



NAB Show Las Vegas Work Rules and Labor Union Regulations

Exhibitor Responsibilities and Union Guidelines

Exhibitors are permitted to perform a variety of tasks during show setup and teardown. However, certain responsibilities fall exclusively to the Official Service Contractor due to safety, liability, and local union regulations. This guide outlines which tasks Exhibitors may handle directly and which require the involvement of the Official Service Contractor.

Exhibitor Work Eligibility

Tasks designated for the “Exhibitor” (as shown in the table below) must be completed by full-time employees of the exhibiting company. These individuals must present valid identification, such as a medical card or payroll stub. Note that some tasks permitted for Exhibitors may not be performed by Exhibitor Appointed Contractors (EACs).

Guidelines

Here are a few general guidelines you should follow:

- No tipping: Tipping workers is strictly prohibited. Accepting tips violates company policy and may result in disciplinary action.
- Breaks: Workers receive two paid 15-minute breaks—one mid-morning and one mid-afternoon. Exhibitors are not required to offer additional breaks.
- On-site questions: If you’re unsure whether a task falls under Exhibitor or Official Service Contractor responsibilities, please contact your NAB Floor Manager or a Freeman Management Representative.

Union and Non-union Labor Disputes

Freeman, the Official Service Contractor, is responsible for resolving all jurisdictional labor disputes. Union contracts include formal procedures for handling these issues, and all parties must adhere to them. The guiding principle is: Work now, grieve later.

Threats or illegal confrontations involving Exhibitors, Show Management, other workers, or LVCVA personnel will not be tolerated. Individuals engaging in such behavior may receive a Trespass Notice and be escorted from the Las Vegas Convention Center. If you witness or receive information about such incidents, contact the LVCVA Customer Safety Department at (702) 892-7400

Union Jurisdictions at LVCC

Three major unions oversee tradeshow labor at the Las Vegas Convention Center. Understanding their roles will help ensure compliance:

- Teamsters Union: Responsible for material handling and rigging. This



includes unloading trucks, delivering materials to booths, moving items, and positioning machinery.



- Carpenters Union: Handles booth construction and dismantling, including display setup. Carpenters also uncrate/re-crate equipment, install/remove draping and flooring, and hang non-electrical signage.
- Electrical Union: Manages all electrical work, such as supplying power, connecting equipment, and installing illuminated signs or booth lighting (unless permanently built into the booth). Electricians also rig hanging signs, video walls, LED screens, trusses, or any ceiling-secured elements.

Important Note:

- All tasks listed in the table below as permissible for Exhibitors must be performed by full-time employees of the exhibiting company, with proper identification

Below is a snapshot table of the work exhibitors are allowed to do without union or contractor personnel. All work that may be performed by the “Exhibitor” (as noted in the table below) must be performed by full-time company employees of the exhibiting company, who can present positive identification such as a medical card or payroll stub.

Task	Under 250 sqft	Over 250 sqft
Hand- Carry small items (with approved cart)	Approved	Approved
Install and Dismantle Pop Up Exhibit (Must be Tool-Free, Ladder-Free and a self contained unit which can be hand carried by one employee)	Approved	Requires Labor
Carpet Installation/Dismantle	Approved	Requires Labor
Unpack/Repack Cartons (Not crates)	Approved	Approved
Test and Tune their own equipment	Approved	Approved
Plug in their own devices and equipment for properly ordered 110 volt electrical service of 500 watts or less	Approved	Approved
Connect modems, printers, computers and keyboards	Approved	Approved
Run their own communication cable between machines in the same booth above the booth carpet	Approved	Approved
Install and dismantle their own lights – without the use of ladders, tools and provided the service is for no more than 500 watts	Approved	Requires Labor
Connect up to eight (8) pieces of computer and/or telecommunications equipment to cables run by electricians	Approved	Approved
Mounting Monitors and TV’s to a wall or a stand	Requires Labor	Requires Labor

