



**RPM CompleteXPO Services**

*Meeting The Needs of Today's Events!*

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**November 2<sup>nd</sup>-3<sup>rd</sup>, 2011**  
 Baltimore Convention Center  
 Baltimore, Maryland

**Rigging Labor Order Form** **Return Deadline: October 14, 2011**

**Order Rigging Labor only if you need to assemble, move, unskid, relocate, or unpack heavy equipment after it has been delivered to your booth.**

**PLEASE NOTE:** Exhibitors are allowed a one-time spotting of equipment or machinery (within 6" tolerance) in its initial delivery as handled from the carrier to the booth, provided exhibitor or his representative is present at time of delivery to booth. It is not necessary to order rigging labor for this function; however, any additional movement or unskidding at exhibit booth will require a rigging order. Do not order rigging labor for motorized or mobile equipment.

Workmen and material handling equipment ordered for the start of the day will be provided at 8:00 AM. Any orders after 8:00AM will be assigned after finishing earlier requests. Exhibitors must verify any rigging labor and material handling equipment orders on the show floor. All workmen and material handling equipment must be signed in and out at the Service Desk.

<b>Rigging Labor Rates</b>	<b>Rigging Crew consists of one Rigger and one Equipment Operator</b>	
	<b>Straight Time</b> 8:00 am to 4:30 pm Monday through Friday	<b>Overtime</b> After 4:30 pm until 8:00 am Monday through Friday. All day Saturday and Sunday
<b>Rigger</b>	\$ 73.00 per hour, one hour minimum per worker, thereafter 1/2 hr. increments	\$ 109.50 per hour, one hour minimum per worker, thereafter 1/2 hr. increments
<b>Fork Lift with Operator</b> Up to 5,000 lbs. Capacity	\$ 130.30 per hour, one hour minimum per worker, Thereafter 1/2 hr. increments	\$ 195.45 per hour, one hour minimum per worker, thereafter 1/2 hr. increments
<b>Fork Lifts</b> Over 5,000 Lbs.	Quoted Upon Request	
<b>Cranes</b>	Quoted Upon Request	

**PLEASE INDICATE SERVICE REQUESTED:**

	Date(s) Requested	Time Requested (Time requested is not guaranteed)	# of Pieces to be Spotted	Heaviest Pieces	Estimated # of Hours Per Worker	Estimated Amount
<b>ERECT</b>	Monday, October 31st					\$
	Tuesday, November 1st					\$
<b>DISMANTLE</b>	Thursday, November 3rd					\$
	Friday, November 4th					\$
<b>TOTAL AMOUNT →</b>						<b>\$</b>

**Payment Policy:** Credit Card information must be on file for all rigging labor services. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover and American Express accepted. **Cancellation Policy:** Rigging labor service orders cancelled 48 hours prior to move in will be refunded at 100% of original price. Rigging labor service orders cancelled less than 48 hours prior to move-in will be invoiced a minimum of one hour per worker.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date: