



November 3-6, 2024  
Chicago, Illinois USA

# Millwright & Booth Labor

Discount Deadline:  
September 16, 2024

- Whenever possible, all work will be performed on Straight Time hours.
- Price is per person per hour.
  - One (1) hour per person minimum and thereafter charged in half (1/2) hour increments.
    - Includes time necessary for workers to assemble their tools, report to the booth, customer confirmation of completed work and return with Exhibitor to the designated labor check-in area.
  - Labor must be cancelled in writing at least 24 hours prior to the date for which labor was ordered to avoid a one (1) hour per man cancellation charge.
  - Exhibitor must check-in with PACK EXPO Services to confirm they are ready for labor and, return to sign out labor upon completion of the work. Failure to pick up labor at the requested time will result in an assessment of a one (1) hour per person cancellation charge.
  - Dismantle labor is not available until at least one (1) hour after the show closes. This is to allow for removal of aisle carpet and sufficient time for empty containers to be returned to the booth.
- **Labor Hours:**
  - Straight Time: Monday-Friday, 8:00am-4:30pm
  - Overtime: Monday-Friday, 4:30pm-8:30pm; Saturday, 6:00am-6:30pm
  - Double Time: Monday-Friday; 8:30pm-8:00am; Saturday, 6:30pm-6:00am; All day Sunday and Holidays

## MILLWRIGHT LABOR

- **What is Millwright Labor?** Millwright labor is available to assist you in the assembly of your machine before the show and the dismantling of your machine after the show.

**\*\*Please note: 1st day show closes, all labor will be charged ST until 10pm**

Item	Standard Price
Millwright Labor - ST	\$156.35
Millwright Labor - OT	\$234.60
Millwright Labor - DT	\$312.80

## BOOTH LABOR

- **What is Booth Labor?** Booth labor is available to assist with unpacking, installation and dismantle of your booth and packing of your exhibit properties and materials after the show.
- You may choose to supervise the labor on your own or, your exhibit can be set up prior to your arrival under PACK EXPO Services (PES) supervision. Both options are listed below.
- PACK EXPO Services (PES) Supervised Labor will be completed at our discretion prior to show opening and before the deadline for the floor to be cleared. To confirm PES Supervised labor, please complete the order form online by logging into the Exhibitor Resource Center. All detailed or special instructions, set up plans, photographs and inbound and outbound shipping information must be uploaded online when ordering. You must also submit an Outbound Material Handling Agreement request for any outbound shipments online.

**\*\*Please note: 1st day show closes, all labor will be charged ST until 8:30pm**

Item	Standard Price
Exhibitor Supervised Labor - ST	\$156.35
Exhibitor Supervised Labor - OT	\$234.60
Exhibitor Supervised Labor - DT	\$312.80
*PES Supervised Labor - ST	\$234.65
*PES Supervised Labor - OT	\$352.20
*PES Supervised Labor - DT	\$469.50

**Login to Exhibitor Resource Center to order**

(All orders must be submitted online - PDF forms will not be accepted)