

Chicago Area Union Jurisdictions

All exhibit and display work in the Chicago area must be done by union personnel.

There are six major unions that have jurisdiction over tradeshow. The following guidelines will help you in preparing your exhibit to conform to union jurisdictions. Adherence to these jurisdictions can save you a substantial amount of money.

Local 714 TEAMSTER UNION 312 791 6244

Teamsters handle all freight inside the Exhibit Hall. They unload all trucks or vehicles, deliver the material to your booth and remove and reload material at the close of the show. The only exceptions to this are machinery, which is handled by the Riggers and Machinery Movers Union, and small items which can be easily carried by one man, in one trip, without the aid of flat trucks, dollies, etc.

Exhibitors may carry in small packages including pop-up booths provided they could be carried by hand.

Local 1 CARPENTERS UNION 708/233 4610

Carpenters handle the erection and dismantling of all display and exhibit booths. This includes all display work with the exception of machinery, signs or lighted headers, unless the sign or header is a permanent attached part of the display. Carpenters also re-crate machines for outbound loading.

Exhibitors may set up and dismantle pop-up displays in booths of 10' x 10' or less. A pop-up display shall be defined as a display system of ten feet or less, that can be set up by one person in a ½ hour or less, without the use of tools. Pop-up displays larger than 10 feet will require union labor.

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Local 17 DECORATORS UNION Tony jr 773/ 523-0071

Decorators handle installation of signs, drapery background, table skirting, and other items of a decorative nature that must be done after a display background is erected, such as photos, and framed and unframed pictures.

Exhibitors may hang their own corporate logos, small pictures and graphics when such items are designed to be attached by pre-set Velcro strips, permanently mounted hooks or snaps.

Exhibitors may skirt table(s) provided they do it with their own custom fit skirts, without the use of staples, snaps or Velcro.

Exhibitors may blow up balloons provided they are not used in the display.

Local 314 ELECTRICAL UNION

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

GENERAL PROVISIONS

In each case where these rules indicate that an "exhibitor may" do some type of labor themselves, this is interpreted to mean a full-time employee of the exhibiting company (full time throughout the year, verifiable documentation must be provided upon request).

Reasonable judgement must be used in determining when a task is so large or so time consuming as to require professional union labor.

WHAT CAN I DO?

Contrary to popular belief, exhibitors are allowed to do a few jobs in the comfort and privacy of their booths. Exhibitors are allowed to unpack and repack their own product. This does not include large displays shipped in pieces. However, if you are displaying some type of merchandise that comes in boxes, you can unpack and set it out for display providing no tools are required to open boxes. Exhibitors are allowed to do the technical work on their machines. For example: fine line balancing, programming, additional electrical work (in most cases) and cleaning of the machines.

Exhibitor Rights

Q: What work can I do in my own booth?

A: Exhibitors may perform the following functions as long as they are full-time employees of the exhibiting company.

- Setting up and dismantling exhibits with the use of exhibitor-owned tools (ladders, hand tools, cordless tools and power tools) without limit to the booth size.
- Assembling and disassembling materials, machinery or equipment.
- Installing all signs (except overhead ceiling signs), graphics, props, balloons, other decorative items, or Exhibitor drapery, including the skirting of Exhibitor tables.
- Delivering, setting up, plugging in, interconnecting and operating Exhibitor electrical equipment, computers, audio-visual devices and other equipment.
- Skidding, positioning and re-skidding all Exhibitor material, machinery and equipment using non-motorized hand trucks and dollies.

Q: What type of equipment is not permitted?

A: Exhibitors and their employees are not allowed to operate or stand on forklifts, pallet jacks, scaffolding, motorized dollies or similar motorized or hydraulic equipment. This also applies to XPERT supplied equipment to include scissor lifts, platforms and safety cages.

Q: What is a full-time employee?

A: An exhibitor employee is identified as someone who has been employed by the exhibitor on a full time basis for a minimum of 6 months before the show's opening date.

Work Zone

Exhibitor acknowledges that the show site and surrounding areas are active work zones. Exhibitor, its agents, employees and representatives are present at their own risk.

If you encounter any difficulty with any laborer or if you are not satisfied with the work performed, please bring this to the attention of XPERT. Please refrain from voicing complaints directly to labor.

Automobile and Small Utility Vehicle Unloading Policy

As part of our ongoing efforts to create an exceptional exhibitor experience, the facility will provide an accessible location for exhibitors to unload and load smaller materials and equipment used in their exhibit booths.

Q: What is considered an "Automobile or Small Utility Vehicle"?

A: Typical vehicles that a family or small business may operate for transportation or light hauling including automobiles, pickup trucks, minivans, full-size vans and sport utility vehicles. This does not include multiple axle vehicles, flatbed trucks, box vans or trailers.

Q: What can be unloaded or loaded from these vehicles?

A: Equipment, displays or other event related materials that can fit into approved vehicles and which can be transported by the owner or employee by hand or with the use of a exhibitor supplied manual cart or dolly. Due to safety concerns and in order to maintain an organized orderly flow during load-in and load-out periods, exhibitors

and their employees are not allowed to use forklifts, pallet jacks, motorized dollies, or similar motorized or hydraulic equipment to load, unload or transport materials on the facility property.

Q: Who can unload the vehicle?

A: Either an exhibitor or a full-time employee of the exhibiting company may unload or load the vehicle. In order to use the designated "Automobile or Small Utility Vehicle" area, eligible exhibitors and exhibitors' employees must work in a team of at least two people.

Q: How many employees do I need in my vehicle?

A: There must be a driver who stays with the vehicle at all times and is immediately available to move the vehicle in addition to at least one person to transport the materials to and from the exhibit. This will help speed up access for others who wish to use this convenience and prevent vehicles from being boxed in.

Q: How much time will I have?

A: The time allotted to individual vehicles to unload or load will be no more than 20 minutes.

Q: What is a full-time employee?

A: An exhibitor employee is identified as someone who has been employed by the exhibitor on a full time basis for a minimum of 6 months before the show's opening date.