



November 3-6, 2024
Chicago, Illinois USA

Exhibitor and Official Services Contractor Information

EXHIBITOR AND OFFICIAL SERVICES CONTRACTOR INFORMATION

PACK EXPO Services (PES) is the Official Services Contractor for PACK EXPO International. As the Official Services Contractor, PES has the responsibility for material handling, electrical, air and water, all suspended rigging, general decorating and booth cleaning services.

To help you understand the Official Services Contractor responsibilities, we ask that you read and observe the following to aid in a smooth and efficient move-in and move-out of the trade show.

PES requests that exhibitors do not tip its employees by giving money, merchandise or other special considerations for services rendered. Exhibitors should not give coffee breaks other than mid-morning and mid-afternoon when employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor of PES. PES employees are paid an excellent wage and tipping is not an accepted company policy.

PES craftsmen at all levels are instructed to refrain from expressing any disputes or directly challenging the practices of any exhibitor. All questions arising with regard to the jurisdiction or practices must be directed to a PES management representative.

Please see here for additional details: [Work rules and regulations for the McCormick Place.](#)

PER SHOW MANAGEMENT		
TASK	EXHIBITORS MAY	PES RESPONSIBILITIES
Material Handling	<ul style="list-style-type: none"> As an exhibitor you may "hand carry" material. Hand carry is defined as small items such as cartons and packages that an exhibitor is able to carry. Any mechanical assistance is limited to a small dolly. The assistance of any motorized device or pallet jack is not permitted. When exhibitors choose to "hand carry" they may not access designated material handling areas. Must use specified exhibitor hand carry areas or main entrance of the facility. In all other circumstances items should be considered material handling. Exhibitor must be in booth to take advantage of one time spot. In no circumstance is any exhibitor authorized to use PES material handling equipment for any purpose. 	<ul style="list-style-type: none"> PES has been contracted to be the exclusive provider for material handling contract services as ordered by the exhibitor. PES has the responsibility to manage all freight docks and to schedule all vehicles into and out of all designated material handling areas for the show. PES has the sole responsibility for loading and unloading all trucks, trailers, common and contract carriers at designated material handling areas. Any freight which requires assembly, labor, cranes or special equipment is not eligible for the one time spot. See Material Handling Information for more information. Drayage is included with your space rate. Do not order crews to load or unload inbound and out-bound carriers.
Plumbing	<ul style="list-style-type: none"> Exhibitors should supply their own filter or other equipment to handle moisture or water in compressed air lines. Exhibitors are not allowed to bring air compressors on the show floor. 	<ul style="list-style-type: none"> All service connections must be made by "Qualified Plumbing Personnel". See Plumbing Terms & Conditions for more information.
Telephone	<ul style="list-style-type: none"> May plug and unplug their phones, modems, faxes or credit card readers. 	<ul style="list-style-type: none"> McCormick Place Technology Services must distribute all concealed and under-carpet wiring.

