

1 Advance Planning

1. Rigging crews with forklifts or cranes should be ordered in advance to uncrate, unskid, position and reskid heavy machinery.
2. Millwrights should be ordered in advance to assemble machinery, conveyors and machinery parts, as well as for the leveling of machinery and conveyors.
3. **Crews do not need to be ordered to unload and reload inbound and outbound freight carriers.**
4. **Crews should not be requested for installation until your heavy equipment has been unloaded. For example: If your equipment is scheduled to be unloaded between 7:00 am and 12:30 pm on your assigned target date, you should not approximate your need for a rigging crew prior to 12:30 pm on that day.**
5. You should provide any special rigging equipment that may be needed to pick, uncrate or assemble your machinery, i.e. special picking bars, rolled steel shafts, special length slings, tested chains, etc. Make sure this equipment is on the back-end of the first truck to be unloaded.
6. Plan the layout of your machinery before you come to the show.
7. **Rigging crews will remove and return machinery crates and skids as part of fulfilling rigging labor orders placed by exhibitors.**

2 On-Site Execution

1. Rigging crews and millwrights ordered in advance for installation and dismantling of heavy machinery should be reconfirmed upon arrival to the exhibit hall at the Exhibitor Service Desk.
2. Union laborers are ordered by PACK EXPO Services prior to 2:30 pm daily for the next day. Therefore, you should place your order, or reconfirm your existing order at one of the PES Service Centers prior to 2:00 pm of the day preceding your need for a labor request.
3. You should provide any special tools, i.e. sock and allen wrenches, metric tools, etc. Riggers only carry a twelve-inch crescent wrench, knife and ruler.
4. Union laborers work according to the following schedule:
 - If you order crews for 8:00 am, they should be in your booth by 8:10 am.
 - Fifteen minute breaks at 9:30 am and 2:30 pm.
 - Thirty minute lunch break from 12:00 noon to 12:30 pm.
 - Return labor by 4:15 pm daily to avoid overtime charges, and allow time for wash-up.



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

Submit forms 15c and 15d
 with this form.

Rigging Labor

No Discount on Labor

EQUIPMENT AND 2 MAN CREW

Straight Time: 8:00 am to 4:30 pm, Monday through Friday.
 Overtime: Before 8:00 am and After 4:30 pm, Monday - Friday; All Day Saturday.
 Double Time: All day Sunday.

Crew Size: Install crew consists of (2) riggers. Dismantle crew consists of (1) rigger. Additional crew, equipment or larger equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and will be charged accordingly.

- Rigging labor is based on a one hour minimum.
- Start time guaranteed only at the start of working day.
- Supervisor must check-in at the service desk to pick-up labor.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.

		Price per Hour ST	Price per Hour OT	Price per Hour DT
1 Forklift Labor (Includes lift and 2-man crew.)	Up to 5,000 lb. Forklift with 2-man Crew	\$486.00	\$599.40	\$ 723.50
	5,001 to 10,000 lb. Forklift with 2-man Crew	\$679.35	\$792.75	\$ 904.40
	Additional Rigger (One hour minimum per person.)	\$146.90	\$211.70	\$ 293.80
	ONSITE Up to 5,000 lb. Forklift with 2-man Crew	\$607.50	\$749.25	\$1,019.50
	ONSITE 5,001 to 10,000 lb. Forklift with 2-man Crew	\$849.15	\$990.90	\$1,274.35
	ONSITE Additional Rigger (One hour minimum per person.)	\$183.60	\$264.60	\$ 367.20

RIGGING INSTALLATION

Description	Date	Start Time	Number of person/equip.	Approx. Hrs. per person	Total Hours	Hourly Rate	Total

Describe work to be done: _____

RIGGING DISMANTLE

Description	Date	Start Time	Number of person/equip.	Approx. Hrs. per person	Total Hours	Hourly Rate	Total

Describe work to be done: _____

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Rigging Labor Subtotal _____
	TOTAL _____

Exhibiting Company: _____ Booth Number: _____
 Print Name: _____ Date: _____
 Authorizer's Signature: _____



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



March 3-5, 2020
 Pennsylvania Convention Center
 Philadelphia, PA USA

Rigging Questionnaire

Please complete this form to help us
 forecast your labor needs for the show.
 Return with forms 15b and 15d.

EACH EXHIBITOR REQUIRING RIGGING LABOR MUST COMPLETE AND RETURN THIS FORM BY JANUARY 27, 2020

SHOW NAME: _____ COMPANY NAME: _____ BOOTH: _____

WEIGHT	HEIGHT	SIZE AT BASE	CRATES		SKIDS			ASSEMBLY			EQUIPMENT REQUIRED				
			YES	NO	YES	NO	TO REMAIN	NONE	SOME	EXTENSIVE	SM FORK	LG FORK	4 STAGE LIFT	CRANE	

IMPORTANT: THE FOLLOWING INFORMATION MUST BE FILLED IN.

WE WILL UTILIZE THE FOLLOWING CARRIER(S): _____
 CARRIER CONTACT: _____
 CARRIER PHONE: _____
 YOUR SHIPPING DEPT. CONTACT: _____
 SHIPPING CONTACT PHONE: _____
 HOW MANY TRUCK LOADS OF DISPLAY WILL BE SHIPPED? _____

PLEASE MAIL OR FAX TO:
 PACK EXPO SERVICES
 5931 W. CAMPUS CIRCLE DRIVE
 IRVING, TX 75063
 PHONE: 972.751.9400
 FAX: 97.751.9500
 EMAIL: pramirez@packexposervices.com



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Return this form with
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Rigging Questionnaire

No Discount on Labor

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PRE-SHOW CONTACT FOR BOOTH SETUP _____ PHONE # _____
 E-MAIL ADDRESS _____
 ONSITE CONTACT FOR BOOTH SETUP _____ PHONE # _____
 E-MAIL ADDRESS _____
 COMPANY NAME _____
 BOOTH NUMBER _____ BOOTH SIZE _____
 TARGET INBOUND DATE _____ TIME _____
 TARGET OUTBOUND DATE _____ TIME _____

1. Are you shipping direct? _____ Or to Advance Warehouse? _____
2. Estimate the total number of pieces shipped:
 Crated _____ Skidded _____ Machinery _____ Loose _____
3. Estimated weight of entire shipment _____
4. Estimated weight of heaviest piece shipped _____
5. Estimated size of largest piece shipped: Height _____ Width _____

LIST EACH CARRIER - SPECIFY TOTAL NUMBER OF TRUCKLOADS IN EACH CATEGORY						
Name	Phone #	Van Line	Common	Air Freight	Overseas	Company Truck

6. Will your shipments be going through customs? Yes _____ No _____
 Forwarders Name _____
 Forwarders Phone # _____ Fax # _____
7. Please list any special material handling equipment needed to unload your equipment.
 (extended forks, spreader bar, slings, cranes, heavy cap forklift, etc. ...) _____

8. Will you require labor to unpack and assemble your equipment? Yes _____ No _____
 If the answer is yes, please pre-order your labor to ensure service will be available when needed. See the PES Supervised and Exhibitor Supervised forms, or previous forms in this section to order. Contact your CAM for additional information.
9. How many days will you require to set your booth? _____
10. What date _____ What time _____ are your exhibit personnel arriving at show site?

Exhibiting Company: _____ Booth Number: _____
 Print Name: _____ Date: _____
 Authorizer's Signature: _____