

## Advance Planning

- Rigging crews with forklifts or cranes should be ordered in advance to uncrate, unskid, position and reskid heavy machinery.
- Labor should be ordered in advance to assemble machinery, conveyors and machinery parts, as well as for the leveling of machinery and conveyors.
- **Crews do not need to be ordered to unload and reload inbound and outbound freight carriers.**
- Crews should not be requested for installation until your heavy equipment has been unloaded and exhibit material is in your booth. **Please note:** Please allow 4-6 hours from the start of your target move-in for your heavy equipment to be unloaded.
- 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.
- Plan the layout of your machinery before you come to the show. Submit a copy to PACK EXPO Services prior to arrival in Las Vegas.

## On-Site Execution

- Rigging crews ordered in advance for installation and dismantling of heavy machinery **MUST** be reconfirmed upon arrival to the exhibit hall at a PES Service Center.
- 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 for the following day.
- You must provide any special tools, i.e. sock and allen wrenches, metric tools, etc. Riggers only carry a twelve-inch crescent wrench, knife and ruler.
- During move-in, please **DO NOT** sign out your crews until your machinery skids are removed. 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.**
- Union laborers work according to the following schedule:
  - ◇ If you order crews for 8:00 am, every effort will be made to have them there in your booth by 8:10 am. This includes any work that will be carried over from day prior.
  - ◇ **There is no guarantee for an automatic 8am start time for the 1st day of move-out for all crews due to volume of requests and will be dispatched according to your target move-out date.**
  - ◇ 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.
- **TAKE ADVANTAGE OF THE SAVINGS:** Forklift crews on night of show close from 3pm-10pm are billed at straight time.
- Machinery skids **will not be returned automatically to your booth.** You must use your forklift crew to retrieve your machinery skids from storage. Please take note of where your machinery skids were located when putting into storage.



# Lift Equipment and Labor

**Discount Deadline:  
July 31, 2023**

September 11–13, 2023 · Las Vegas, Nevada USA

**Crew Size:** Rigging crews consists of two (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 (1) hour minimum.
- Start time guaranteed only at the start of the work day.
- Exhibitor 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.
- 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.

### EQUIPMENT AND 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, Sunday and Holidays.

Go to [Cyberservices](#) for fast, easy ordering.

## LIFT EQUIPMENT AND LABOR

	# of Hours	Straight Time	Overtime	Total
Up to 5,000 lb. Forklift with Crew	X	\$330.00	\$420.00	=
4-Stage up to 5,000 lb. Forklift with Crew	X	\$380.00	\$470.00	=
5,001 lb. to 15,000 lb. Forklift with Crew	X	\$450.00	\$545.00	=
Over 15,000 lb. Forklift with Crew	X	\$665.00	\$770.00	=
40,000 lb. to 60,000 lb. Versa Lift with Crew	X	\$1250.00	\$1450.00	=
Additional Rigger—One (1) hour min. per person	X	\$122.00	\$167.00	=

\*NOTE: Forklifts with larger capacity and crane service are available **if** requested in advance. Prices are quoted upon request and **must** be requested in advance.

	Date	Start Time	End Time	# of Ppl	# of Hrs	Total Hrs	Rate	Amount
Installation								
Dismantle								

### ADDITIONAL INFORMATION

### CALCULATING YOUR TOTAL

Can't find it? Please call your Customer Service Manager with any questions, needs or special requests.

**Lift & Labor TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_





# Rigging Questionnaire

RETURN FORMS WITH YOUR ORDER.

September 11-13, 2023 · Las Vegas, Nevada USA

**EACH EXHIBITOR REQUIRING RIGGING LABOR MUST COMPLETE AND RETURN THIS FORM BY JULY 31, 2023**

**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 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? \_\_\_\_\_