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Electrical	<p>The following work may be performed by the exhibitor's full-time company employees with positive identification such as a medical card or payroll stub but may not be performed by your Exhibitor Appointed Contractor (EAC).</p> <ul style="list-style-type: none"> • Plug in equipment into any receptacle up to 20A/120VAC. • May install their own lights attached to booth. • May connect modems, printers, computers and keyboards, test and tune their own equipment, and run their own communications cable between machines in the same booth above the booth carpet. • Mounting of monitors (to include plasma screens, LCD & CRT) and the installation of hanging brackets. • Use of halogen lamps is restricted. Ask your CSM for details. 	<ul style="list-style-type: none"> • All electrical distribution. • All under-carpet electrical distribution. • Any additional electrical requirement needs or changes to preorders. • Distribution and connection of all power in excess of 20A/120V. • Distribution and connection of all 208V and 480V power. • Distribution of all electrical equipment necessary to provide electrical service.
Non-Electric Hanging Signs	<ul style="list-style-type: none"> • Install and dismantle a non-electric sign attached to a booth by the exhibitor's full-time employee or approved EAC. 	<ul style="list-style-type: none"> • Assembly and disassembly of hanging signs. • Hanging of non-electrical signs and decorative materials from the ceiling.
Rigging/ Electrical Hanging Signs and Truss	<ul style="list-style-type: none"> • Exhibitors <u>MAY NOT</u> install or assemble electrical hanging signs and truss. 	<ul style="list-style-type: none"> • Assembly and disassembly of electrical hanging signs, including rotating and header signs. • Lighting without dimmers. • Programmable theatrical lighting, production, related rigging and audio-visual. • Suspended trusses with or without legs that contain dimmable or programmable lighting, studio or motion picture lighting, sound system projectors and/or video wall. • Hoist ground-supported stand-alone truss whose sole purpose is overhead distribution of electrical. • Suspended truss with motorized hoist and non-dimmable and non-programmable lights. • Installing chain hoist. • Special effects equipment. • Laser lighting. • Video monitors and plasma screens including units fed by a live camera or are part of a multi-screen coordinated image.
Ground Supported Truss and Lighting	<ul style="list-style-type: none"> • Ground-supported truss that is considered to be "booth structure" or mixed-use truss may be assembled by your full-time employee or by an approved EAC. • Truss which is not assembled by PES is subject to all electrical rules and jurisdictions in regard to any electrical work in the truss. 	<ul style="list-style-type: none"> • Installation and dismantle of self-climbing and/or mechanized truss systems. • Installation and dismantle of any programmable dimmable lighting fixtures that are attached to any ground-supported truss. • Meeting room ground supported truss for the purpose of audio, visual, theatrical lighting.



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Booth Cleaning and Porter Service	<ul style="list-style-type: none"> Full time employees of the exhibiting company are allowed to clean/vacuum their own booth. Exhibitor Appointed Contractors (EAC's) are <u>not</u> permitted to vacuum or utilize floor cleaning equipment on the show floor. 	<ul style="list-style-type: none"> If exhibitor chooses not to clean their own booth, PES is the exclusive cleaning provider. All cleaning services must be ordered through PES. Maintenance of aisle carpet and common areas.
Booth Installation and Dismantle	<ul style="list-style-type: none"> As an Exhibitor you may choose to utilize your own personnel to set up and dismantle your exhibit. If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or payroll stub. You may hire PES to act as your Exhibitor Appointed Contractor (EAC) to perform this work. You may hire an Exhibitor Appointed Contractor (EAC) to perform this work. All EAC's must have the appropriate credentials submitted to Show Management and the facility. Use of Halogen Lamps is restricted. Ask your CSM for details. 	<ul style="list-style-type: none"> To secure PES labor, please order all labor online as required. Skilled PES Labor is available to act as your EAC.
Lift Labor	<ul style="list-style-type: none"> Plan the layout of your machinery before you come to the show. Millwrights should be ordered in advance for machine assembly and confirmed upon arrival. Exhibitor should provide any special tools needed to pick up, uncrate or assemble your machinery. 	<ul style="list-style-type: none"> Uncrate, un-skid, position and re-skid heavy machinery. Drayage is included with your space rate. Do not order crews to load or unload inbound and outbound carriers. Rigging crews will remove and return machinery crates and skids as part of fulfilling rigging labor orders placed by exhibitors.
Cameras, Audio and Video Systems	<ul style="list-style-type: none"> Install and operate their own manufactured or product systems when less than 20 amps or not suspended from the ceiling. Plug in small sound devices. Install exhibitor's own manufactured cameras by exhibitor's full time employees. Exhibitors may elect to staff certain positions: <ul style="list-style-type: none"> Technical Director Lighting Designer Video Engineer or Audio Engineer Slow Motion Machine Operator Advance Projectionist Audio Board Operator Video Board Operator Live Camera Operator Lighting Board Operator 	<ul style="list-style-type: none"> PES will be responsible for the following staffing when an integrated system draws more than 20 amps or is suspended from the ceiling: <ul style="list-style-type: none"> Crane Operator Audio Technician TV Sound Boom Operator Character Generator Advanced Audio Visual Technician Tape Operator Audio Visual Technician Video Wall Technician Video Utility Person Assistant TV Audio Tech Projectionist High Rigger Ground Rigger Lighting Tech