Arizona
Phoenix, Tucson

VENUE(S):
Phoenix Convention Center & Venues
Tucson Expo Center
Tucson Convention Center

Union(s) Present:
- Stagehands (IATSE)

What can exhibitors do?*
- A full-time employee of the exhibiting company can complete the following tasks:
- Exhibitors can hand-carry small packages, pop-up displays, and desktop computer equipment without using a forklift, flat cart, or dolly, exclusively from designated parking areas.
- Exhibitors can place products on display, open cartons containing their products, or operate, test, maintain, or repair their products.
- Exhibitors can set up, touch up, dismantle, and repair all exhibits, provided full-time company personnel performs the work.
- Hiring workers from a non-union agency or company is not allowed.

California
Anaheim, Long Beach, Los Angeles, Palm Springs, Pasadena, San Diego

VENUE(S):
Anaheim Convention Center
Los Angeles Convention Center
Long Beach Convention & Entertainment Center
Palm Springs Convention Center
Pasadena Convention Center
San Diego Convention Center

Union(s) Present:
- Decorators
- Electricians (IBEW)
- Stagehands (IATSE)
- Teamsters

What can exhibitors do?*
- Exhibitors are permitted to unpack and display merchandise.
- Exhibitors may assemble and disassemble their exhibit display, provided a full-time employee can complete the task within an hour without using tools.
- When union labor is required, exhibitors can assign their company personnel to work with a union installer in Southern California on a one-to-one basis.
- Exhibitors may transport materials that can be hand-carried by one person in a single trip without using dollies, hand trucks, or other mechanical equipment.

California
Sacramento

VENUE(S):
SAFE Credit Union Convention Center

Union(s) Present:
- Stagehands (IATSE)

What can exhibitors do?*
- Exhibitors can set up and dismantle their booths using their own bona fide, full-time employees.
- Exhibitors are allowed to display products, open cartons containing products, and operate, test, maintain, or repair their products.
- The use of workers from non-licensed and uninsured companies is prohibited. Prior proof and approval are required.
- Exhibitors may perform material handling if they meet the following conditions:
- o The personnel carrying out the work must be bona fide, full-time employees of the exhibiting company.
- o Exhibitors must unload from a company-owned or rental vehicle or a car, van, or truck owned by exhibiting company personnel. The official material handling contractor will unload all trucks, including co-owned or rental vehicles over 24' in length.
- o Exhibitors can use only hand-operated equipment provided by themselves; two-wheeled luggage carriers are allowed. Fork trucks, pallet jacks, lift gates, or any other mechanical equipment usage is restricted to the official drayage contractor.
- o Access to the loading dock or freight door areas may be denied to exhibitors handling their materials.

California
San Francisco, San Jose, Santa Clara

VENUE(S):
Moscone Center North & South
Moscone West
McEnergy Convention Center
Santa Clara Convention Center

Union(s) Present:
- Electricians (IBEW)
- Sign Display and Crafts
- Stagehands (IATSE)
- Teamsters

What can exhibitors do?*
- Exhibitors can install or dismantle exhibits without using hand tools within 30 minutes, provided the exhibit does not exceed ten feet in height.
- Exhibitors are permitted to handle and display their manufactured products; however, all background materials, such as display boards, backdrops, and stands, as well as floor tile and carpet installation, must be carried out by union labor.
- An exhibitor may transport materials that can be carried by one person in a single trip without the use of dollies, hand trucks, or other mechanical equipment.

Colorado
Colorado Springs, Denver, Aurora

VENUE(S):
The Broadmoor
Colorado Convention Center
Gaylord Rockies Resort & Convention Center

Union(s) Present:
- Stagehands (IATSE)

What can exhibitors do?*
- Full-time employees of an exhibiting company can install and dismantle their own company's display if the work can be done in under 60 minutes without using mechanized tools. If additional or external labor is needed for installation, dismantling, or decorating displays, the Official Service Contractor or any other party affiliated with IATSE, Local 7, must perform the work under the guidelines set by the International Association of Exhibitions and Events.
- Exhibitors, show organizers, and other clients may handle materials one person can carry by hand. The use of carts, pallet jacks, or other material handling equipment that could interfere with the Official Service Contractor's operations is not permitted.
- If conditions allow, space may be provided for exhibitor-owned vehicles to load or unload. One person should always stay with the vehicle. Due to volume and time limitations, exhibitor-owned vehicles must be capable of being loaded or unloaded within 15 minutes.

Connecticut
Hartford

VENUE(S):
Connecticut Convention Center

Union(s) Present:
- Laborers Local 230 are part-time, on-call personnel. Labor is available to assist in the erection and dismantling of exhibit

booths, exhibit labor, freight and rigging labor.

What can exhibitors do?*

- Exhibitors can load and unload uncrated materials from personal vehicles that do not exceed 14 feet in length (bumper to bumper). Access to the loading dock is only permitted during designated move-in and move-out times, and exhibitors have a 20-minute time limit for loading and unloading vehicles.
- Up to three (3) employees from an exhibiting company can be used to move in, unpack, set up, assemble, dismantle, repack, move out, and reload exhibits and displays.
- Exhibitors can use non-mechanized and non-hydraulic material moving equipment such as carts, dollies, luggage carriers, and hand trucks. Please note that the Connecticut Convention Center does not provide this equipment to exhibitors.
- Exhibitors can use hand-held power tools and step-ladders for setting up and dismantling their exhibits and displays as long as they adhere to the safety policies and regulations of the Connecticut Convention Center.

Florida
Daytona Beach, Lake Buena Vista, Kissimmee, Orlando, Tampa

VENUE(S):
Gaylord Palms Resort & Convention Center
Ocean Center
Orange County Convention Center
Rosen Shingle Creek
Tampa Convention Center
Walt Disney World Swan & Dolphin Resort
Hyatt Regency Orlando
Orlando World Center Marriott

Union(s) Present:

- Electricians (IBEW)
- Stagehands (IATSE)
- Teamsters

What can exhibitors do?*

- Full-time employees of exhibiting companies are allowed to set up their exhibits without assistance from the local union. However, if additional labor services are needed beyond what the regular full-time employees can provide, the union may be employed to render these services.
- Exhibitors can hand-carry their materials into the exhibit facility, but the use or rental of dollies, flat trucks, or other mechanical equipment is prohibited. The contractor will manage access to the loading docks to ensure a safe and orderly move-in and move-out process. Only full-time employees of the exhibiting company are permitted to hand-carry items.
- The contractor will be responsible for unloading and reloading at the dock for any contracted carriers.

