

## 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 1/2 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.