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www.packexpo.com



October 23-26, 2022  
McCormick Place  
Chicago, Illinois USA

# Rigging Labor Planning

## 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 proceeding 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.



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# Rigging Labor

Return pages 3 and 4 with this form.

No Discount on Labor.

## EQUIPMENT AND 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.

On the break of Show (Wednesday October 26th) Rigging Crews will be charged at the Straight Time rate until 10:00 pm.

Crew Size: Rigging crews consists of (2) riggers for installation and dismantle. 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
<b>1 Forklift Labor</b> Includes lift and 2-laborer crew.	5,000 lb. Forklift with 2-person Crew	\$495.00	\$565.00	\$ 675.00
	4-Stage 5,000 lb. Forklift with 2-person Crew	\$505.00	\$575.00	\$ 685.00
	15,000 lb. Forklift with 2-person Crew	\$599.00	\$680.00	\$ 790.00
	25-35K Versa with 2-person Crew	\$785.00	\$885.00	\$1,010.00
	40-60K Versa with 2-person Crew	\$875.00	\$990.00	\$1,110.00
	Additional Rigger (One hour minimum per person.)	\$155.00	\$199.00	\$ 235.00

## 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 _____
	<b>TOTAL</b> _____

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





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# Rigging Questionnaire

No Discount on Labor.

Return pages 2 and 3 with this form.

<b>EACH EXHIBITOR REQUIRING RIGGING LABOR MUST COMPLETE AND RETURN THIS FORM BY OCTOBER 3, 2022.</b>	<b>REQUIRED FORM</b>
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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 PES 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: \_\_\_\_\_