Florida
Fort Lauderdale, Miami, Miami Beach, West Palm Beach

VENUE(S):
Greater Fort Lauderdale/Broward County Convention Center
Miami Airport Convention Center (MACC)
Miami Beach Convention Center
Palm Beach County Convention Center

Union(s) Present:

- Local 1175 Union provides labor for display erection and dismantling.

What can exhibitors do?*

- Full-time employees of exhibiting companies can set up their exhibits without assistance from the local union.
- If any labor services are needed beyond what regular full-time employees can provide, they must be performed by the Union.
- Exhibitors are allowed to hand-carry their materials into the exhibit facility, but the use or rental of dollies, flat trucks, or other mechanical equipment is prohibited.
- Hand-carrying items are only permitted for full-time employees of the exhibiting company. The contractor will be responsible for unloading and reloading at the dock for any contracted carriers.

Georgia
Atlanta, Savannah

VENUE(S):
Cobb Convention Center
Georgia International Convention Center
Georgia World Congress Center Authority (Georgia Savannah Convention Center, World Congress Center, Centennial Olympic Park, Mercedes-Benz Stadium)

Union(s) Present:

- Stagehands (IATSE Local 834 - covers freight, decorating, I&D, A/V, and rigging)

What can exhibitors do?*

- Full-time employees of exhibiting companies are allowed to set up their exhibits. Any labor services needed beyond what regular full-time employees can provide must be performed by the Union or an Exhibitor Appointed Contractor (EAC). If an EAC is chosen, they must comply with all regulations specified on the EAC form.
- Exhibitors and full-time employees of exhibiting companies may hand-carry their materials into the exhibit facility. However, using or renting dollies, flat trucks, pallet jacks, or other mechanical equipment is prohibited. The contractor is responsible for receiving and handling all exhibit materials and crates, except for items that Exhibitors hand-carry.
- The contractor will manage access to the loading docks, ensuring a safe and orderly move-in/move-out process. Additionally, the contractor will handle unloading and reloading at the dock for any contracted carriers.

Hawaii
Honolulu

VENUE(S):
Hawaii Convention Center
Neal S. Blaisdell Center

Union(s) Present:

- If labor is needed the following unions are available for hire:
- Carpenters
- Electricians
- Stagehands (IATSE)
- Teamsters

What can exhibitors do?*

- Full-time employees of exhibiting companies may install and dismantle their own displays. The Official Service Contractor must perform any additional labor required for installation, dismantling, or decorating.
- Exhibitors, show organizers, and other clients may handle materials one person can carry. However, bringing or using carts, pallet jacks, or other material handling equipment that might interfere with the Official Service Contractor's operations is not allowed.
- Depending on the situation, space may be allocated for exhibitor-owned vehicles to load or unload. One person should remain with the vehicle at all times. To accommodate volume and time constraints, exhibitor-owned vehicles must be capable of being loaded/unloaded within fifteen minutes.

Illinois
Chicago

VENUE(S):
Hyatt Regency Chicago

Union(s) Present:

- Carpenters
- Decorators
- Electricians

- Machinery Movers & Riggers
- Plumbers
- Teamsters

What can exhibitors do?*

- A full-time employee of the exhibiting company must complete each task. An "Exhibitor Employee" is defined as a person who has been employed full-time by the exhibitor for at least 6 months before the show's opening date.
-
- Exhibitor employees can:
- Skid, position, and re-skid all exhibitor materials, machinery, and equipment in any booth size.
- Assemble and disassemble machinery or equipment in any booth size using the exhibitor's ladders and hand tools, provided they have the necessary skills and training for safety.
- Set up and dismantle pop-up displays in booths up to 10'x10' without tools; larger pop-up displays will require union labor.
- Calibrate and repair internal circuit boards and interconnect peripheral computer equipment.
- Hang small pictures, graphics, corporate logos, etc., on a back wall display using pre-set Velcro strips, permanently mounted hooks, or snaps.
- Skirt tables with custom-fit skirts without using staples, snaps, or Velcro.
- Hand-carry small packages, pop-up displays, and desktop computer equipment without a forklift, flat cart, or dolly only from designated parking areas.
- Inflate balloons, as long as they are not used in the display.
- Videotape within the booth confines using company-owned or rented equipment, as long as it doesn't conflict with show management regulations and doesn't require tools or ladders.
- Unpack, repack and display their product line within the booth without using tools to open boxes.

Illinois
Chicago

VENUE(S):
McCormick Place
Navy Pier

Union(s) Present:

- Display Labor (Unified Labor Force Combining Carpenters and Decorators)
- Electricians (IBEW)
- Machinery Movers & Riggers
- Plumbers
- Teamsters

What can exhibitors do?*

- Each task must be completed by a full-time employee of the exhibiting company, defined as a person employed full-time by the exhibitor for at least 6 months before the show's opening date. Exhibitor Employees can work in booths of any size, using their ladders, hand tools, cordless tools, power tools, and other tools designated by the Authority.
-
- Exhibitor employees are permitted to:
- Set up and dismantle booth displays.
- Use hand tools and power tools for work within their booths.
- Attach clamp-on lights to the top of booth displays.
- Calibrate and repair internal circuit boards and interconnect peripheral computer equipment.
- Connect lighting, video equipment, and light bulbs to electrical outlets ordered by the exhibitor.
- Hang pictures, graphics, logos, etc., on back wall displays using pre-set Velcro strips, permanently mounted hooks, or snaps.
- Hand-carry small packages, pop-up displays, and desktop computer equipment without a forklift, flat cart, or dolly, only from designated parking areas.
- Inflate balloons.
- Videotape within booth confines using company-owned or rented equipment, as long as it doesn't conflict with show management regulations and doesn't require tools or ladders.
- Unpack, repack, and display their product line within the booth for display purposes.

