



## HOUSTON LABOR JURISDICTIONS

When planning for your participation at the TRA Marketplace, please note that union labor may be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following guidelines. Please refer to the GES Show Site Work Rules (G6) for specific rules.

### **MATERIAL HANDLING**

Exhibitor personnel may handle their own equipment as long as it does not require motorized or mechanical devices (i.e. fork-lifts, pallet jacks and dollies.) Please note that exhibitors may not use pallet jacks to off-load or load equipment. Any equipment requiring motorized or mechanical devices must be handled by GES personnel.

### **INSTALLATION AND DISMANTLING**

Exhibitors may perform all the work in their booths with their own full-time company personnel. Please ensure that all full-time employees have valid company identification at show site. Any necessary labor must be obtained through GES. Labor may be ordered in advance by calling GES at 800-475-2098 for rates and quotes. They can also be reached at [www.ges.com/chat](http://www.ges.com/chat) or at show site at the Exhibitor Service Desk. If you will be employing the use of a contractor other than GES to setup and dismantle your booth, you will need to complete the "Exhibitor-Appointed Contractor (EAC) Form". Fees will be assessed to the EAC depending on the size of your booth.

**EAC FORM DEADLINE: May 2, 2014**

**EAC FEE DEADLINE: May 30, 2014**

### **UTILITIES**

Electrical and plumbing services will be performed by George R. Brown Convention Center personnel. All wiring and electrical installations must be performed by a "house electrician." However, authorization may be granted for company engineers to perform special electrical work on their own company exhibit equipment.

### **GRATUITIES**

GES requests that exhibitors do not tip GES or union employees (such practices as giving money, merchandise, and other special considerations for services rendered.) These employees are paid at an excellent wage scale denoting a professional status and tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of Show Management and a GES representative at the Exhibitor Service Desk.