

EXHIBITOR CHECKLIST



Upon receipt

Start promoting your participation in the event:

- LinkedIn: Packaging Strategies Magazine, Twitter/X: @packstrat, Facebook: Facebook.com/PackStrat, #ConvertersExpo

- Add “See us at Converters Expo, May 20-21, 2025, Green Bay WI” to your email signatures
- Event logos can be downloaded at the [Converters Expo website](#)

Upon receipt

Please send a **high resolution logo** of your company to Ceci at guzzardec@bnpmedia.com **ASAP**. We are creating a Gleanin campaign for you social media to promote your participation at the expo.

Upon receipt

Need Electrical services? Exhibitors must arrange and pay for electricity **ASAP**. Please fill out the electrical form and send it to Jenny Steinhardt at SteinhardtJ@packers.com
[Electrical Order Form](#)

Upon receipt

Need Audio/Visual. See the price list [here](#). And send your request to Jenny Steinhardt at SteinhardtJ@packers.com

Upon receipt

Tell your friends and colleagues about Converters Expo! Super Early Bird rate of \$55 expires April 4, 2025.

Upon receipt

Please review your directory listing to ensure that your company description, email, phone number, and URL are accurate on the floor plan. An email with your profile link was sent on March 3, 2025, from Ceci. If you have not received the link, contact Ceci at guzzardec@bnpmedia.com. Profiles are due by **March 14, 2025**.

8-Apr-25

Lead Retrieval is now available. For details and directions review this handout from Fetch Lead Capture Services. If you need assistance contact info@eventstack.co

Early Bird Pricing deadline is **April 8, 2025**

21-Apr-25

Exhibitor load-in is from 6:00 - 8:30 am on day of expo, May 21, 2025. Exhibitors who are bringing materials with them and need to utilize a cart, will be loading in via a scheduled time slot at the Bus Bay. Please refer to the [map](#). If you need assistance please contact Nate Watermelon at NWatermolen@delawarenorth.com. You are welcome to hand carry items in with you through the American Family Insurance or Oneida Gates, if you do not need a cart. **PLEASE NOTE: Exhibitors are prohibited to bring carts of any kind through the main Atrium glass doors (Miller Lite Gate, American Family Insurance Gate or Oneida Nation Gate).**

5-May-25

Advance shipments may begin to arrive at Green Bay Expo Service in Green Bay. To receive the advanced order discount rates for extra booth items; please place your order with full payment by **May 7, 2025**.

Exhibitor Kit: <https://www.packagingstrategies.com/ext/resources/Events/Converters-Expo/exhibitor-info/exhibitor-kit.pdf>

Pre-Show Shipping questions, contact Green Bay Expo Services :

Phone: 920-405-0100

Email: info@gbexposition.com

16-May-25

To avoid additional after deadline charges, materials must arrive by **May 16, 2025**. If materials are sent to the warehouse location after May 16th, 2025 an additional \$200.00 handling fee will apply. Confirm delivery of materials with your carrier.

19-May-25

Standard Price Deadline to order Lead Retrieval is **May 19, 2025**

20-May-25

Welcome Reception in the Green Bay Packers Hall of Fame, 5:30-7:30 PM.

21-May-25

Show Time Hours

- Exhibitor Set-Up: 6:00 - 8:30 AM (Breakfast from 7:00 - 8:30 AM)
- Expo is Open: 9:00 AM - 3:30 PM
- Break-Down: 3:30 - 5:00 PM

IMPORTANT CONTACT INFORMATION

Ceci Guzzarde
Events Manager
847-405-4018

guzzardec@bnpmedia.com

Tony Stein
Event Sales Manager
484-467-7236
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Green Bay ExpoServices
Service Decorator
920-405-0100
gbes12@gmail.com

CONVERTERS Expo

May 20-21, 2025
Lambeau Field
Green Bay, WI

REGISTER NOW

ConvertersExpo.com