

# Union Rules & Regulations

## BOSTON, MASSACHUSETTS

You will appreciate knowing in advance that union labor is a requirement for all load-in, material handling, installation, and dismantling of assets for this show, including the unpacking, assembling, dismantling and repacking of exhibit booth displays, equipment and collateral. Please familiarize yourself with the following information ahead of arriving to the hall.

Any questions arising about union jurisdictions or practices should be directed to the Hargrove manager on the floor or your assigned Hargrove Exhibitor Services Representative.

### **Material Handling / Freight Forwarding**

Exhibitors can decide to hand carry with them smaller items for their booth activities, provided that:

- The individual performing the work is a bona fide company employee (full-time employees of an exhibiting company who will be staffing the exhibit), and
- The item(s) can be hand carried by a single individual in a single trip, and
- The individual utilizes normal paths of ingress to the venue as available to general event attendees.

Should an exhibitor not meet all the criteria listed above, they must arrange with Hargrove for either Advance or Direct shipment of their assets via the Material Handling Estimate Form. No forklifts, pallet jacks, etc. may be used by anyone other than the Official Service Contractor; hand trucks and flat trucks may not be borrowed by exhibitors.

Hargrove has the responsibility to manage docks and schedule vehicles for smooth, safe, and efficient move-in and move-out of the exposition. Hargrove will not be responsible for any material we do not handle.

### **Workday & Breaks**

A work week for this show is from Sunday through Saturday with straight time assumed 7:00 AM – 5:00 PM, Monday through Friday when less than 8 hours a day or 40 hours a week are worked.

Please be advised that staggered work breaks will occur as follows and will depend on the start time of each individual:

- 15min break after 2 hrs
- 30min lunch after 4 hrs
- 15min break after 6.5 hrs
- 30min dinner after 9.5 hrs
- 15min break after 12 hrs
- 30min break after 14 hrs

### **Gratuities**

Solicitation of tips or gratuities in any form is prohibited. Please do not tip any Hargrove employee, as all are paid at an appropriate wage scale.

A Note about Safety: Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support standing weight. Hargrove cannot be responsible for injuries or falls caused by the improper use of rental furniture. If assistance is required in assembling your booth, please speak with a Hargrove representative to arrange for a labor call in which the necessary ladders and tools will be provided. Please assist us in our efforts to provide a safe working environment for everyone.