or any of the **approved vendors**.

EAC Authorization must be completed by September 21:

1. **Exhibitor:** Submit a form to authorize EAC's.
2. **EAC:** Complete & submit an EAC Form and the \$150 fee.
3. **EAC:** Agree to all rules & regs, submit proof of insurance, and ensure the form and payment are submitted on time.

MATERIAL HANDLING

The unloading of your shipment to your booth, storing crates, returning empties, and reloading shipments after the show are not included with your booth. See the **Material Handling Information** page for pricing.

Cost Saving Tips:

- Follow the **targeted move-in/out schedule**
- **Pre-order material handling** to streamline logistics
- Separate perishables from booth materials and include an individual weight certificate **perishable materials**.
- Use **cartload service** for items under 250lbs that fit onto a 3' x 4' cart.
- Purchase a 10x10 or 10x20 **booth package** (includes material handling, furniture, carpet, and daily cleaning).
- Plan booth displays in advance and use lightweight materials to reduce costs.

IMPORTING PRODUCT

- **Review the State and Federal Regulations** for Importing Produce, Plants, or Floral to ensure that you comply when shipping into Florida.
- Apply for necessary permits early, as processing time may be significant.
- Our **official freight forwarder/customs broker** can assist with international shipments.

METHOD	DATE	TIME	ADDRESS
Advance Shipping NO Perishables (refrigerated or frozen products)	Tuesday Sept. 8 - Monday Oct. 5	Monday - Friday 8:00 a.m. - 3:30 p.m. Closed 12:00 - 1:00 p.m. & Holidays	GES Global Produce & Floral Show (Exhibitor Name) (Booth #) 7945 Mandarin Drive Orlando, FL 32819
Direct Shipping Booth Materials & Perishable Product	Saturday Oct. 10 - Thursday Oct. 15	8:00 a.m. - 4:30 p.m.	GES Global Produce & Floral Show (Exhibitor Name) (Booth#) Orange County Convention Center - West Hall (Halls A-D) 9800 International Drive Orlando, FL 32819-8111

SAMPLING/CATERING GUIDLINES

Boost Engagement with Sampling!

Exhibitors must complete and submit a **Sampling Approval Form** to sample products or recipes at the OCCC. The official caterer at the Convention Center is Sodexo Live.

• Sampling & Safety:

- All **food handling guidelines** must be followed.
- Anyone serving or preparing samples must wear gloves.
- Review the **Heat Producing Device Form** if cooking at your booth.
- Sample sizes are limited to 2oz per food item and 2oz per beverage.
- Exhibitors may order from the **Sodexo Live Catering menu**.
- If sending product for catering prep, use the **shipping label information**.

• Catering Assistance:

- Food preparation, supplies, ice, etc., can be **ordered through Sodexo Live**.
- Waiver fees and approvals may apply to allow outside products.
- Waiver fees will apply if Sodexo is required to receive, store, or transport product or if labor is needed.
- Orders must be placed by September 21.

• Alcohol Service Requirements

- Exhibitors must submit a **Sampling Approval Form** before serving alcohol in their booth.
- Alcohol must be purchased from Sodexo Live in advance.
- Alcohol must be dispensed and served by Sodexo bartenders.
- Sample size is limited to 0.5 ounces of alcoholic beverage.

Average Sampling Volume: Exhibitors typically serve **500-1,000 samples per day**, depending on booth size and location.

For full details visit the [Sampling page](#).

FOODBANK DONATIONS

In 2025, IFPA donated **226,227 pounds of produce and 30,000 pounds of flowers and plants** to local communities. Floral donations were bigger than ever, with over 60 community partners signing up to receive donations of loose stems, potted plants, bouquets, and more.

- To support sustainability efforts, exhibitors are encouraged to donate all perishables after the expo.
- Label all donations with a pink Donation Sticker and place them in the aisle in front of your booth.
- Beyond produce and floral, furnishings and green waste are also donated to community partners.

Food Bank stickers are available at the GES Service Center and from the IFPA Floor Managers on-site.

If you are unsure if something can be donated after the show, let us know, we are here to help.

CONTACT US

Have questions?
We're here to assist with all your show needs.

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IMPORTANT LOCATIONS

Exhibitor Appointed Contractor (EAC) Desk	Lobby C & Dockside Ramp 7
Exhibitor Lounge	Room 206A, outside of halls A4/B1
Exhibitor Service Desk (includes GES)	Expo Floor inside halls A, B, & C
Show Management Office	Room 207A
First Aid Offices	Reg Hall Office 4, Outside W240, Outside Halls C and D
Marshalling Yard	7945 Mandarin Drive, Orlando, FL
Badge Pick-Up	Hall C Lobby
Badge Pick-Up Mobile Carts	Hotels TBD
Registration and Customer Service	Hall A/B Lobby, Level 1
Information Booth	Hall A/B Level 1 & C Lobbies
5K Registration / Bag Pickup	Hall C Lobby
Security Office/ Lost and Found	Room 206B
IFPA Booth	#4129