



5931 West Campus Circle Drive
 Irving, Texas 75063
 Phone: (972) 751-9400
 Fax: (972) 751-9500
 www.packexpo.com

October 14-17, 2018
 McCormick Place
 Chicago, Illinois USA

CO-LOCATED



Healthcare+
 PACKAGING
 EXPO

October 14-17, 2018 • McCormick Place
 Chicago, Illinois USA

General Utility Information

**Discount Deadline:
 August 27, 2018
 (excludes labor)**

Due to recent changes made by the state of Illinois, exhibitors can perform in-booth utility work themselves.

1 Carpet Cutting

Many of the electric, compressed air, water, gas and telecom services are provided from utility floor ports. If we arrive to install your utility services and the floor ports are covered with carpet, it may be necessary for us to cut your carpet. PACK EXPO Services technicians will make every attempt to notify you in advance. However, if you are not present when we arrive to install service, your carpet may be cut without prior notification so that we may complete the installation.

2 Tile, Hardwood or Solid Floors

If you intend to use any of these floor materials, it is necessary that you leave access to the utility floor ports. Please contact your Customer Account Manager at PACK EXPO Services (PES) to discuss your booth utility installation, and make sure to make a note of the special flooring on your order form.

3 Ramping

All ramping in aisles is performed by PACK EXPO Services carpenters and must be pre-approved by Show Management and PACK EXPO Services. All ramping in a client's booth space is performed by PES. The general rule for ramping charges is that if an exhibitor's service must be fed from a port that crosses an aisle, the exhibitor is responsible for paying all ramping fees. Call your CAM for an estimate.

4 Work Orders

Once your utility services have been installed, you will sign the work order. This work order is a detailed list of the necessary labor performed to install the services during set-up, plus any changes in utility services that may have occurred from your original order. **Please review the work order carefully before signing it.**

5 On-Site Billing Statement

During the event you will receive an **On-Site Billing Statement** for your utility services, including itemized inbound labor. You will be required to remit payment for the on-site invoice at this time. This invoice will not include any telephone usage. Telephone usage will be billed to your credit card shortly after the close of the event if applicable. If you need a detail of calls made, contact your Customer Account Manager.

6 Targets

Every attempt will be made to have your utilities and carpet installed by the close of business the day prior to your target date. Incomplete or missing orders/information will cause delays/additional charges to your booth setup. It is the responsibility of the exhibitor to ensure your booth order is complete prior to move-in.

7 Labor

Utility Labor rates will be billed as follows:

Straight Time: 8:00 am to 4:30 pm, Monday through Friday

Overtime: 6:00 am to 8:00 am and 4:30 pm to 12:00 Midnight, Monday through Friday;
 First (8) hours of work on Saturday up to 4:30 pm

Double Time: 12:00 Midnight to 6:00 am, Monday through Friday
 After (8) hours of work on Saturday, or after 4:30 pm on Saturday; regardless of starting time
 ALL DAY Sunday and Holidays

- Please review the specific information for Electrical (Forms 19a-j), Telecom (Forms 20a-e), Internet (Forms 21a-e) and Plumbing (Forms 22a-e) for more detailed information on each of these services.
- Each service **must** be accompanied by a detailed floor plan to ensure proper installation and completion of your order.
- **Please refer to the union jurisdictions and exhibitor rights updates on Forms 13a-h for more information.**