

BALTIMORE/WASHINGTON AREA UNION REGULATIONS

To assist you in your planning efforts for the upcoming exposition, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the various union jurisdictions, we ask that you read the following:

EXHIBIT INSTALLATION AND DISMANTLING

The installation and dismantling of prefabricated displays comes under the jurisdiction of the carpenters' union. However, two (2) full-time exhibiting company employees may work without Carpenter Labor for one (1) hour on the installation (move-in) and one (1) hour on the dismantle (move-out) without union labor on booths that are larger than 10' x 10'. Exhibitors may work in booths 10' x 10' or smaller without the use of union labor.

Exhibitors are not permitted to use POWER TOOLS (electric drills, power saws, etc.) on booths of any size. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc. are allowable for exhibitor use within size and time limitations. Exhibitors may not borrow tools, ladders or other equipment from the exhibit facility and/or Shepard Exposition Services.

MATERIAL HANDLING

One individual from each exhibiting company is permitted one trip to hand-carry items into the exhibit facility. The exhibitor use of dollies, hotel baggage carts, flat trucks and other mechanical equipment, **is not permitted.** Shepard Exposition Services will control access to the trade show floor which includes access from the loading docks and/or all doorways into an exhibit facility. This will help to provide a safe and orderly move-in/move-out. **Unloading or reloading of any freight into the exhibit hall by any and all private vehicles and contracted carriers will be handled by Shepard Exposition Services.** Rates for material handling services are enclosed in this exhibitor service manual.

Shepard Exposition Services shall be the sole authority on all matters in the DOCK area. This shall include but not be limited to such items as assignment of dock space and loading or unloading of all materials and equipment.

Any conflicts or disagreements regarding the union jurisdictions or interpretations thereof should be resolved with representatives of Shepard Exposition Services and Show Management.

SAFETY

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Shepard Exposition Services cannot be responsible for injuries or falls caused by the improper use of rental furniture. Please assist in our efforts to provide a SAFE WORKING ENVIRONMENT for everyone.

TIPPING

Shepard Exposition Services requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Shepard Exposition Services employees.