Illinois
Rosemont

VENUE(S):
Donald E. Stephens Convention Center

Union(s) Present:

- Carpenters
- Decorators
- Electricians (IBEW)
- Machinery Movers & Riggers
- Plumbers
- Teamsters
- Stagehands (IATSE)

What can exhibitors do?*

- A full-time employee of the exhibiting company must complete the tasks listed below:
- Setting up and dismantling booth displays.
- Using hand tools and power tools to perform work within booths.
- Affixing clamp-on lights to the top of booth displays.
- Calibrating and repairing internal circuit boards and interconnecting peripheral computer equipment.
- Connecting lighting, video equipment, and light bulbs to electrical outlets ordered by the exhibitor.
- Hanging pictures, graphics, logos, etc., on back wall displays using pre-set Velcro strips, permanently mounted hooks, or snaps.
- Hand-carrying small packages, pop-up displays, and desktop computer equipment without a forklift, flat cart, or dolly, only from designated parking areas.
- Inflating balloons.
- Videotaping within booth confines using company-owned or rented equipment, as long as it doesn't conflict with show management regulations and doesn't require tools or ladders.
- Unpacking, repacking, and displaying product lines within the booth for display purposes.

Illinois
Schaumburg

VENUE(S):
Renaissance Schaumburg Hotel & Convention Center

Union(s) Present:

- Carpenters
- Decorators
- Electricians (IBEW)
- Machinery Movers & Riggers
- Plumbers
- Teamsters

What can exhibitors do?*

- Exhibitors are allowed to hand-carry small packages, including pop-up booths, as long as they can be easily carried by hand. Exhibitors can unpack and repack their products. Exhibitors are permitted to perform technical work on their machines, such as fine line balancing, programming, additional electrical work (in most cases), and cleaning the machines.
- Exhibitors and their employees are prohibited from using scooters, forklifts, pallet jacks, condors, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment on Authority premises.
- Whenever these rules state that an "exhibitor may" perform a task, it implies a full-time employee of the exhibiting company.
- Reasonable judgment must be exercised in determining when a task is too large or time-consuming, thus requiring professional union labor.

Indiana
Fort Wayne

VENUE(S):
Allen County War Memorial Coliseum

Union(s) Present:
- Machinery Movers & Riggers
- Stagehands (IATSE)
- Teamsters

What can exhibitors do?*
- Full-time employees of exhibiting companies are permitted to install and dismantle their exhibits without assistance from this local. Any additional labor services needed beyond the capabilities of your regular full-time employees must be provided by the Union.
- Exhibitors can transport their materials in and out of the exhibition facility, but the use of loading docks and motorized equipment, such as forklifts, is not allowed.
- Exhibitors are allowed to unload and reload in the designated "Tarmac Area" and can use the specified "Loading Ramp" to move their materials in and out of the exhibition facility, as long as they use non-motorized wheeled dollies.

Indiana
Indianapolis

VENUE(S):
Indiana Convention Center & Lucas Oil Stadium

Union(s) Present:
- Machinery Movers & Riggers
- Stagehands (IATSE)
- Teamsters

What can exhibitors do?*
- Full-time employees of exhibiting companies are allowed to install and dismantle their exhibits without help from the locals. If additional assistance is needed, it must be provided by the Local.
- Exhibitors can transport their materials in and out of the exhibition facilities, but using loading docks and motorized equipment, such as forklifts, is prohibited. Exhibitors are permitted to unload and reload in the designated "Tarmac Area" and use the specified "Loading Ramp" to move their materials in and out of the exhibition facility, provided they use non-motorized wheeled dollies.

Kentucky
Lexington

VENUE(S):
Central Bank Center

Union(s) Present:
- Stagehands (IATSE)

What can exhibitors do?*
- The facility maintains an "open loading dock" policy, meaning there are no restrictions on exhibitors' ability to load, unload, move in, move out, set up, and dismantle their exhibits, with the exception of electrical and mechanical service connections. If a decorator's labor agreements apply to events contracted with a decorator, show management is responsible for informing exhibitors of any impact on them.
- Exhibitors can connect their equipment to rented electrical outlets and make all necessary connections between equipment within the same booth. Special equipment that requires company engineers or technicians for assembly, servicing, preparation, and operation may be handled without the involvement of house electricians.

Kentucky
Louisville

VENUE(S):
Kentucky Exposition Center
Kentucky International Convention Center

Union(s) Present:
- Stagehands (IATSE)

What can exhibitors do?*
- Exhibiting companies' full-time employees or their representatives are allowed to set up their displays without help from the local. If additional assistance is needed beyond what the exhibiting company can provide, labor must be supplied by the Local.
- Exhibitors are permitted to bring their materials into the exhibit facilities; however, using or renting Contractor dollies, flat trucks, or other mechanical equipment is not allowed. The contractor will manage access to the loading docks to ensure a safe and orderly move-in/move-out process.

Louisiana
New Orleans

VENUE(S):
New Orleans Ernest N. Morial Convention Center
Hyatt Regency New Orleans

Union(s) Present:
- Louisiana Carpenters Regional Council
- Stagehands (IATSE)

What can exhibitors do?*
- Full-time employees of exhibiting companies are allowed to set up their exhibits without help from the local workers. If additional labor services are needed beyond what the regular full-time employees can offer, they must be provided by the local workforce.
- Exhibitors can carry their materials by hand into the exhibit facility, but using or renting dollies, flat trucks, or other mechanical equipment is prohibited. The contractor is responsible for controlling access to the loading docks, ensuring a safe and organized move-in/move-out process.

