



**RPM CompleteXPO Services**

*Meeting The Needs of Today's Events!*

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 Phone 407-786-EXPO (3976) • Fax 407-786-3977  
 E-Mail: info@completexpo.com



October 28<sup>th</sup>-29<sup>th</sup>, 2009  
 Baltimore Convention Center  
 Baltimore, Maryland

**Rigging Labor Order Form**

*Return Deadline: October 9, 2009*

**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>Double-Time</b> All Holidays
<b>Rigger</b>	\$ 70.90 per hour, one hour minimum per worker, thereafter 1/2 hr. increments	\$ 106.35 per hour, one hour minimum per worker, thereafter 1/2 hr. increments	\$ 141.80 per hour, one hour minimum per worker, thereafter 1/2 hr. increments
<b>Fork Lift with Operator</b> Up to 5,000 Lbs. Capacity	\$ 126.50 per hour, one hour minimum per worker, thereafter 1/2 hr. increments	\$ 189.75 per hour, one hour minimum per worker, thereafter 1/2 hr. increments	\$ 253.00 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 REQUIRED:**

	<b>Date(s) Required</b> (circle all that apply):	<b>Time Requested</b>	<b># of Pieces to be Spotted</b>	<b>Heaviest Pieces</b>	<b>Estimated # of Hours Per Worker</b>	<b>Estimated Amount</b>
<b>ERECT</b>	Monday, October 26					\$
	Tuesday, October 27					\$
<b>DISMANTLE</b>	Thursday, October 29 (overtime)					\$
	Friday, October 30					\$
<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:



## NeoCon East 2009

### INTERNATIONAL SHIPPING SERVICES

LION Exhibition Freight, Inc. is proud to announce our nomination as the Official Freight Forwarder and Customs Broker by the organizers of NeoCon East 2009. We have prepared instructions in order to assist international exhibitors in preparing their cargo for transport to the US. Should you have any questions or require further information, please contact our Atlanta office.

LION Exhibition Freight, Inc.  
124B Park 42 Dr.  
Locust Grove, GA 30348  
Contact: Kim Bagwell or Nicole Miller  
Ph: 404-305-1183 Fax: 404-305-1185  
Email: [ksbagwell@lionexhibition.com](mailto:ksbagwell@lionexhibition.com) or [nicole@lionexhibition.com](mailto:nicole@lionexhibition.com)

Exhibitors will receive step-by-step "Transportation Guidelines" from LION to help with your shipment planning. Shipment cut-off dates, documentation requirements, labeling information, and a rate tariff will be included in these guidelines.

- We will be using our own Freight Forwarder.
- Please forward your partners information in our area.

### INFORMATION SHEET – RETURN BY TELEFAX

Company Name: \_\_\_\_\_ Event Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
\_\_\_\_\_ Tel #: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Fax#: \_\_\_\_\_

We appreciate your contacting us in advance and wish you great success at your event.

Sincerely,

Kim Bagwell  
LION Exhibition Freight, Inc.

LION Exhibition Freight Inc. operates under the standard terms and conditions of the NCBFFA and/or AIFA. A copy of these terms and conditions is available upon written request. Insurance is not included but is available upon written request.