

Union Rules & Regulations

FOR THE GREATER CHICAGO, IL AREA

Listed below are the major unions that have jurisdiction over trade shows in the greater Chicago area. The following outline of each union's responsibilities is intended to help you plan your participation in this show in a manner that conforms to the local union jurisdictions.

NOTE: In each case where these rules indicate that an "exhibitor may" do some type of labor, the exception applies provided the work is done by a **full-time employee of the exhibiting company** (full time throughout the year; verifiable documentation to be provided upon request). Reasonable judgment must be used to determine when the scope of a task requires professional union labor.

Teamsters

Teamsters handle all freight/material movement in and out of the exhibit hall. They unload all trucks or vehicles, deliver the material to your booth and remove and reload material at the close of the show. The only exceptions to this are ① machinery, which is handled by Riggers, and ② small items hand carried by one person in one trip without the aid of flat trucks, dollies, etc. Exception: Exhibitors may carry in small packages, including pop-up booths, provided they can be carried by hand.

Riggers

Riggers are sometimes referred to as "machine movers." Riggers unload machines from trucks, moving the materials to your booth and uncrating them if necessary. Riggers also remove skids, reskid machines, and spot the machines in your booth. For all operations requiring a Rigger, including those involving computer equipment and small appliances, the crew size will be determined by the scope of the job. Exceptions: ① Exhibitors may move computers or appliances provided they can be carried by hand. ② Exhibitors may remove small computers and appliances from a crate or box provided the task can be done without the use of a forklift or any power equipment.

Carpenters

Carpenters handle the erection and dismantling of all displays and exhibit booths. This includes cabinets, fixtures, shelving units, furniture, and carpeting/floor coverings. Carpenters also hang structural signs and re-create exhibits and machines for outbound loading. Exception: Exhibitors may set up and dismantle displays in booths 100 sq. ft. or less provided the work can be done by one person in ½ hour or less without the use of tools or ladders.

Decorators

Decorators handle the installation of signs, draping, table skirting, and other items of a decorative nature (including photos, logos, and other framed/unframed graphics). Exceptions: Exhibitors may "decorate" their booths provided ① the work can be done by one person in ½ hour or less without the use of tools or ladders and ② the skirt is custom fitted or the sign/picture/logo is designed to be attached by pre-set Velcro strips, permanently mounted hooks or snaps.

Electricians

Electricians are responsible for the assembly, installation and dismantling of anything that uses electricity as a power source. They handle all electrical work, including supplying power lines to booths, connecting equipment to the proper outlets, and installing electrical signs/headers. Exception: Exhibitors may perform simple electrical tasks within the booth, such as installing or replacing light bulbs, provided the work can be done without the use of tools or ladders.

Union Rules & Regulations (cont.)

Plumbers

Plumbers are responsible for all plumbing work, including the installation and removal of tanks (water, compressed air, and/or gas), drains, and venting systems.

In General

The person in charge of your exhibit should carefully inspect and sign all work order forms. Questions regarding billing should be brought to the Hargrove Service Desk. Any questions arising with regard to union jurisdictions or practices should be directed to the Hargrove manager on the floor. Any conflicts or disagreements regarding the union jurisdictions or interpretations thereof shall be resolved with representatives of the Official Service Contractor – Hargrove, Inc. – and Show Management.

A Note about Freight Handling:

Hargrove has the responsibility of receiving and handling all exhibit materials and empty crates. It is our responsibility to manage docks and schedule vehicles for smooth and efficient move-in and move-out of the exposition. Hargrove will not be responsible for any material we do not handle.

A Note about Gratuities:

Solicitation of tips or gratuities in any form is prohibited. Please do not tip any Hargrove employee, as all are paid at an appropriate, professional wage scale.

A Note about Safety:

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support standing weight. Hargrove cannot be responsible for injuries or falls caused by the improper use of rental furniture. If assistance is required in assembling your booth, please order installation and/or dismantling labor by using the enclosed Order Form and the necessary ladders and tools will be provided. Please assist us in our efforts to provide a safe working environment for everyone.