Maryland
Baltimore

VENUE(S):
Baltimore Convention Center

Union(s) Present:
- Carpenters

What can exhibitors do?*
- For booths larger than 10'x10', two full-time employees of the exhibiting company can work without carpenter labor for one hour during installation (move-in) and one hour during dismantling (move-out) without union labor. Exhibitors can work on booths sized 10'x10' or smaller without union labor.
- Exhibitors are not allowed to use power tools (such as electric drills or power saws) on booths of any size. Manual tools like hammers, screwdrivers, ratchets, pry bars, and similar tools are permissible for exhibitors, subject to size and time constraints.
- Exhibitors may transport materials that can be hand-carried by one person in a single trip, without using dollies, hand trucks, or other mechanical devices.

Maryland
Ocean City

VENUE(S):
Roland E. Powell Convention Center

Union(s) Present:

What can exhibitors do?*
- Two full-time employees from the exhibiting company are allowed to work without carpenter labor for one hour during installation (move-in) and one hour during dismantling (move-out) on booths larger than 10'x10', without the need for union labor. Exhibitors can work on booths sized 10'x10' or smaller without union labor.
- Exhibitors are prohibited from using power tools (e.g., electric drills and power saws) on booths of any size. Manual tools, such as hammers,

screwdrivers, ratchets, and pry bars, are acceptable for exhibitor use, subject to size and time restrictions.
- Exhibitors can transport materials that can be hand-carried by a single person in one trip without the need for dollies, hand trucks, or other mechanical equipment.

Massachusetts
Boston

VENUE(S):
Boston Convention & Exhibition Center
John B. Hynes Veterans Memorial Convention Center

Union(s) Present:
- Electricians (IBEW)
- Stagehands (IATSE)
- Teamsters

What can exhibitors do?*
- Full-time employees of exhibiting companies may unpack, set up, disassemble, and pack displays and equipment. The official labor contractor for the exposition can provide skilled workers to help exhibitors who want to hire labor for these tasks. All arrangements for temporary labor should be made through the official service contractor.
- Exhibitors may handle their materials if they meet the following criteria:
  - Personnel performing the work must be legitimate, full-time employees of the exhibiting company.
  - They must offload from a company-owned truck, rental vehicle, or a car, van, or truck owned by exhibiting company personnel. All trucks, including company-owned or rental vehicles over 24' in length, will be offloaded or loaded by the official material handling contractor.
  - They may use only hand-operated equipment they have provided; two-wheeled hand trucks and four-wheeled flat trucks are allowed. Fork trucks, pallet jacks, lift gates, or any other mechanical equipment cannot be used by anyone other than the official drayage contractor.
- Exhibitors may set up and dismantle their booths using genuine, full-time employees. No outside labor of any kind is permitted.

Michigan
Detroit

VENUE(S):
Huntington Place

Union(s) Present:
- Carpenters
- Electricians (IBEW)
- Plumber
- Stagehand (IATSE)
- Teamster/Ironworker

What can exhibitors do?*
- Exhibitors may set up booths of 400 square feet or less, including booth assembly and decoration.
- Exhibitors may unload and load their privately owned vehicles (POVs), such as passenger cars, SUVs, vans, or pickups, using their employees and volunteers. A driver must remain with the vehicle and be available to move it while another person handles unloading/loading. Show management will determine if a POV line will be used for their event, and if so, they will provide two material handlers to assist exhibitors who need help.
- Exhibitors may transport items (by hand-carrying or using luggage carts or rolling pop-up booth crates with built-in wheels) to and from their booths via the exhibit hall's public entrances. Supply carts, dollies, or material handling equipment will not be provided on-site.
- Exhibitors may connect their 120-volt, 20A circuits (once the electrical contractor brings the service to the booth, excluding concealed wiring), install up to twenty (20) UL-approved clip-on lights and light bulbs, and use their UL-approved extension cords, power strips, and surge suppressors.
- Exhibitors may set up, connect, and operate computer systems, audio-visual equipment, and other appliances or components, as well as unpack, assemble, dismantle, and pack products and equipment.
- Exhibitors may assemble machinery, including unpacking, dismantling, and repacking, and calibrate and fine-tune their machinery, components, and equipment.
- Exhibitors may transport their specialized vehicles (e.g., cement trucks, tractors, and similar vehicles) that are part of the display to and from the booth, limited to one vehicle per 400 square feet of booth space. Note: Some contractors may require spotters due to liability issues.
- Exhibitors may align, move, and position vehicles in the booth after spotting and hanging banners, signs, or graphics within the booth.
- Exhibitors may clean their booths using spray, vacuum, or cloth-padded mop heads without water.

Michigan
Novi

VENUE(S):
Vibe Credit Union Showplace

Union(s) Present:
- Carpenters
- Electricians
- Riggers
- Teamsters

What can exhibitors do?*
- In booths up to 10'x30', exhibitors may set up their displays if it can be done without tools and completed within two hours. If the work takes longer, please arrange for carpenter labor to assist with installation and dismantling.
- Exhibitors may carry in small items that one person can easily carry in one trip (without the aid of flat trucks, dollies, bellmen, etc.) through the exhibit hall/hotel's front door. All other items must be moved into the exhibit hall by Contractor personnel through the freight door (in the exhibit hall) and charged at the rates outlined in the exhibitor manual. (Due to liability, exhibitors are not allowed to move in through the freight door.)
- If exhibitors encounter issues with labor or are unsatisfied with the work performed, they should immediately bring their concerns to Show Management or the Show Contractor while at the show site.

Minnesota
Minneapolis, St Paul

VENUE(S):
Minneapolis Convention Center
Saint Paul RiverCentre

Union(s) Present:
- Carpenters
- Painters and Allied Trade
- Sign and Display
- Stagehands (IATSE)
- Teamsters

What can exhibitors do?*
- Exhibiting company representatives are permitted to unload, install, and dismantle their company's exhibits. Exhibitors must first check in with the Traffic Director and will then be directed to a designated area.
- Union personnel is available through the Contractor for exhibit setup and dismantling. Exhibitors can install and dismantle their booths using their own bona fide company employees. Outside labor is not allowed. If you need to hire labor, you must obtain union personnel through the Contractor, the official contractor.
- All commercial vehicles (van lines, common carriers, air freight, and display houses) must be handled through the Contractor.

- Exhibitors can unload and reload their company vehicles but may not use motorized equipment such as forklifts.
- Transporting equipment, exhibit materials, two-wheelers, and other items through glass doors during move-in and move-out is prohibited.

