

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 must 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.

2 Machinery Skids Removal

1. Rigging crews will remove and return machinery crates and skids as part of fulfilling rigging labor orders placed by exhibitors.
2. **IF MACHINERY SKIDS ARE NOT READY TO BE REMOVED AT THE TIME ASSEMBLY IS FINISHED, YOU MUST RETURN TO THE SERVICE DESK AND PLACE AN ORDER FOR MACHINERY SKIDS TO BE REMOVED AT THE EXHIBITOR'S EXPENSE.**

3 On-Site Execution

1. Rigging crews and millwrights ordered in advance for installation and dismantling of heavy machinery **MUST** be reconfirmed upon arrival to the exhibit hall at a PES Service Center.
2. Union laborers are ordered by PACK EXPO Services prior to 2:30 pm daily for the next day. Therefore, you must place your order, or reconfirm your existing order at a PES Service Center prior to 2:00 pm of the day proceeding your need for a labor request.
3. You must provide any special tools, i.e. sock and allyn 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.



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March 21-23, 2022
 Pennsylvania Convention Center
 Philadelphia, PA USA

Rigging Labor

**RETURN PAGES 3 AND
4 WITH THIS FORM.**

EQUIPMENT WITH OPERATOR AND TWO (2) LABORER 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 and dismantle crew consists of forklift with operator and two additional riggers. 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 (1) 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, 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	Up to 5,000 lb. Forklift with operator and labor crew	\$511.00	\$630.00	\$760.00
	5,001 to 10,000 lb. Forklift with operator and labor crew	\$714.00	\$833.00	\$950.00
	Additional Rigger—One hour minimum per person	\$150.00	\$218.00	\$290.00

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: _____



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Rigging Questionnaire

**COMPLETE THIS FORM TO HELP US
 FORECAST YOUR LABOR NEEDS.
 RETURN WITH PAGES 2 AND 4.**

EACH EXHIBITOR REQUIRING RIGGING LABOR MUST COMPLETE AND RETURN THIS FORM BY FEBRUARY 7, 2022

REQUIRED FORM

If machinery skids are not ready to be removed at the time assembly is finished, you must return to the Service Desk and place an order for machinery skids to be removed at Exhibitor's expense.

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 E-MAIL TO:
 PACK EXPO SERVICES
 5931 CAMPUS CIRCLE DRIVE WEST
 IRVING, TX 75063
 PHONE: 972-751-9400
 EMAIL: pack.east@packexposervices.com



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RETURN THIS FORM WITH PAGES 2 AND 3.

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REQUIRED FORM

PRE-SHOW CONTACT FOR BOOTH SETUP _____ PHONE # _____

E-MAIL ADDRESS _____

ONSITE CONTACT FOR 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. List any special material handling equipment needed to unload your equipment.
 (extended forks, spreader ban, 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? _____