

## Advance Planning

- Rigging crews with forklifts or cranes should be ordered in advance to uncrate, unskid, position and re-skid 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 to showsite.

## Machinery Skids Removal

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

## 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 one of the Exhibitor Service Centers.
- 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 one of the Exhibitor Service Centers prior to 2:00 pm for the following day.
- You must provide any special tools, i.e. socket 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 Exhibitor Service Center 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 during 1st day of move-out the day after show close for all crews due to volume of requests and will be dispatched prioritizing exhibitors with the earliest target move-out dates.**
  - 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 3:00 pm - 10:00 pm 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.