



# Work Rules for Exhibitors

NOTE: The work mentioned below may be done using only small hand tools, cordless screwdrivers and step stools limited to three steps. No ladders, mechanical lifting devices or motorized material handling equipment can be used by anybody except the qualified members of the union having proper jurisdiction.

## **Exhibitors may:**

Set up their own 10'x10', 10'x20', 10'x30' or 10'x40' in-line booths; or peninsula booths up to 400 square feet, provided it can be done by no more than two exhibiting company personnel in four hours or less.

Transport items (hand carry or by using luggage carts or rolling in pop-up booth crates with built-in wheels) to and from their booths via the public entrances of the exhibit hall.

Plug in their own 120-volt, 20A circuits (once the service has been brought to the booth by the electrical contractor and with the exception of any concealed wiring), install up to ten (10) UL approved clip-on lights and light bulbs and use their own UL-approved extension cords, power strips and surge suppressors.

Connect and operate any computer system or component (does not include computer shows when computers are the product).

Unpack, assemble, dismantle and pack product and equipment provided it can be done by no more than four exhibiting company personnel or volunteers in four hours or less.

Assemble machinery, including unpacking, dismantling and re-packing, provided it can be done by no more than four exhibiting company personnel or volunteers in four hours or less.

Unpack, place and re-pack product in the booth.

Calibrate and fine-balance their own machinery, components and equipment.

Transport their own specialized vehicles (i.e., cement trucks, tractors, and other similar type vehicles) that are part of the display to-and-from the booth, limited to one vehicle per 400 square feet of booth.

*Note: Due to liability issues, some contractors may require spotters.*

Hang banners, signs, or graphics in their booth.

Clean within their booths using spray cleaners, vacuum cleaners, or cloth padded type mop heads without water.

Setup their audiovisual equipment using up to four exhibiting company personnel or volunteers in four hours or less.

Operate their video, sound, and other electrical equipment.

**On the day the show breaks,  
labor will be on straight-time until 10:00 p.m., Monday through Friday.**