

To: IBIE 2025 Exhibitors,

Welcome to the 2025 IBIE online Exhibitor Services Manual. We look forward to assisting you with the planning of your exhibit space. The Exhibitor Services Manual has been compiled to furnish you with all the information needed for the successful operation of your exhibit. The online version assures you of more convenient ordering, budgeting, forecasts and one-stop shopping. One click/one password and you've reached all our service contractors.

In the manual, you will find the forms for services offered by the official show contractors. If you are utilizing outside service contractors (Exhibitor Appointed Contractors) please notify them of the insurance requirements and check in procedures with EACA for access to the show floor. Also, as this manual access is password protected, it is up to each company to forward on this manual link with your company password for any contractor that oversees ordering services, labor, furnishings, etc. for your booth. No link or password will be forwarded by Show Management to any EAC.

We also caution exhibitors about utilizing the services of non-official contractors unless you have a past relationship with them, or they come recommended from a trusted source. This is also a Buyer Beware warning for making hotel reservations through any agency other than OnPeak. All our emails/bulletins will have the official IBIE logo on them.

We've provided a Checklist/Deadline Date page to help you save money by getting the orders in prior to the posted deadline. Most of our contractors offer online order discounts and advance discounts that can save hundreds of dollars vs. on-site orders.

If you have any questions, please do not hesitate to contact either the appropriate service contractors (Directory of Contractors page) or the IBIE Show Management Team.

Looking forward to seeing you in Las Vegas in September 2025!

IBIE Show Management
Exhibits@BakingExpo.com
Phone: (312) 321-6837

