

Glossary of Industry Terms



The following are some terms you might find helpful in filling out the forms contained in this manual and when exhibiting at the Show.

Highlighted are International Terms that correspond with terms used in the United States.

ADVANCE ORDER – Goods and/or services ordered prior to being on show site.

AISLE CARPET – Carpet installed in aisles.

BACK-TO-BACK BOOTH – The standard exhibit configuration where booths are placed in rows, back to back.

BILL OF LADING – A document listing all goods to be shipped. Important: When all material is packed at the end of the Show, the entire Bill of Lading (including name of carrier) must be given to the Freight Desk. Note that the exhibitors must make their own arrangements with the carrier of their choice. *Internationally known as “Delivery Order”.*

BONE YARD – On-site storage area for general contractor materials. (This is not for exhibitor storage.)

BOOTH SIGN – 7” x 44” (17.78 cm x 111.76 cm) sign indicating company name, city, state and booth number.

BOOTH SPACE – The floor space area rented to the exhibitor. *Internationally known as “Stand”.*

CANOPIES AND CEILINGS – An exhibit component supported over an exhibitor’s space for decorative purposes.

CONSIGNEE – Person to whom goods are shipped and assumes responsibility.

CUT & LAY – Installation of carpet other than standard booth size, generally at an increased cost.

CWT RATE – Abbreviation for “hundred weight.” *Equivalent of 100 lbs. (45.36 kg).* Unit or measure used in drayage.

DEMONSTRATIONS/SAMPLING – The part of the exhibit program involving the interaction of exhibit personnel and their audience through corporate presentations, product demonstrations or sampling.

DISMANTLE – Tear-down and removal of exhibits.

DRAYAGE – Hauling goods short distances. In trade show usage: moving exhibit materials within the confines of the exhibit hall, or the general contractor’s warehouse. *Internationally known as “Freight” or “Handling”.*

DRAYAGE CHARGE – The dollar cost based on weight. Drayage is calculated by 100 pound units (45.36 kg), or hundred weight abbreviated CWT. There is usually a minimum charge.

EXHIBITOR APPOINTED CONTRACTOR – An Exhibitor Appointed Contractor (EAC) is any company other than the general contractor or any other official supplier appointed by show management, that the exhibitor appoints to

provide services such as display installation and dismantling, models, florists, photographers, audio visual firms, etc. and need access to your exhibit any time during installation, exhibit dates or dismantling.

FLOOR LOAD – Maximum weight per square foot a floor can support.

GENERAL CONTRACTOR – Company that provides labor and services to an exhibition manager and exhibitors. Oversees the movement of freight in/out of the convention center, provides labor to set up and dismantle booths, and provides various additional services including booth rentals, furniture, carpet, and any utility work that is not claimed as exclusive by the convention center. **The general contractor for MINExpo 2020® is GES.** GES is the exclusive provider of the following services at the convention center:

- Hanging Signs/Rigging/Truss Lighting - exhibitors or their appointed contractors are not allowed to hang/rig their own hanging signs.
- Material Handling/Drayage - all equipment requiring a fork lift, crane or other equipment to assemble must be done through the general contractor (GES).
- Show Site Storage
- Forklift Labor
- Direct Machinery Shipments
- Heavy Equipment Cleaning
- Cartload Service
- Display Vehicle Placement
- Electrical and/or Plumbing, Air, Water, Gas Installation/Dismantling Labor - these services must be provided through the general contractor (GES).
- Cleaning

HAND CARRYABLE – Items that one person can carry unaided (meaning no hand trucks, dollies or luggage carts).

HANGING SIGNS – An exhibit component suspended above an exhibit of four or more standard units back-to-back with an aisle on at least three sides for the purpose of displaying graphics or identification.

HARD CARD – (1) Work order for labor or services. (2) Drayage contractor's record of transporting small loads.

I & D COMPANY – Company hired to install and dismantle exhibits.

INLINE BOOTH – One or more booths in a straight line.

ISLAND BOOTH – Exhibit with aisles on four sides.

MARSHALLING YARD – Control point at which all freight is checked in. Freight is then dispatched to the appropriate loading desk as space becomes available. This process insures delivery of freight to the exhibit hall in a safe and expedient fashion. *Internationally known as "Truck Staging Area".*

MASKING DRAPE – Drape used to cover storage and other unsightly areas.

MERCHANDISE RELEASE PASS – Release provided by the exhibitor to security guard for the removal of materials from the exhibit hall. (Forms available from Show Management office.)

MINIMUM LABOR ORDER – One hour per laborer.

ON-SITE ORDER – Order for labor or services placed on show site. Prices for on-site orders are more costly and advance orders are normally processed first. In some cases, on-site orders cannot be filled.

O.T. LABOR – Labor performed on over-time as specified in the “Labor Hours” tab under each specific type of labor in the GES section of the Exhibitor Manual.

PENINSULA BOOTH – Exhibit with one or more display levels in four or more standard units back-to-back with an aisle on three sides.

PERIMETER BOOTH – Standard booth located on the outer-perimeter wall of the exhibit floor.

PIPE & DRAPE – Tubing with drapes that separate exhibit booths.

P.O.V. – A privately owned vehicle, such as a passenger car, van, or small company vehicle, as distinguished from trucks, tractor-trailers and other over-the-road vehicles.

RENTAL BOOTH – Complete booth package offered to exhibitors on a rental basis by the general contractor.

RETURN – Panel joined to backwall at right angles.

RIGGING – Labor for uncrating, un-skidding, positioning and re-skidding machinery. Also used when special equipment or apparatus is needed for hanging or fastening. *Internationally known as “Assembly or Disassembly”.*

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

SKID – A low wooden frame used to support heavy objects or groups of materials for easier handling. Usually used as a platform for objects moved by forklift. *Internationally known as “Pallet”.*

SKIRTING – Decorative covering around tables or risers.

SPECIAL HANDLING – Applies to material shipments requiring extra labor, equipment, or time in delivery.

STANDARD EXHIBIT – One or more standard units in a straight line (minimum booth size is 10' x10' = 100 sq. ft. or 3.05 m x 3.05 m = 9.29 m²).

S.T. LABOR – Labor performed on straight-time as specified in the “Labor Hours” tab under each specific type of labor in the GES section of the Exhibitor Manual.

TIME AND MATERIALS – Method of charging on a cost-plus basis.

TRAILER – Container unit used for hauling freight. *Internationally known as “Box Vehicle”.*