

## UNION RULES & REGULATIONS

### IN THE WASHINGTON, DC METROPOLITAN AREA

To assist you in planning for your participation in this Washington, DC metro-area show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. Please review the following to better understand the different jurisdictions of the Washington metro-area unions:

#### **CARPENTERS**

Local 491 claims all work relating to uncrating, re-crating, installation, maintenance and dismantling of exhibits within its jurisdictional boundaries. **Exceptions:** ① Two (2) full-time employees of the exhibiting company may work without Carpenter labor for one (1) hour on the move-in and one (1) hour on the move-out provided no power tools are used. ② Within a 10' x 10' or smaller booth, full-time employees of the exhibiting company (no limit on number) may work without Carpenter labor (no limit on time) provided no power tools are used. ③ Regardless of booth size, the unpacking and placing of the exhibitor's products on the display may be done by the exhibiting company's full-time employees.

#### **TEAMSTERS UNION**

Local 639 claims work relating to delivery of freight, loading and unloading of freight, movement to and from storage areas and the operation of all mobile equipment (forklifts, tow motors, electric jacks, cranes, etc.) at the site of the exhibition within its jurisdictional boundaries. **Exception:** An exhibitor may move material that can be hand carried by one (1) person in one (1) trip, 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).

#### **FREIGHT HANDLING**

Hargrove, Inc. has the responsibility of receiving and handling all exhibit materials and empty crates. It is our responsibility to manage docks and schedule vehicles for smooth and efficient move-in and move-out of the exposition. Hargrove, Inc. will not be responsible for any material we do not handle.

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

Solicitation of tips or gratuities in any form is prohibited. Please do not tip any Hargrove, Inc. 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, Inc. 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, Inc. 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.