

## Union Rules & Regulations

### CINCINNATI, OHIO

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. To help you understand these conditions we ask you to read the following:

#### **BOOTH SET-UP & DISMANTLING**

Full-time employees of exhibiting companies may set up their own exhibits. Exhibitors are permitted to use their own tools to set their own exhibit. Exhibiting Company employees should be prepared to produce some type of company identification when engaged in these activities. Any labor services required beyond what is provided by full-time employees of exhibiting company should be rendered by Hargrove, LLC. Hargrove has skilled craftsmen to assist exhibitors who wish to hire temporary labor to perform these services. Arrangements for temporary labor can be made through advance order forms. Official labor order forms are included in the exhibitor service manual.

#### **MATERIAL HANDLING**

Hargrove, LLC has the responsibility of receiving and handling all exhibit material and empty crates scheduled for storage and return. Access to the loading docks will be controlled by Hargrove. It is Hargrove's responsibility to manage the docks and schedule vehicles in order to provide for a safe and efficient move-in and move-out of the exposition.

Hargrove, LLC will designate an unloading area for privately owned vehicles i.e. cars, pickup truck, minivan or sports utility vehicle, etc. that do not require dock height access for unloading. This does not apply to rental vehicles, step vans, box trucks, trailers or any commercial carrier. Exhibiting company full-time employees are allowed to perform their own unloading from their privately owned vehicles. Exhibitors may hand-carry their own materials into the exhibit hall and Exhibitors may bring dollies or hand trucks to assist with the unloading of their own exhibit material. The rental of dollies, flat trucks, and other mechanical equipment is not permitted by exhibitors. No fork trucks, pallet jacks, or mechanized equipment may be used by Exhibitors.

#### **WORK BREAKS & GRATUITIES**

Solicitation of tips or gratuities in any form is prohibited. Please do not tip any Hargrove, LLC employee, as all are paid at an appropriate wage scale.

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.

#### **IN GENERAL**

Any questions arising with regard to union jurisdictions or practices should be directed to the Hargrove, LLC 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, LLC 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.