

Advance Planning

- Rigging crews with forklifts 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.
- **Do not order forklift labor to load and unload your trucks.** This is included in your space rate.
- 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 your layout by logging into the Exhibitor Resource Center.

Machinery Skids Removal

- Rigging crews will remove and return machinery crates and skids as part of fulfilling rigging labor orders placed by exhibitors.
- Empty rigging stickers will be available at the Service Center and Freight Desk. Please make sure rigging empty stickers are used for your machinery crates and skids only.
- 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 the Exhibitor Service Center.
- 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 the Exhibitor Service Center prior to 2:00 pm for the following day.
- You must provide any special tools, i.e. socket and Allyn 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.**
- 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 the day prior.
 - **There is no guarantee for an automatic 8:00 am start time for the 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.**
 - Take advantage of straight time rates at the break of the show on Wednesday and avoid the wait for rigging crews on Thursday morning.
 - 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.
- Machinery skids **will not be returned automatically to your booth.** You must use your forklift crew to retrieve your machinery skids from storage. Please make sure your machinery crates and skids have the appropriate rigging empty sticker and take note of where your machinery skids were located when putting into storage.



March 10-12, 2025
Georgia World Congress Center
Atlanta, GA USA

**Lift Equipment
and Labor**

**Discount Deadline:
February 3, 2025**

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 Freight 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 Exhibitor Service Center and place an order for machinery skids to be removed at Exhibitor's expense.
- 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.

Labor Hours:

Straight Time: Monday-Friday, 8:00am-4:30pm

Overtime: Monday-Friday, 4:30pm-8:00am; All day Saturday, Sunday and Holidays

LIFT EQUIPMENT AND LABOR

	Straight Time	Overtime
Up to 5,000 lb. Forklift with Crew	\$404.00	\$454.00
4-Stage up to 5,000 lb. Forklift with Crew	\$444.00	\$494.00
10,001 lb. to 15,000 lb. Forklift with Crew	\$554.00	\$604.00
Additional Rigger—One (1) hour min. per person	\$135.00	\$160.00

*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.

***Lift equipment is not required for unloading and loading your trucks**

Login to [Exhibitor Resource Center](#) to order

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