Missouri
Kansas City

VENUE(S):
Kansas City Convention & Entertainment Facilities

Union(s) Present:
- Stagehands (IATSE)
- Teamsters

What can exhibitors do?*
- Full-time employees of exhibiting companies are permitted to carry out tasks within the confines of their rented booth space, excluding services that require exclusive rights or a city or state license, such as electrical and plumbing work.
- Exhibitors can only perform tasks inside their rented booth space. No work can be done in the loading dock area. Service contractors are responsible for providing services outside of the booth space, and many have union contracts requiring them to use appropriate union labor.
- Service contractors are responsible for unloading and reloading exhibit materials and transporting materials throughout the exhibit hall. Exhibitors may only perform tasks within their designated booth space and are not permitted to unload or reload their vehicles in the unloading area.
- Exhibitors can hand-carry items from the parking lot without using dollies or other material-handling equipment.

Missouri
St. Louis

VENUE(S):
America's Center

Union(s) Present:
- Carpenters
- Decorators
- Electricians (IBEW)
- Stagehands (IATSE)
- Teamsters

What can exhibitors do?*
- Exhibitors are allowed to unload and load booth materials from a personally owned vehicle (POV) at a pre-designated overhead door (not the dock). Two full-time company employees can transport materials using two-wheeled handcarts for up to twenty (20) minutes.
- Exhibitors can set up and dismantle pop-up exhibits within their booth using minimal tools if the process takes no longer than thirty (30) minutes.
- Exhibitors may install and dismantle exhibit displays and booths up to 300 sq. ft. without the use of power tools.
- Exhibitors are permitted to hang signs or graphics in booths no larger than 300 sq. ft.
- Exhibitors can plug their 110-volt equipment into outlets provided by Edlen Electric within their exhibit booth.
- Exhibitors are allowed to pack and unpack products within their designated booth space.
- Exhibitors can perform technical work on their machines (e.g., testing fine line balancing, programming, calibrating), provided that the work is discussed and agreed upon with Edlen Electric before the first move-in day.
- Exhibitors may fill and drain water receptacles not exceeding twenty (20) gallons per container.
- Exhibitors can operate self-contained equipment that does not require wiring as long as it is pre-approved by the facility and the relevant union representative.
- Exhibitors may skirt their tables using custom-fit skirting without staples, snaps, or Velcro. The tables and skirting must not be from a rental source.

Nebraska
Omaha

VENUE(S):
CHI Health Center Omaha

Union(s) Present:
- Stagehands (IATSE)

What can exhibitors do?*
- Exhibitors are permitted to move in and out exclusively during the specified hours. All exhibitors must unload and load their materials on the east side of the building using the designated ramp and docks assigned for the event. Exhibitors must check in with the traffic manager at the dock upon arrival.
- Vehicles must be unloaded swiftly and relocated to an assigned exhibitor parking area. Exhibitors are responsible for bringing their own dollies, ladders, and other equipment for move-in and setup. Any additional setup services or materials should be obtained from the official show decorator.

Nevada
Las Vegas

VENUE(S):
All Venues

Union(s) Present:
- Most Official Service Contractors and EAC's use:
-
- Electricians, IBEW Local 357 for signage, monitors, electrical distribution, power management and electrical booth set-up.
- Stagehands, IATSE Local 720 for theatrical
- Teamsters, Local 631 for Installation & Dismantle of Exhibits, Decorating, Installation of Carpet and Material Handling
- All 3 unions are involved in overhead rigging depending on the scope of work

What can exhibitors do?*
- Exhibitors are permitted to hand-carry small items such as cartons and packages without the need for union labor. However, they are restricted to using a non-motorized, small dolly. Motorized devices and pallet jacks are not allowed.
- When choosing to hand-carry items, exhibitors must use designated hand-carry areas or the facility's main entrance, avoiding material handling areas.
- Exhibitors may use their full-time personnel to set up and dismantle exhibits, provided they have proper company identification such as an employee badge, medical card, or payroll stub.
- Exhibitors can hire the Official Service Contractor or an Exhibitor Appointed Contractor (EAC) to set up and dismantle their exhibits. All EACs must possess the necessary credentials from Show Management and the facility. Union Signatory EACs will comply with union rules at the venue.
- Full-time employees are allowed to install and dismantle non-electric signs attached to a booth. However, they cannot install electrical hanging signs and truss nor use motorized lifts for rigging or focusing.
- Ground-supported truss considered a "booth structure" or mixed-use truss, can be assembled by an exhibitor's full-time employee.
- Non-electric signs attached to a booth can be installed and dismantled by an exhibitor's full-time employee or approved EAC.
- Truss not assembled by the official contractor must follow all electrical rules and jurisdictions regarding any electrical work within the truss.
- Exhibitors are permitted to clean and wipe down products, display merchandise, and other exhibit components.

- Exhibitors may install and operate their own manufactured or product systems if they require less than 20 amps and are not suspended from the ceiling.
- Exhibitors can plug equipment into any 20A/120VAC receptacle and connect small sound devices, phones, modems, faxes, or credit card readers.
- Exhibitors can install their own manufactured cameras using full-time employees.
- Exhibitors are allowed to hang up to four small clip-on lights per booth.
- Exhibitors can connect modems, printers, computers, and keyboards, test and tune their equipment, and run their communication cables between machines in the booth above the booth carpet.
- Exhibitors may mount monitors (including plasma screens, LCD, and CRT) and install hanging brackets.

Nevada
Reno

VENUE(S):
Reno-Sparks Convention Center
Grand Sierra Resort & Casino
Peppermill Reno
Reno Events Center

Union(s) Present:
- Stagehands (IATSE)

What can exhibitors do?*
- Exhibitors' full-time company staff can set up, touch up, dismantle, and repair exhibits. This includes handling wall and floor coverings, pipe and drape, painting, hanging signs, and ceiling decorations, placing all signs, and constructing platforms for exhibit purposes.
- Exhibitors are allowed to display their products, open cartons containing them, and test, maintain, or repair them.
- When using full-time company staff to set up an exhibit, employees must have proper company identification, such as a medical ID card or payroll stub.
- This rule disallows the use of workers from unlicensed and uninsured companies. Prior proof and approval are mandatory.
- Exhibitors may hand-carry materials if they do not use material handling equipment for assistance. If exhibitors opt to hand-carry materials, they will not be granted access to the loading dock or freight door areas.

