

Dear Exhibitor,

Please take a moment to review the following information that will assist you in your labor planning for PACK EXPO Las Vegas 2009.

Please note that all Booth Labor, Rigging Labor, Millwright Labor, and Suspended Sign Labor is billed at a 1 hour minimum, then billed in half-hour increments after the first hour.

Any pre-show labor orders will be added to your account as a pre-paid estimate. You will be charged on site based on the actual work performed.

The exhibitor will be charged for any union labor performed in their booth. A detailed explanation of the labor jurisdictions and rules can be found [here](#). Please contact your Customer Account Manager (CAM) if you need clarification on labor rules or union jurisdictions.

Labor Planning

Advance Planning

- Rigging crews with forklifts or cranes should be ordered in advance to uncrate, unskid, position, and reskid heavy machinery.
- Millwrights should be ordered in advance to assemble machinery, conveyors, and machinery parts, as well as for the leveling of machinery and conveyors.
- Crews *need not* 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.**
- Exhibitors should provide any special rigging equipment that may be needed to pick, uncrate, or assemble your machinery. 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.

On-Site Execution

- 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 Service Desk.
- Rigging crews with forklifts and millwrights are ordered by PACK EXPO Services prior to 2:30pm daily for the next day. Therefore, you should place your order, or reconfirm your existing order, prior to 2:30pm of the day preceding your need

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Discount Deadline

Mark your calendar!

The Discount Deadline for ordering services is **Monday, August 24, 2009**. When you order by this date, you will receive 30% off the published prices on most services.

Newsletter Schedule

Monday, June 8th

Password

Online Ordering

Instructions

Tuesday, June 9th

Stimulus

Program

Information

Tuesday, June 16th

- for a rigging crew or equipment.
- You should provide any special tools needed to pick, uncrate or assemble your machinery. Riggers carry only a twelve-inch crescent wrench, knife, and ruler.
- Booth Labor (Installation and Dismantle of your exhibit) can be ordered as Exhibitor Supervised or PES Supervised labor. Please place your orders for these services pre-show to ensure the labor you need to finish your exhibit is ready when needed. If ordering PES Supervised labor, your CAM will contact you to collect your instructions on how to set up you booth. If ordering Exhibitor Supervised labor, you as the exhibitor will supervise the install of your booth. PES Supervised labor will automatically be dispatched to your booth at the requested time. Exhibitors supervising on site labor will need to confirm your requested labor at the Exhibitor Service Desks by 2:30pm the day prior to the request.
- Riggers and Millwrights work according to the following schedule:
 - If you order crews for 8:00am, they should be in your booth by 8:10am.
 - Fifteen minute breaks at 9:30am and 2:30pm.
 - Thirty minute lunch break from 12:00 noon to 12:30pm.
 - Return labor by 4:15pm daily to avoid overtime charges.

Rigging Labor

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

Over Time: before 8:00am and after 4:30pm, Monday -Friday; All day Saturday and Sunday

Rigging Labor Quick Facts:

- Rigging labor is based on a one hour minimum.
- Start time guaranteed only at start of working day, if ordered the day before.
- Exhibitors must check in at the Exhibitor Service Desk to confirm their order.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.

For Rigging Labor rates, please click [here](#). Remember, all Rigging Labor orders **must include the Rigging Questionnaire found on forms 15c and 15d.*

Island and Peninsula Booth Drape

All in-line booth spaces will be automatically set with 8' high back drape and 36" side dividers.

Booth Drape for exhibitors with island or peninsula booths is NOT

Exhibiting Packages

Modular Booth

Rentals

Custom Exhibits

Tuesday, June 23rd

Definition of

Targets and

Move In/Out

Schedules

Official Carrier

Listing

Tuesday, July 7th

Labor Ordering

and Procedures

Island and

Peninsula Drape

Ordering

Tuesday, July 14th

Stimulus

Deadline

Reminder

Carpet

Standard and

Custom

Furniture

Cleaning

Tuesday, August 4th

CAM Intro and

Contacts

Tuesday, August 11th

Discount

Deadline

automatically set.

You may order drape for island booths online or click [here](#) for the e-form to order by fax.

Please remember to also order booth labor to install the drape. There will be no charge to dismantle booth drape from island and peninsula booths.

Please feel free to contact us if you have any questions regarding PACK EXPO Las Vegas 2009 at 972-751-9400 or via email to the addresses below. We look forward to working with you.

Sincerely,

Your PACK EXPO Services Team

Central Hall (Booths 100-4899)

Pes.packcentral@packexposervices.com

South Hall - PACK EXPO (Booths 4900-6099)

Pes.packsouth@packexposervices.com

South Hall - PROCESS EXPO (Booths 6300-7499)

Pes.process@packexposervices.com

South Hall - CPP EXPO (Booths 5549-6099)

Pes.cpp@packexposervices.com

Reminder
Smart City
Lead Retrieval
Aramark
EACA
Utility Plans

Tuesday, September 2nd

Warehouse
Information
Marshalling Yard-
Maps and Info

Tuesday, September 8th

Move In Tips and
Facts

Tuesday, September 15th

MHA Procedures
Empties
One Time Spot
Warehouse
Closing Date

Tuesday, September 22nd

Service Center
Locations
Business Center
Locations
Virtual Service
Center
FSR Info
Labor Procedures
Material Handling
Procedures

Quick Links

[PES Online Service](#)

[Center \(Click to order online or for e-forms.\)](#)

[PACK EXPO Home](#)

[PROCESS EXPO Home](#)

[CPP EXPO Home](#)

[Housing](#)

[Experient](#)

[Aramark](#)

[EAC Registration](#)