



## Union Rules & Regulations

### NEW ORLEANS, LOUISIANA

To help you understand the jurisdiction the various unions have, we ask you to read the following:

#### **Labor**

Exhibitor personnel can set-up their own products and equipment within the confines of their contracted exhibit area provided (1) exhibitors use full-time, permanent employees and (2) only hand or battery operated tools are used to complete the work. Spouses, children, friends and temporary employees/help are not permitted in the I/D activities. Exhibitors requiring the assistance of forklifts, cranes and/or other power/motorized I/D equipment or tools would order same and related operations from the Official Service Contractors – Hargrove, Inc. Exhibitors may not “borrow” tools from the Exhibit Facility and/or the Official Service Contractor.

#### **Material Handling**

Exhibitors may hand-carry their own materials into the exhibit facility. The use of rental dollies, flat trucks and other mechanical equipment; however, is not permitted. Hargrove, Inc. will control access to the loading docks in order to provide for a safe and orderly move in/out.

Hargrove personnel shall be used for:

- The operation of forklifts, cranes and all other power equipment for material handling (the loading/unloading of display materials, machinery, product and equipment). Exhibitors cannot “borrow” forklifts, dollies, hand trucks, carts, etc. from the Exhibit Facility and/or the Official Service Contractor to uncrate, unskid, move, position, assemble, reskid, and/or recreate, etc. their equipment, product or displays.
- Material handling between the dock and exhibit space
- Installation and/or dismantling of exhibits when exhibitors’ full-time employees are unable to complete the tasks themselves or when power tools are needed.
- Booth cleaning/vacuuming.

Any conflicts or disagreements regarding the union jurisdiction or interpretations thereof shall be resolved with representatives of the Official Service Contractor and Show Management. Hargrove will not be responsible for any material they do not handle.

#### **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.

#### **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.