



5931 W. Campus Circle Drive
Irving, Texas 75063
Phone: (972) 751-9400
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www.packexpo.com

October 5 - 7, 2009
Las Vegas Convention Center, Las Vegas, Nevada USA
Co-located with PROCESS EXPO
And with Converting & Package Printing EXPO

Planning Your Machinery Unloading & Installation

15a

Labor Planning

1 Advance Planning

1. Rigging crews with forklifts or cranes should be ordered in advance to uncrate, unskid, position and reskid heavy machinery.
2. Millwrights should be ordered in advance to assemble machinery, conveyors and machinery parts, as well as for the leveling of machinery and conveyors.
3. Crews need not be ordered to unload and reload inbound and outbound freight carriers.
4. **Crews should not be requested for installation until your heavy equipment has been unloaded. For example: If your equipment is scheduled to be unloaded between 8:00 am and 12:00 NOON on your assigned target date, you should not approximate your need for a rigging crew prior to 12:30 pm on that day.**
5. You should 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.
6. Plan the layout of your machinery before you come to the show.
7. Rigging crews will remove and return machinery crates and skids as part of fulfilling rigging labor orders placed by exhibitors.

2 On-Site Execution

1. Rigging crews and millwrights ordered in advance for installation and dismantling of heavy machinery should be reconfirmed upon arrival to the exhibit hall at the Exhibitor's Service Desk.
2. Union laborers are ordered by PACK EXPO Services prior to 2:30 pm daily for the next day. Therefore, you should place your order, or reconfirm your existing order at one of the PES Service Centers, prior to 2:30 pm of the day preceding your need for a labor request.
3. You should provide any special tools, i.e. sock and allyn wrenches, metric tools, etc. Riggers only carry a twelve-inch crescent wrench, knife and ruler.
4. Union laborers work according to the following schedule:
 1. If you order crews for 8:00 am, they should be in your booth by 8:10 am
 2. Fifteen minute breaks at 9:30 am and 2:30 pm
 3. Thirty minute lunch break from 12:00 noon to 12:30 pm
 4. Return labor by 4:15 pm daily to avoid overtime charges, and allow time for wash-up.



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**Submit Forms
 15c & 15d
 With this form**

15b Rigging Labor

EQUIPMENT & LABOR

- STRAIGHT TIME:** 8:00 am - 4:30 pm; Monday - Friday.
OVERTIME: Before 8:00 am and After 4:30 pm, Monday - Friday, All Day Saturday and Sunday.
DOUBLE TIME: Applies only if crew is working in a booth for 12 consecutive hours or more.

Crew Sizes - Install crew consists of 2 riggers. Dismantle crew consists of (1) rigger. 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.

- Rigger labor is based on a one hour minimum.
- Start time guaranteed only at start of working day.
- Supervisor must check in at 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.

Description	Price per Hour	
	ST	OT
Forklift Labor - (Includes lift and 2-man crew.)		
5,000 lb. Forklift with Crew	\$195.00	\$285.00
4 stage 5000 lb Forklift with Crew	\$206.00	\$301.00
15,000 lb. Forklift with Crew	\$215.00	\$310.00
Over 15,000 lb. Forklift with Crew	\$480.00	\$572.00

Crane - Quote available upon request.

Additional Rigging Labor (One hour minimum per person)

Rigger	\$ 74.00	\$ 99.00
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RIGGING INSTALLATION

Description	Date	Start Time	Number of person/Equip	Approx Hrs. per person	Total Hours	Hourly Rate	Estimated Total Cost
						Subtotal	
Describe work to be done: _____						Tax	N/A
						Total	

RIGGING DISMANTLE

Description	Date	Start Time	Number of person/equip.	Approx Hrs. per person	Total Hours	Hourly Rate	Estimated Total Cost
						Subtotal	
Describe work to be done: _____						Tax	N/A
						Total	

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your CAM with any questions, needs or special requests	Rigging Labor Subtotal _____ TOTAL _____

Exhibiting Company: _____ Booth Number: _____



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Return this form
 with
 Forms 15b & 15c

15d

Rigging
 Questionnaire

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Required Form - Please return by August 24, 2009

PRE SHOW CONTACT FOR BOOTH SETUP _____ PHONE # _____

E-MAIL ADDRESS _____

ON SITE CONTACT FOR BOOTH SETUP _____ PHONE # _____

E-MAIL ADDRESS _____

COMPANY NAME _____

BOOTH NUMBER _____ BOOTH SIZE _____

TARGET INBOUND DATE _____ TIME _____

TARGET OUTBOUND DATE _____ TIME _____

- Are you shipping direct _____ or to Advanced Warehouse _____
- Estimate the total number of pieces shipped:
 Crated _____ Skidded _____ Machinery _____ Loose _____
- Estimate total weight of entire shipment _____
- Estimate weight of heaviest piece shipped _____
- Estimate 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

5. Will your shipments be going through customs? Yes _____ No _____ Forwarders Name _____
 Forwarders Phone # _____ Fax # _____

6. Please list any special material handling equipment needed to unload your equipment.
 (extended forks, spreader bar, slings, cranes, heavy cap forklift, etc . . .) _____

7. 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 Forms 15 and 18 or contact your Customer Account Manager.

8. How many days will you require to set your booth? _____

9. What date _____ What time _____ are your exhibit personnel arriving at showsite?