



Union Rules & Regulations

ORLANDO, FLORIDA

You will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. Please read the following information; it will be of assistance to you in planning your participation in the exhibition.

Installation & Dismantling (I/D) – Stagehand Union

The IATSE (Stagehand) Union Local 835 claims jurisdiction over all set-up and dismantling of exhibits, including assembly/disassembly of the “hard goods” portion of exhibits, laying carpet, and hanging of signs/ banners. All hired labor, whether hired through Hargrove, LLC, the Official Service Contractor, or an Exhibitor-Appointed Contractor (EAC), must belong to this Union Local. Non-union temporary personnel will not be allowed to perform any type of work that is covered under the Stagehand Union contract.

Three options for I/D labor exist in Orlando. Labor may be:

- Hired through the Official Service Contractor – Hargrove (Submit the Labor Order Form included in this manual.)
- Hired through an Exhibitor-Appointed Contractor (Submit the EAC Form included in this manual.)
- Performed by full-time, permanent employees of the exhibitor. (Spouses, children, friends and temporary help/labor are not permitted in the I/D activities.)

Exhibitors requiring the assistance of forklifts, cranes and/or other power/motorized I/D equipment or additional labor would order same from the Official Service Contractor – Hargrove. Exhibitors may not “borrow” tools from the exhibit facility and/or the Official Service Contractor. Hargrove will have qualified union members available to assist you in setting-up and dismantling your exhibit and equipment.

Material Handling

Hargrove has the responsibility for delivery, loading and unloading of freight, movement to and from storage areas, handling of empty containers, and the operation of all mobile equipment (forklifts, flatbeds, dollies, etc.) at show site. EXCEPTION: Exhibitors may unload materials from personal vehicles and move such materials provided that [1] such is done by full-time, permanent employees and [2] the materials can be hand carried (i.e., without the use of dollies, hand trucks, or other mechanical equipment). When exhibitors choose to hand carry in accordance with the foregoing, they will not be permitted access to loading dock area(s). Hargrove will not be responsible for any materials they do not handle.

Hargrove shall be the sole authority on all matters in the dock area. This shall include but not be confined to such items as assignment of dock space and loading or unloading of all materials and equipment. Hargrove personnel shall be used for:

- Material/product/equipment handling to and from the dock area and the exhibit space.
- Operating forklifts, cranes and all other equipment for the unloading of all display materials, machinery, product and equipment. Exhibitors cannot “borrow” forklifts, dollies, hand trucks, carts, etc. from the Exhibit Facility and/or the Official Service Contractor to uncrate, unskid, move, position, assemble, reskid, and/or recrate, etc. their equipment, products or displays.

Work Breaks & Gratuities

Union employees receive paid breaks of fifteen minutes at the mid-point of each four hour block of work; employees should not request nor be given additional ‘coffee breaks.’ Please attempt to work your people to conform to these mandatory break periods.

Solicitation of tips or gratuities in any form is prohibited. Please, do not tip any Hargrove / union employee, as all are paid at an appropriate, professional wage scale. “Tipping” includes giving money, merchandise or other special consideration for services rendered.

In General

The person in charge of your exhibit should carefully inspect and sign all work order forms. Questions regarding billing should be brought to the Hargrove Service Desk. Any questions arising with regard to union jurisdictions or practices should be directed to the Hargrove 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. Any conflicts or disagreements regarding the union jurisdictions or interpretations thereof shall be resolved with representatives of the Official Service Contractor and Show Management.

A Note about Safety

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support standing weight. Hargrove 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.