

UNION JURISDICTIONS FOR THE SEAPORT WORLD TRADE CENTER

We have provided these definitions to acquaint you with specific guidelines for labor. If you have any questions once you have read this, please address them to Show Management or to Freeman directly.

The unpacking, erection, assembling, dismantling, and packing of displays and equipment may be done by full-time employees of an exhibiting company. The official labor contractor for the exposition will have skilled craftsmen to assist exhibitors who wish to hire labor to perform these services. Arrangements for all temporary labor should be made through the official service contractor. Official labor order forms are included in the exhibitor service manual.

MATERIAL HANDLING

Work rules require that the official material handling contractor off-load all equipment and display material from commercial carriers/common carriers or van lines. **The use of fork trucks, pallet jacks or lift gates are permitted only by personnel of the official drayage contractor.** Exhibitors are allowed to perform their own material handling, provided they meet all of the following criteria:

Personnel performing the work must be **bonafide, full-time company employees** of the exhibiting company.

They must be off-loading from a company owned truck or rental vehicle, or from a car, van or truck owned by personnel of the exhibiting company. All trucks, including company-owned or rental vehicles, over 24' in length will be off-loaded or loaded by the official material handling contractor.

They may use **only** hand-operated equipment, which they have provided; two-wheeled hand trucks and four-wheeled flat trucks are permitted. The use of fork trucks, pallet jacks, lift gates or any other mechanical equipment is not permitted by anyone other than the official drayage contractor.

BOOTH LABOR

Exhibitors are allowed to set-up and/or dismantle their own booths, provided that they use their own **bonafide, full-time employees**. Please advise them not to bring outside labor of any kind. Exhibitors who employ display houses or exhibit manufacturers to erect or dismantle their own booths may have supervision sent in from their supplier, who will obtain labor from the official contractor. Supervisors of this type cannot physically erect the booth, but may supervise only.

TIPPING

Our Work Rules prohibit the SOLICITATION of tips by any of our employees. Our employees are paid excellent wages denoting a professional status and we feel that tipping is not necessary. Should you be SOLICITED for a tip, please report the incident to our Service Center as soon as possible.

NON-OFFICIAL CONTRACTOR RULES

- I. Exhibitors must use their own bonafide personnel or personnel hired from Freeman for installing and dismantling exhibits.
- II. Non-Official Installation and Dismantling Contractors must use labor supplied by Freeman. Supervision of Freeman personnel by the Non-Official is allowed.

The following is required:

- A. Non-Official must furnish Show Management the names, addresses, and telephone numbers of key executives for emergency contact.
- B. All personnel must be properly badged at show site.

This statement and insurance rider is **not** required by the exhibitors who plan to set-up and dismantle their own booths or equipment with their own employees.

All Non-Official Installation and Dismantling Contractor (supervisors) will be allowed on the exhibit floor only during official installation and dismantling hours, and must be identified with a temporary work pass, either supplied by Show Management or the Official Service Contractor.