



# Viva Las Vegas!

**South Point Hotel & Casino**  
**August 2-4, 2017**

## Union Rules and Jurisdiction

To assist you in planning for your participation in BCA Expo 2017, we are certain you will appreciate knowing in advance that Union 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:

### EXHIBIT LABOR

Local Carpenters Union has jurisdiction through a labor agreement with **HERITAGE TRADE SHOW SERVICES** for the erection, touch-up, dismantling, and repair of all exhibits when this work is done by persons other than your full-time company personnel. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging of signs and decorative materials from the ceiling, placement of all signs and the erection of platforms used for exhibit purposes.

Local Carpenters Union's jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance or repairs of your products.

**If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or a payroll stub.**

**This rule prohibits the utilization of workers hired from a non-union agency or company.**

**To secure labor, please utilize the labor forms enclosed.**

### FREIGHT HANDLING

Local Carpenters Union has jurisdiction through a labor agreement with **HERITAGE TRADE SHOW SERVICES** for the loading and unloading of all trucks, trailers, and common and contract carriers as well as the handling of empty crates and the operation of material handling equipment. It also has the jurisdiction for the unloading, uncrating, un-skidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

**HERITAGE TRADE SHOW SERVICES** has the responsibility of receiving and handling all the exhibit materials and empty crates. It is our responsibility to manage docks and schedule vehicles for smooth and efficient move-in/move-out of the trade Expo. **HERITAGE TRADE SHOW SERVICES** will not be responsible for any material it does not handle.

Any exhibit may hand-carry material provided they do not use material handling equipment to assist them. When exhibitors choose to hand-carry material they may not be permitted access to the loading dock/ freight door areas.

### GRATUITIES

**HERITAGE TRADE SHOW SERVICES** requests that exhibitors do not tip its employees by giving money, merchandise, or other special consideration for services rendered. Exhibitors should not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor of **HERITAGE TRADE SHOW SERVICES**. **HERITAGE TRADE SHOW SERVICES** employee(s) are paid an excellent wage, and tipping is not an accepted company policy.

### IN GENERAL

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions arising with regard to the Union's jurisdiction or practices must be directed to a **HERITAGE TRADE SHOW SERVICES** management representative.