

Union Guidelines

NEW YORK AREA UNION GUIDELINES

All exhibit and display work in the New York area must be done by union personnel. PLEASE NOTE: **BELLMEN ARE NOT ALLOWED IN THE EXHIBIT HALL.** There are six major unions that have jurisdiction over trade shows. The following guidelines will help you to prepare your exhibit to conform to union jurisdiction; and adherence to them can save you a substantial amount of money:

Teamsters Union - Teamsters handle all freight in the exhibit hall. They unload all trucks and vehicles and deliver freight to the exhibitor's booth. In addition, they provide rigging of machinery, moving services, and they spot machinery in your booth.

The normal rigging crew is three (3) men. Customarily, this service must be ordered as needed at the exhibitor's expense.

Carpenters Union - Carpenters handle the erecting and dismantling of display and exhibit booths. This includes all display work. Carpenters also un-skid, re-skid, uncrate and re-crate machinery.

Carpenters also handle installation of draped backgrounds, table skirting, and other items of a decorative nature.

Exposition Workers - Exposition workers deliver freight to the exhibitor's booth after it has been unloaded by Teamsters and handle the reverse movement of this freight at the conclusion of the show. They also deliver furniture and floor coverings. They may assist carpenters in the erecting and dismantling of display materials. The first two men required for this type of work must be carpenters, and the third man must be an exposition worker.

Electrical Union - Electricians handle all electrical work, which includes supplying power lines to your booth, connecting equipment to the proper outlets, and installing any signs or headers that are lighted, unless they are permanently attached to the exhibit backwall.

Exhibitors and their full time personnel will be able to screw their own light bulbs in any of the fixtures in their booth, with the exception of neon.

Carpet Installers - Carpet installers install rental carpet and exhibitor owned carpet.

WHAT YOU CAN DO WITHOUT UNIONS IN THE NEW YORK AREA

Contrary to popular belief, exhibitors are allowed to do some work within the privacy of their own booths. This guide should help:

*Any exhibitor or his full-time employees may set up and take down "pop-up" displays, provided they are no longer than 10 feet and can be handled by one (1) person using no tools and completing the job within a ½ hour.

*Exhibitors are allowed to unpack and repack their own product (if in cartons, not cases or crates). They can carry into their booth merchandise that one (1) person can hand carry **IN ONE TRIP**. This does not mean that if an exhibitor has 50 cartons, he can make 50 trips to his booths.

*Exhibitors are allowed to do the technical work on their machines, such as balancing, programming, cleaning of machines, etc.

If you have any questions, please do not wait until you arrive at the show to ask questions, call the Champion Exposition Customer Service Department beforehand at (800) 723-1123.

Fire Regulations

UNITED STATES FIRE DEPARTMENT REGULATIONS For Exhibits, Exhibitions, Displays and Trade Shows - Public & Private

Booth Construction - Booths, platforms and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to the Fire Department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus will be of a 3-wire UL type approved.

Fire Department - A permit shall be required for the following:

- 1) Display and operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- 2) Display or operate any electrical, mechanical, or chemical device which may be deemed hazardous by the Fire Department.
- 3) Use or storage of inflammable liquids and dangerous chemicals.
- 4) Display any internal combustion engine (*special requirements available upon request*).
- 5) Use of compressed gases. (Permit available for 32CF bottles ½ full or less).

Obstructions - Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily seen locations and may be required to be posted with designating signs.

Fire-Retardant Treatment - All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oilcloth, tarpaper, nylon and certain other plastic materials cannot be made flame-retardant, and their use is prohibited.

Combustibles - Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

Storage behind booth backwall is strictly prohibited.

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