New Jersey
Atlantic City

VENUE(S):
Atlantic City Convention Center

Union(s) Present:
- Carpenters
- Decorators
- Electricians
- Teamsters

What can exhibitors do?*
- Exhibitors can set up and dismantle 10'x10' and 10'x20' booths using only full-time employees of the exhibiting company. Carpenter Labor is required for larger booths, which can be hired through an Exhibitor Appointed Contractor (EAC) or the general contractor.
- Exhibitors must not use tools or stand on ladders. They can hand-carry small items but are not permitted to use wheeled carts or dollies. Additionally, exhibitors can unpack and repack their products.

New Jersey
Secaucus

VENUE(S):
Meadowlands Exposition Center

Union(s) Present:
- Display Workers
- Electricians (IBEW)
- Teamsters

What can exhibitors do?*
- Exhibitors are permitted to set up and dismantle their exhibit and lay carpet in their exhibit area as long as the booth is 100 sq. ft. (10'x10') or smaller and the following conditions are met:
  - The setup can be reasonably completed within an hour.
  - No tools are used for assembly or dismantling.
  - Workers performing the task are full-time employees of the exhibiting company and can present identification to verify this.
- Exhibitors may also unload their privately owned vehicle (POV), which should be no longer than 24' long and primarily designed for passenger transport rather than cargo or freight. A designated door will be provided for POVs.
- Exhibitors can hand carry items or use a two-wheel baggage cart (with rubber or plastic wheels only) for moving their belongings. They may also move a "pop-up" display of 10' or less in length, which one person can carry. Individuals performing these tasks must be full-time employees of the exhibiting company and have identification to confirm this.
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New Mexico
Albuquerque, Santa Fe

VENUE(S):
Albuquerque Convention Center

Union(s) Present:
- Stagehands (IATSE)

What can exhibitors do?*
- Full-time employees of an exhibiting company may set up and dismantle their own company display if the work can be finished in under 60 minutes without the use of mechanized tools. Any additional or external labor needed for the installation, dismantling, or decoration of displays must be performed by the Official Service Contractor or another party affiliated with IATSE, Local 423, following the guidelines established by the International Association of Exhibitions and Events.
- Exhibitors, show organizers, and other clients may handle materials that one person can carry without assistance. Exhibitors are not permitted to bring or use pallet jacks or any other material handling equipment that could disrupt the Official Service Contractor's operations. This policy will be strictly enforced.
- Space at the show site is limited. To facilitate an organized move-in and move-out process, all docks and vehicle traffic fall under the exclusive control of the Official Service Contractor. If conditions allow, space may be provided for exhibitor-owned vehicles to load or unload. One person should remain with the vehicle at all times. Due to the high volume and time constraints, exhibitor-owned vehicles must be able to load or unload within 30 minutes.

New York
New York

VENUE(S):
Jacob K. Javits Convention Center

Union(s) Present:
- Carpenters
- Electricians (IBEW)
- Teamsters

What can exhibitors do?*
- Exhibitors are permitted to unpack, pack, and arrange their merchandise and products within their exhibit. They may also set up and dismantle their exhibit and lay carpet, provided the booth size does not exceed 100 square feet and the work is completed without tools. Individuals performing these tasks must be employees of the exhibiting company and have proper identification.
- Electrical work exhibitors can do themselves includes:

    - Plugging in their devices and equipment, provided the electrical service is 110 volts and 1500 watts or less.
    - Connecting modems, printers, computers, and keyboards.
    - Installing light bulbs.
    - Testing and tuning equipment.
    - Running communication cables between machines in the same booth above the booth carpet.
- Exhibitors can also plug and unplug phones, modems, faxes, or credit card readers and test, tune, or repair water, drain, air, and gas lines on the exhibitor side of the disconnect to the building system.
- Hand-carried items may be brought in through the front (east side) and, at specified times, the north side of the building, as long as parking regulations are followed. Parking is limited to vehicles no larger than a Ford Econoline van, and a licensed driver must attend to vehicles at all times.
- Exhibitors may use a two-wheeled baggage cart (with plastic or rubber wheels only) to move items. Four-wheeled hanging clothing racks are allowed for transporting hanging garments. "Pop-up" displays, up to 10' in length and capable of being carried by hand by one person, are also permitted.
- Exhibitors moving items must use designated doors and routes specified by event management. Individuals involved in moving items must be employees of the exhibiting company and carry identification to verify this fact.
- Moving company trucks can only be loaded and unloaded at the Javits Center loading dock by Javits Teamsters. These trucks cannot be loaded or unloaded in front of the building, on the north end, or anywhere else near the Center. Freight from moving company trucks is not considered "hand carry" regardless of its size, and only Javits Teamsters or direct employees of an exhibiting company engaged in legitimate "hand carry" are allowed to handle freight on Javits Center property.

North Carolina
Charlotte, Raleigh

VENUE(S):
Charlotte Convention Center
The Park Expo & Conference Center
Raleigh Convention Center

Union(s) Present:
- Carpenters

What can exhibitors do?*
- In North Carolina, a "right-to-work" state, exhibitor personnel are permitted to set up their exhibits. Labor assistance is available for erecting and dismantling exhibit booths.
- Local exhibit labor has jurisdiction over the installation, dismantling, and initial cleaning of prefabricated exhibits and displays when the work is performed by individuals other than company personnel.
- Exhibitors can place their products on their display, open cartons containing their products, and perform testing, maintenance, or repairs on their products. However, if exhibitors require additional labor, they must hire assistance through the Official Contractor or a contractor who meets all regulations as an Exhibitor Appointed Contractor.

