

# GENERAL SHOW INFORMATION

## Glossary of Show Terminology

**ADVANCE ORDER:** Goods and/or services ordered prior to deadline date, usually at a discount price.

**ART & DESIGN BOOTH PACKAGE:** A booth package organized and arranged for through show management for move-in convenience. See Pre-Ordered Booth Packages for details.

**BILL OF LADING:** Document or form listing good to be shipped.

**BOOTH ID SIGN:** 17" W x 11" H sign indicating the company name, city, state and booth number.

**BOOTH PACKAGE:** A booth package organized and arranged for through show management for move-in convenience.

**CARPENTER:** Skilled craftsman used in the installation of exhibits & displays.

**COMMON CARRIER:** Transportation company which handles all exhibit materials.

**CONTRACTOR:** Company who contracts with Show Management to supply certain labor, furniture, carpet and/or materials.

**CORNER BOOTH:** Exhibit space with aisles on two sides or on "corner" of aisle.

**CTW:** Abbreviation for "hundred weight".

**DECORATOR:** Craft person used to install drape, fabric, signs, etc.

**DISMANTLE:** Take down and removal of exhibits.

**DISPLAY BUILDER:** Company which fabricates displays.

**DOLLY:** Low, flat, platform usually two feet square, on four wheels used for carrying freight.

**DRAYAGE:** Transfer of freight from building docks to exhibit space.

**DRAYAGE CONTRACTOR:** Company responsible for handling exhibit materials.

**EAC:** Exhibitor Appointed Contractor (EAC), any company (other than the designated "official" contractors listed in the manual) providing a service (display installation and dismantling, models/demonstrators, florist, photographers, audiovisual, etc.) and needing access to an exhibit any time during installation, show dates, and/or dismantling. An EAC must comply with all rules and regulations -- all EAC's must have required insurance.

**EXECUTIVE SUITES:** A meeting room booth package organized and arranged for through show management for move-in convenience. Walk-Up traffic is encouraged for these suites. See Pre-Ordered Booth Packages for details.

**EXHIBIT HALL:** Area(s) within the facility where exhibits are located.

**EXHIBIT MANAGER:** Person in charge of an individual exhibit.

**FHC:** Notation on floor plans indicating location of fire hose/fire hose cabinets.

**FLOATER:** Worker(s) used by foreman to help out assigned labor for short periods.

**FLOOR MANAGER:** Person retained by show management to supervise the installation, dismantling and operation of the exhibit area.

**FLOOR ORDER:** Order for labor or services placed on site, many times at substantially higher rates.

**FORKLIFT:** Vehicle with a power operated pronged platform for lifting and carrying loads.

**FREIGHT FORWARDER:** Shipping Company -- often used to get exhibitor freight to show site.

**GENERAL CONTRACTOR:** Company which provides all labor and services to show management and exhibitors (same as official contractor). Exhibitors can order carpet, furniture, labor, etc from General Contractor.

**HAND TRUCK:** Small hand-propelled implement with two wheels and handles used for transporting small loads.

**HARDWALL EXHIBIT:** Exhibit constructed of plywood or similar materials (versus exhibits formed by drapery only).

**ISLAND BOOTH:** An exhibit with aisles on all four sides.

**LABOR:** (1) Method of securing union employees, (2) Time specified for labor reports (as in 7:00 am call). (3) Minimum amount for which labor must be paid.

**LEKO LIGHT:** High (usually 1,000+ watts) theatrical lighting.

**LIFO (Last in/First out):** An exhibitor who's booth is blocking the load-in/load-out docks. Their move-in/move-out allotted time is compressed.

**LOADING DOCK:** Area of facility where freight is received.

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**MASKING:** Wall or Drape used to cover (mask) unsightly areas of the show floor.

**MODULAR EXHIBIT:** Exhibit constructed with interchangeable components.

**MOVE IN:** Date specified for beginning of exhibit installation.

**MOVE OUT:** Date specified for dismantling of exhibits

**OFFICIAL CONTRACTOR:** Company designated by show management to provide labor and/or services to show management and exhibitors (same as general contractor).

**OT LABOR:** Work performed on overtime that is billed at either time-and one-half or twice the published labor rates

**PADDED VAN SHIPMENT:** Freight shipped via van lines where material is pad wrapped but not crated.

**PALLET:** Wooden platform to stack or hold goods for shipment or storage.

**PENINSULA BOOTH:** Booth space with aisles on three sides.

**PERIMETER BOOTH:** Booth located on the outer most wall of the exhibit hall.

**POV:** Privately Owned Vehicle (POV) is designated as a vehicle primarily designed for passenger use such as a car, pickup, small mini-van or SUV. POV/Cartload Service provides exhibitors with an affordable move-in/move-out option. For more details, review GES's Privately Owned Vehicle Service.

**RIGGER:** Skilled person for the handling and assembly of machinery, steel construction and heavy materials.

**SECURITY CAGE:** Metal cage provided by security contractor to lock-up exhibitor materials.

**SHOW MANAGER:** Person from show management who is responsible for the show.

**SIDE RAIL:** Low divider wall, usually pipe and drape, used to divide one exhibit space from another.

**SPECIAL HANDLING:** Applies to material shipments requiring extra labor, equipment, or time in delivery to exhibit space.

**ST LABOR:** Straight time labor performed at the published rate.

**TURNKEY BOOTH PACKAGE:** A booth package organized and arranged for through show management for move-in convenience. See Pre-Ordered Booth Packages for details.

**UNION STEWARD:** On-site union official. The steward is elected by his co-workers to oversee his particular union's work in the facility. Stewards are responsible for resolving disputes which may occur regarding union jurisdiction.

**VAN SHIPMENT:** Shipment of exhibit properties via van lines, often consisting of large piece, crated or uncrated, such as furniture or exhibit materials.