



Union Rules & Regulations

To assist you in planning for your participation at the **2010 ENTELEC Conference & Expo**, we are certain that you will appreciate knowing in advance 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:

Material Handling

Exhibitor personnel may handle their own equipment as long as it is “hand carry” and does not require motorized or material handling devices (i.e. forklifts, pallet jacks and dollies). Any equipment requiring motorized or mechanical devices must be handled by the appropriate union personnel. Exhibitors may “hand carry” material provided they do not use material handling equipment to assist them. See the “Freeman Decorator / Material Handling” section of the manual for services and rates.

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 such as a medical identification card or a payroll stub. Any necessary outside labor must be obtained through Freeman Decorating Company. Labor may be ordered in advance by filling out the order form in the “Decorator/Material Handling” section or on show-site at the Exhibitor Service Desk.

Utilities

Electrical, internet and telephone services will be performed through **Smart City** Company personnel. All wiring and electrical installations must be performed by a certified electrician. However, authorization may be granted for company engineers to perform special electrical work on their own company exhibit equipment. See the enclosed order forms for electrical services included in the “Utilities / Additional Services” Section of the manual.

Gratuities

Freeman Decorating Company requests that exhibitors do not tip Freeman 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 the Show Manager and a Freeman representative at the service desk.