

UNION JURISDICTIONS NASHVILLE, TN

To assist you in planning for your participation in this upcoming exposition, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction of the various unions, we ask that you read the following:

EXHIBIT INSTALLATION AND DISMANTLING:

Currently we have an agreement with the Local Stagehand Union to provide labor for display installation and dismantling. Full time employees of the exhibiting companies may set their own exhibits without the assistance of this Union. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by the Union or an Exhibitor Appointed Contractor. Labor can be ordered in advance by returning the Display Labor Form, or at show site from the Freeman Service Center.

MATERIAL HANDLING:

Exhibitors and full time employees of exhibiting companies may hand carry their own materials into the exhibit facility. However, the use or rental of dollies, flat trucks, pallet jacks or other mechanical equipment is not permitted. Freeman has the responsibility of receiving and handling all exhibit materials and crates, with the exception of items Exhibitors hand carry. Freeman will control access to the loading docks in order to provide for a safe and orderly move in/out. Unloading or reloading at the dock of any and all contracted carriers will be handled by Freeman.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner's expense.

Fire Marshal regulations absolutely prohibit the storage of empty containers in the exhibit hall. Arrangements have been made with Freeman to store empty crates and containers. Please refer to the Material Handling section of this manual for information regarding the handling of empties, disposal of skids, etc.

GRATUITIES:

Tipping is expressly prohibited. This includes such practices as giving money, merchandise or other special consideration for services rendered. Please do not give breaks other than mid-morning and mid-afternoon, when the union has a scheduled 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee should be reported immediately to the Exhibit Manager or a Freeman Supervisor.

SAFETY:

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Freeman cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order the appropriate labor on the Display Labor Form and the necessary ladders and tools will be provided.

F R E E M A N

Union Labor Questions

1. Can you outline the different types of unions in the Nashville Music City Convention Center and their functions?

Stage Hand Union, Local - Set up & dismantling of exhibits *Carpet, furniture, rigging. Operation of all material handling equipment, freight, installing & removal of crates, fiber cases, boxes.

2. Can I hand carry freight or wheel it in on a two-wheel cart?

Yes, you can hand carry in your freight, use of rental dollies, flat trucks, pallet jacks or other mechanical equipment is prohibited .

3. Can I plug my own 110V plugs into the electrical outlets?

Yes.

4. Can full-time employees of my company vacuum our exhibit?

Cleaning is an exclusive service offered by Freeman.

5. What size exhibit can employees set up, and how much time do they have to accomplish it?

Any size booth, as long as you are a full time employee of the company.

6. Am I able to unload my truck/van by myself?

No. Loading and unloading from the dock areas is union jurisdiction. However, POV (Privately Owned Vehicle) docks can be assigned and will be assessed a POV load/charge. We will have a person directing traffic into the dock. Vehicles will be directed to one of the parking spots across from the docks and can hand carry their materials up the ramp to the exhibit hall. POV's do not need to check in at the Marshalling yard and will be allowed to unload in 30 minute intervals. Depending on availability of parking spaces will determine the amount of POV's unloading at one time. No mechanical equipment is permitted for unloading and delivery to booth spaces. All items must be hand carried.

7. Can I lay my own carpet in my booth?

Yes.

8. My booth is a "pop-up" and it only takes minutes, can I do it myself?

Yes. Note that any damage to the floor or removal of tape costs will be charged back to the exhibitor.

9. What is the minimum number of hours I must contract union labor?

All labor calls require a one hour minimum.

**One hour minimum/per person*

10. If a steward asks me to stop work, what are my options?

Work must stop until obligations are met. Union labor will be required to complete work – one-hour minimum, one on one ratio with company personnel

11. I need an exhibitor contractor, what do I do?

Freeman can be the contractor – Freeman does not provide a list of EAC's.

12. When should I hire my labor to start for load-in?

Exhibitor supervised – order for when you plan to arrive if you are shipping your freight to the advanced warehouse. Be on time or penalties may apply – if freight is coming direct to show site – you will want to

order your labor for will call. (**meaning you will need to go to the labor desk and let them know you are ready for your labor*)

13. When should I hire my labor to start for load-out?

It can take up to 5 hours for all empty containers to come back; based on your needs; i.e., can you start breakdown and prep work for packing prior to your empty containers being returned – then you can start your labor at close of show. If you have your empty (small pop-up style, etc) in your booth – you can start right away. You can also order your labor on a will-call basis – let the Service Desk know that your empties have been returned and now require your labor.

14. Can you share with us two – three steps to help manage a tight budget around union labor?

- Order your labor in advance (by discount deadline) – ordering labor on site cost 40% more than pre-show
- Always include set up instructions
- If you are supervising set up of your booth properties with union labor, be on time and stay in your booth area while labor is present.
- Ensure all booth properties are in your freight prior to shipping
- Pre-wire all your equipment
- Make sure all incoming freight is labeled correctly with labels provided in your show kit.
- Make sure all empty containers/crates are labeled correctly.
- Priority empty labels will expedite your empty return minimizing wait times.