Ohio
Cincinnati, Columbus, Cleveland

VENUE(S):
First Financial Center
Greater Columbus Convention Center
Huntington Convention Center of Cleveland

Union(s) Present:
- Stagehands (IATSE)

What can exhibitors do?*
- Full-time employees of exhibiting companies can set up their exhibits without needing assistance from the Union.
- Exhibitors and full-time employees of exhibiting companies are permitted to hand-carry materials into the exhibit facility. However, using or renting dollies, flat trucks, pallet jacks, or other mechanical equipment is prohibited.

Oregon
Portland

VENUE(S):
Oregon Convention Center
Portland Expo Center

Union(s) Present:
- Carpenters
- Electricians (IBEW)

What can exhibitors do?*
- Full-time employees of exhibiting companies are permitted to set up their exhibits without union assistance as long as the exhibit is no larger than 10'x20'.
- Exhibitors can unpack and place products regardless of booth size.
- Materials that can be hand-carried by one person may be moved by an exhibitor, without the use of dollies, hand trucks, or any other mechanical equipment.

Pennsylvania
Philadelphia

VENUE(S):
Pennsylvania Convention Center

Union(s) Present:
- Electricians (IBEW)
- Laborers
- Riggers
- Stagehands (IATSE)

What can exhibitors do?*
- Exhibitor Booths: For booths no larger than 600 net square feet, an exhibitor or a full-time company representative may set up and dismantle booths. The use of hand tools, power tools, battery-operated tools, and ladders up to 6 feet is allowed. In such booths, exhibitors or full-time company representatives can hang signs or graphics.
- Loading and Unloading: Exhibitors are allowed to load and unload non-commercial vehicles such as automobiles, station wagons, mini-vans, SUVs, and non-commercially registered four-wheel pick-up trucks or vans. Equipment, including carts, dollies, luggage carriers, four-wheel flatbed carts, and two-wheel hand trucks, can be used, but motorized or hydraulic devices are prohibited.
- Easels and Sign Cards: Show Management, Meeting Planner, or Show Organizers' full-time regular employees can place, move, and remove easels or card signs and set up to 6 pop-up signs. Signs and easels must be delivered to a central location for staff members to move to the appropriate place.
- Computers / Audio Visual: Exhibitors' full-time regular employees can connect their personal computers (desktop and laptop), computer components, and peripherals for non-public use. Third-party vendors, rental companies, contractors, and vendors must use union workers to install and dismantle laptops, desktops, computers, and audio-visual equipment. Cyber Cafes and meeting rooms require a combined workforce of Electricians and Stagehands for computer installation and dismantling.
- Stage: Stagehands have exclusive jurisdiction over computers set on stage. Decor and props (on stage) are installed and dismantled by Stagehands. Stagehands are responsible for the installation and dismantling of exhibits (not set by the Exhibitor) larger than 600 square feet.
- Electrical: Exhibitors are not allowed to run cords under the carpet. They can run cables over the carpet if concealed and not creating a trip hazard (e.g., behind side curtains or under skirted tables). All

cords within the booth must be grounded 3-wire, 12-gauge UL cords. Ungrounded 2-wire extension cords are not permitted.

Pennsylvania
Pittsburgh

VENUE(S):
David L. Lawrence Convention Center

Union(s) Present:
- Carpenters
- Teamsters

What can exhibitors do?*
- Exhibitors can assemble and disassemble displays in booths measuring 10'x20' or smaller without requiring union labor. However, using power tools (such as electric drills and power saws) is not permitted for booths of any size. Additionally, manual tools, including hammers, screwdrivers, ratchets, and pry bars, are not allowed for exhibitor use.

Puerto Rico
San Juan

VENUE(S):
Puerto Rico Convention Center Pedro Rosselló

Union(s) Present:
- Non Union part-time, on-call labor is available to assist in the erection and dismantling of exhibit booths, exhibit labor, freight and rigging labor.

What can exhibitors do?*
- This facility does not require union labor, and exhibitors or their chosen contractors can carry out all tasks. If an event has contracted with a decorator, the terms of that decorator's labor agreements, if any, may apply. Show management is responsible for informing exhibitors if they are affected by such agreements.

South Carolina
Myrtle Beach

VENUE(S):
Myrtle Beach Convention Center

Union(s) Present:
- Carpenters
- Electricians (IBEW)
- Machinery Movers & Riggers
- Plumbers

What can exhibitors do?*
- As South Carolina is a "right-to-work" state, exhibitor personnel can choose to set up their exhibits. Labor assistance for erecting and dismantling exhibit booths, as well as electricians and plumbers, is available at established rates for exhibit labor, freight, rigging labor, electricians, and plumbers.
- Local exhibit labor has jurisdiction over the installation, dismantling, and initial cleaning of prefabricated exhibits and displays when performed by individuals other than company personnel.
- Exhibitors can place products on their display, open cartons containing their products, and conduct testing, maintenance, or repairs on their products. However, if external labor is required, it must be hired through the Official Contractor or a contractor who complies with all regulations as an Exhibitor Appointed Contractor.

Tennessee
Memphis

VENUE(S):
Renasant Convention Center

Union(s) Present:
- Stagehands (IATSE)

What can exhibitors do?*
- This facility is not affiliated with any union, allowing exhibitors and their contractors to carry out all necessary tasks. If an event is contracted with a decorator, the decorator's labor agreements may apply. It falls under the purview of the show management to relay this information to exhibitors.

Tennessee
Nashville

VENUE(S):
Gaylord Opryland Resort & Convention Center
Music City Center

Union(s) Present:
- Stagehands (IATSE)

What can exhibitors do?*
- Exhibitors are allowed to hand-carry their materials into the exhibit space, but using or renting contractor-supplied dollies, flat trucks, or other mechanical equipment is prohibited. The contractor will manage access to loading docks, ensuring safety and orderly procedures during move-in and move-out.
- Full-time employees of exhibitors or their designated representatives may set up their displays without assistance from the Local. However, if help is required beyond these employees, labor must be provided by the Local.

