

Austin, TX Labor Guidelines

For Exhibits, Exhibitions, Displays and Trade Shows, Public & Private

To simplify show preparation, we are certain you will appreciate knowing in advance that labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following:

Booth Set-Up & Dismantling

Union personnel claims jurisdiction over all of the work classified as convention and trade show decorating. This includes booth/exhibit installation and dismantling, floor coverings, displaying of merchandise and advertising materials, and other booth/exhibit items used by exhibitors. All hired labor, whether hired through the Official Service Contractor or an Exhibitor Appointed Contractor (EAC), must belong to Union personnel.

I/D labor may be completed by either the Official Service Contractor, an EAC (provided the EAC form and proof of insurance are submitted by the deadline date) or performed by full-time, permanent employees of the exhibiting company.

Exhibitors requiring the assistance of forklifts, cranes and/or other power/motorized I/D equipment would order same from the Official Service Contractor. Exhibitors may not "borrow" tools from the exhibit facility and/or the Official Service Contractor.

Material Handling

Union personnel also claims jurisdiction on the operation of all material handling equipment on and between the dock area and the exhibit space. Union personnel will operate forklifts, cranes and all other equipment for the unloading and reloading of all display materials, machinery, products and equipment. Please see the Material Handling Estimate form for charges that will apply.

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). Also, exhibitors cannot borrow forklifts, dollies, hand trucks, carts, etc. from the convention facility or the Official Service Contractor to uncrate, unskid, move, position, assemble, reskid, recreate, etc., their equipment, products or displays.

T3 Expo is responsible for the assignment of dock space and loading or unloading of all materials and equipment in order to ensure a safe and efficient set up and tear down of the event.

Safety

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. T3 Expo cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, labor can be ordered through T3 Expo by returning the Display Labor order form in this Exhibitor Service Kit in advance, or returning it on show site to T3 Expo's Service Desk.

Tipping

T3 Expo requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status and we feel that tipping is not necessary; this applies to all employees. Any request for tipping should be brought to the attention of a T3 Expo representative at the Service Desk.