

Union Rules & Regulations

COLORADO

To assist you in planning for your participation in this show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. Please review the following to better understand the jurisdictions of the San Antonio union(s).

Installation & Dismantling

The Stagehand Union Local claims jurisdiction over all set-up and dismantling of exhibits, including assembly/disassembly of the hard goods portion of exhibits, laying carpet, and hanging of signs/ banners. All hired labor, whether hired through Hargrove, the Official Service Contractor, or an Exhibitor-Appointed Contractor (EAC), must belong to this Union Local. Nonunion temporary personnel will not be allowed to perform any type of work that is covered under the Stagehand Union contract.

Three options for I/D labor exist in Colorado. Labor may be:

- Hired through Hargrove.
- Hired through an Exhibitor-Appointed Contractor. Be sure to complete the EAC Form in this manual.
- Performed by full-time, permanent employees of the exhibitor provided no power tools are used. Spouses, children, friends, and temporary help/labor are NOT permitted in the I/D activities.

Exhibitors requiring the assistance of forklifts, cranes and/or other power/motorized I/D equipment or additional labor, would order same from Hargrove. Exhibitors may not borrow tools from the exhibit facility and/or Hargrove. Hargrove will have qualified union members available to assist you in setting-up and dismantling your exhibit and equipment.

Material Handling

Hargrove and the Stagehand Union have the responsibility for delivery, loading and unloading of freight, movement to and from storage areas, handling of empty containers, and the operation of all mobile equipment (forklifts, flatbeds, dollies, etc.) at show site. EXCEPTION: Exhibitors may unload materials from personal vehicles and move such materials provided that:

- Such is done by full-time, permanent employees,
- The materials can be hand carried (i.e., without the use of dollies, hand trucks, or other mechanical equipment), and
- The work can be completed within 30 minutes.

When exhibitors choose to hand carry in accordance with the above, they will not be permitted access to loading dock area(s). Hargrove will not be responsible for any materials they do not handle.

Hargrove shall be the sole authority on all matters in the dock area. This shall include but not be confined to such items as assignment of dock space and loading or unloading of all materials and equipment. Hargrove personnel shall be used for:

- Material/product/equipment handling to and from the dock area and the exhibit space.
- Operating forklifts, cranes, and all other equipment for the unloading of all display materials, machinery, product and equipment. Exhibitors cannot borrow forklifts, dollies, hand trucks, carts, etc. from the Exhibit Facility and/or Hargrove to uncrate, unskid, move, position, assemble, reskid, and/or recrate, etc. their equipment, products or displays.

Work Breaks & Gratuities

Paid breaks of fifteen minutes at the mid-point of each four-hour block of work and a one hour meal break at the end of each four hour work period must be given each employee. Please attempt to work your people to conform to these mandatory break periods. Solicitation of tips or gratuities in any form is prohibited. Please do not tip any Hargrove employee, as all are paid at an appropriate wage scale.

In General

Any questions arising with regard to union jurisdictions or practices should be directed to the Hargrove manager on the floor. Craftsmen at all levels have been instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor.

A Note about Safety

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support standing weight. Hargrove, Inc. cannot be responsible for injuries or falls caused by the improper use of rental furniture. If assistance is required in assembling your booth, please order installation and/or dismantling labor by using the enclosed Order Form and the necessary ladders and tools will be provided. Please assist us in our efforts to provide a safe working environment for everyone.