



Labor, Equipment & Storage

FREQUENTLY ASKED LABOR QUESTIONS

Q: Isn't the Official Service Contractor and the union the same thing?

A: No. The Official Service Contractor, GES, is a major service contractor- as are other decorating companies. They must go to the union hall to hire labor for exhibitors. GES Management personnel are non-union.

Q: What can I carry myself? Can I use a dolly or hand truck?

A: All freight and material handling must enter and exit the facility through the approved loading areas. Exhibitors will be allowed to hand carry one item, one time, in or out of the facility without having to access the approved loading areas. All packages are subject to inspection. Hand carried freight is defined as one item that can be easily carried by an individual exhibitor, without the need for dollies or other mechanized equipment.

Q: I want to use an Exhibitor Appointed Contractor- what do I need to do?

A: Exhibitors who wish utilize an Exhibitor Appointed Contractor (EAC) must follow the guidelines below. Please note: Workers of this type cannot physically erect the booth, unless they are members of the appropriate Union Local. If outside labor will be hired YOU MUST:

- Submit the *Exhibitor Notice of Intent to Use EAC* form to Show Management. (Found in the **Exhibitor Appointed Contractors (EAC's) & Third Parties** section).
- Submit L3: *Notice of Intent to Use Exhibitor Appointed Contractor* form to GES (Found in the **Exhibitor Appointed Contractors (EAC's) & Third Parties** section).
- Submit L4: *Agreement and Rules & Regulations between GES and EAC* form to GES (Found in the **Exhibitor Appointed Contractors (EAC's) & Third Parties** section).
- Submit an Approved Certificate of Insurance via CertFocus - [HTTPS://WWW.CERTFOCUS.COM/EXPRESSO](https://www.certfocus.com/EXPRESSO)
Please Note: We need EAC applications & insurance certificates only for contractors with an on-site presence (this includes company staff members and/or local union labor they hire).
- All forms must be received by: **September 30, 2016**

Q: If my EAC (Exhibitor Appointed Contractor) is available to begin work earlier than the published move-in hours, can they have access to the exhibit floor?

A: No. Due to security and liability reasons, everyone must adhere to the published move-in/move-out hours.



Q: Why can't I unload my truck/trailer/van by myself?

A: Union jurisdictions prevail over the operations of all material handling equipment, all unloading and reloading, and handling of empty containers. GES has the responsibility to manage all docks, marshalling yards, and the scheduling of all vehicles in order to ensure a smooth and efficient move-in and move-out. Therefore, GES also has the responsibility of receiving and handling all exhibit materials and empty crates.

Q: Can I lay my own carpet in the booth?

A: No. Only Union workers may do so—either GES labor or an EAC.

Q: My booth is so simple...just a "pop-up" and takes only minutes to set-up. Can I do it myself?

A: A 10' X 10" display ("pop-up") may be set-up by an exhibitor if one person can accomplish the task in no more than 30 minutes (including crating and uncrating) and without the use of any tools. A pop-up booth is an exhibit of 10 linear feet or less that can be carried and set-up without tools or a ladder. The union steward reserves the right to determine whether or not union labor is required to set-up the exhibitor's booth.

NOTE: If you use an outside contractor and you are sending your freight to the advanced warehouse, **DO NOT** schedule your labor too early – you will be charged, even if your freight is not yet in the booth. Make sure to allow for adequate wait and unloading time.