Texas
Austin, San Antonio, Corpus Christi

VENUE(S):
Austin Convention Center
Henry B. Gonzalez Convention Center
Hillard Center
Palmer Events Center

Union(s) Present:
- Carpenters
- Decorators
- Stagehands (IATSE)

What can exhibitors do?*
- Full-time employees of exhibiting companies are permitted to set up their booths without the need for Contractor labor assistance. These employees may also transport their materials to their booth space using only two-wheel dollies. Vehicles used for unloading must be owned, leased, and operated by a full-time employee of the exhibiting company.
- The Official Freight Service Company can only use pallet jacks and motorized forklifts. Hotel bellmen, porters, taxi drivers, day laborers, and similar personnel are not allowed on the show floor and are prohibited from moving any materials to or from the exhibitor's booth.
- Exhibitors who wish to expedite moving their materials in or out of the show will be allocated a space in the dock area for loading or unloading their vehicles, available on a first-come basis.

Texas
Arlington, Dallas, Fort Worth, Grapevine, Irving

VENUE(S):
Dallas Market Center
Fort Worth Convention Center
Gaylord Texan Resort & Convention Center
Dickies Arena
Irving Convention Center at Las Colinas
Kay Bailey Hutchison Convention Center Dallas
Hilton Anatole

Union(s) Present:
- Decorators
- Electricians (IBEW)
- Plumbers
- Teamsters

What can exhibitors do?*
- Exhibitors are allowed to unload their vehicles as long as they refrain from using any material handling equipment, such as forklifts, flatbeds, dollies, pallet jacks, and the like.

- For booth installation and dismantling, labor can be sourced from the exhibiting company's full-time employees, contracted through the official general service contractor, or hired via an exhibitor-selected contractor.

Texas
Houston

VENUE(S):
George R. Brown Convention Center
NRG Park

Union(s) Present:
- Carpenters

What can exhibitors do?*
- Exhibiting companies' full-time employees can set up their exhibits without union help. If additional local services are needed beyond what the regular full-time employees can offer, the union must provide them.
- Exhibitors can personally bring their materials into the exhibition venue. However, the use of mechanized equipment, like pallet jacks, is not allowed.

Utah
Salt Lake City, Sandy

VENUE(S):
Calvin L. Rampton Salt Palace Convention Center
Mountain America Exposition Center

Union(s) Present:
- Stagehands (IATSE)

What can exhibitors do?*
- Full-time employees of exhibiting companies are permitted to set up their exhibits without union support. If additional labor services are needed beyond the capabilities of regular full-time employees, the Local must provide them.
- Exhibitors can personally transport their materials into the exhibit facility. However, using or renting dollies, flat trucks, or other mechanical equipment is prohibited. The contractor will manage access to the loading docks, ensuring safety and organization during the move-in and move-out process.

Virginia
Richmond

VENUE(S):
Greater Richmond Convention Center

Union(s) Present:
- Stagehands (IATSE)

What can exhibitors do?*
- Two (2) full-time employees from the exhibiting company are permitted to work without carpenter labor for one hour during installation (move-in) and one hour during dismantling (move-out) on booths larger than 10'x10', without requiring union labor. Exhibitors can work on booths of 10'x10' or smaller without union labor.
- Exhibitors are not allowed to use power tools (such as electric drills, power saws, etc.) on booths of any size. Manual tools like hammers, screwdrivers, ratchets, pry bars, and the like are acceptable for exhibitors to use, adhering to size and time constraints.
- Exhibitors can transport materials that can be hand-carried by an individual in a single trip without utilizing dollies, hand trucks, or other mechanical equipment.

Washington
Seattle

VENUE(S):
Seattle Convention Center

Union(s) Present:
- Carpenters
- Electricians (IBEW)

What can exhibitors do?*
- Full-time employees of exhibiting companies are allowed to set up their exhibits without union help as long as the exhibit size does not exceed 10'x20'. Exhibitors can unpack and place their products, regardless of booth size.
- Exhibitors may transport materials that can be hand-carried by a single person without using dollies, hand trucks, or any other mechanical equipment.

Washington
Spokane

VENUE(S):
Spokane Convention Center

Union(s) Present:
- Carpenters (non-union contractors may work in this facility _ work rules below apply to signatory union contractors)
- Electricians (IBEW)

What can exhibitors do?*
- Exhibiting companies' full-time employees are permitted to set up their exhibits without union support if the exhibit size does not exceed 10'x20'. Regardless of booth size, exhibitors can unpack and position their products.
- Exhibitors are allowed to move materials that can be hand-carried by an individual without the need for dollies, hand trucks, or any other mechanical devices.

Washington, DC
Greater Washington, DC Area

VENUE(S):
Gaylord National Resort & Convention Center
Walter E. Washington Convention Center
DC Armory

Union(s) Present:
- Carpenters
- Teamsters

What can exhibitors do?*
- Two full-time employees from the exhibiting company are allowed to work without carpenter labor for one hour during installation (move-in) and one hour during dismantling (move-out) on booths larger than 10'x10', without the need for union labor. Exhibitors can work on booths sized 10'x10' or smaller without union labor.
- Exhibitors are prohibited from using power tools (e.g., electric drills and power saws) on booths of any size. Manual tools, such as hammers, screwdrivers, ratchets, and pry bars, are acceptable for exhibitor use, subject to size and time restrictions.
- Exhibitors can transport materials that can be hand-carried by a single person in one trip without the need for dollies, hand trucks, or other mechanical equipment.

Wisconsin
Madison, Milwaukee

VENUE(S):
Baird Center (formerly Wisconsin Center)
Alliant Energy Center

Union(s) Present:
- Decorators
- Electricians

What can exhibitors do?*
- Both facilities follow an "open loading dock" policy, which, except for electrical and mechanical service connections, places no limitations on exhibitors regarding loading, unloading, moving in, moving out, setting up, or dismantling their exhibits. If an event is contracted with a decorator, the decorator's labor agreements may apply, and it is the responsibility of show management to notify exhibitors if they are impacted.

- Exhibitors can connect equipment to rented electrical outlets and establish connections between equipment within the same booth. Special equipment that necessitates company engineers or technicians for assembly, servicing, preparation, or operation can be managed without the involvement of house electricians.