



To assist you in planning your participation in this convention, we're 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 jurisdiction the various unions have, we ask that you read the following:

- Exhibit Installation & Dismantling** Currently, we have an agreement with the Local Union to provide labor for display installation and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local. Any local services that may be required beyond what your regular full time employees can provide, must be rendered by the Union. Labor can be ordered in advance by returning the Labor Order Form, or at showsite at the service desk. Proof of full-time employment status may be requested by the Union Steward of any personnel working in your booth.
- Material Handling** Vehicles must be unload/loaded by full-time exhibitor personnel from the designated parking area, carried by hand or with the use of exhibitor-owned, non-motorized hand-carts and displays with rolling casters. (NO pallet jacks or motorized equipment). Multiple trips are permitted. If empty return is required, exhibitors will be charged a 1 hour minimum for removal and 1 hour minimum for return at forklift/operator labor.

Freight that is too large or heavy must be handled by The Expo Group.
- Tipping** The Expo Group requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we believe tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of a The Expo Group at their service desk or correspondence may be directed to the attention of the General Manager at our Irving, Texas address.
- Safety** Standing on chairs, tables or other rental equipment is prohibited. This furniture is not engineered to support your standing weight. The Expo Group cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the labor order form and the necessary ladders and/or tools will be provided.