Task	Exhibitor Abilities	Official Contractor Responsibilities
<p>Material Handling/Drayage</p>	<p>Exhibitors MAY:</p> <ul style="list-style-type: none"> • Hand carry from a privately-owned vehicle (POV), including a passenger automobile, minivan, sport utility vehicle or pick-up truck. Parking on a red curb or in traffic lanes is prohibited. • Hand carry small items such as cartons and packages. • Use a personal luggage/office supply dolly. The use of hand carts is prohibited. <div data-bbox="467 814 828 1008">  </div> <div data-bbox="430 1060 901 1081"> <p>Four wheel dollies Two wheel dollies Four wheel push carts</p> </div> <div data-bbox="422 1092 933 1260">  </div> <p>In all other circumstances items should be considered material handling/drayage.</p> <p>When exhibitors choose to "hand carry", they must use designated privately owned vehicle (POV) unloading locations and hand carry entrances, which are in the Freeman Service Kit. You have the option to order Cart Service through the Freeman Service Kit.</p>	<p>Freeman is the exclusive provider of material handling services.</p> <ul style="list-style-type: none"> • Freeman manages freight docks and schedules all vehicles into and out of designated material handling areas. This ensures a smooth, orderly and efficient move-in and move-out. • Freeman loads and unloads all trucks, trailers, common and contract carriers at the Facility and designated material handling areas and is responsible for moving all freight from the loading dock to and from the booths. <p>Freeman moves in and out all display vehicles. For more information, review the Display Vehicles section under Show and Building Rules on this page.</p>
<p>Plumbing</p>	<p>Exhibitors should supply their own filters or other equipment to handle moisture or water in compressed air lines. Exhibitors MAY NOT bring air compressors on the Show</p>	<p>Freeman is the exclusive provider of plumbing services. All service connections must be made by the Freeman.</p>

	Floor.	
Booth Installation & Dismantle	<p>Exhibitors MAY:</p> <ul style="list-style-type: none"> Utilize their own full-time company personnel Hire Freeman, the Official Service Contractor Hire an Exhibitor Appointed Contractor (EAC) for non-exclusive services <p>Full-time company personnel may be asked to provide company identification, such as a medical identification card or payroll stub.</p> <p>EACs must register with Show Management and the building. Please visit our EAC Registration page for more details.</p>	Freeman has skilled labor to perform booth installation and dismantle services. Visit the Freeman Service Kit for more information.
Ladders	<p>Exhibitors MAY NOT use ladders.</p> <p>Exhibitor Appointed Contractors MAY use their own ladders so long as they follow union safety guidelines. EACs MAY NOT do electrical work.</p> <p>There is no height limitation on ladders. ALL ladders brought on to the Show Floor should be ANSI and CSA rated no matter the size or composition. Nobody should use someone else's ladder unless permission is granted.</p>	
Telecommunications & Internet	<p>Exhibitors MAY:</p> <ul style="list-style-type: none"> Plug and unplug phones, modems, faxes or credit card readers. <p>Run cabling within their structure's walls/frame.</p>	<p>COX is the exclusive in-house provider of telecommunications and internet and must:</p> <ul style="list-style-type: none"> Provide all internet and phone services. Distribute all under-flooring, non- electrical wiring, such as Ethernet, HDMI, etc.

		Run any cables to the roof.
Booth Cleaning & Porter Service (a.k.a. trash removal)	<p>Exhibitors MAY clean their own booth.</p> <p>Exhibitor Appointed Contractors (EACs) MAY NOT vacuum or utilize floor cleaning equipment on the Show Floor.</p>	<p>Freeman is the exclusive provider of cleaning services and must:</p> <ul style="list-style-type: none"> • Perform all booth vacuuming and porter (a.k.a. trash removal) service. • Maintain aisle carpet and communal areas.
<p>Hot Work</p> <p><i>Defined as “any activity that creates sparks or uses open flame, including, but not limited to, brazing, soldering, cutting, arc welding, oxy-fuel gas welding, hot taps and torch-applied roofing or flooring, or any activity that creates sparks.”</i></p>	<p>Any form of Hot Work, whether inside the facility or outside the facility, used for the installation of a show or the dismantling of a show, MUST be pre-approved by the Fire Prevention office of the LVCVA. Please review the Las Vegas Convention Center Building User’s Manual for more information and contact LVCVA Fire & Safety with questions.</p> <p>Note: Additional restrictions may be imposed as necessitated by ongoing renovation work.</p> <p>When hot works is performed during a show or event, a hot works permit must be obtained from the Clark County Department of Building & Fire Prevention. Clark County Permit</p> <p>Please contact the Safety and Fire Prevention Office for additional information at 702-892-7413</p>	
Non-Electric Hanging Signs	<p>Exhibitors MAY install and dismantle a non-electric sign that is <u>attached to a display</u>.</p> <p>Exhibitors MAY NOT install or assemble any non-electrical hanging sign or truss.</p>	<p>Freeman is the exclusive provider of rigging services and must:</p> <ul style="list-style-type: none"> • Provide rigging for all hanging signs, trusses and decorative materials suspended from the ceiling.

		<ul style="list-style-type: none"> • Assemble and disassemble hanging signs. • Install chain hoist and attach signs (NEW! - over 200 lbs.). Per new OSHA regulations, chain hoist is required for anything over 200 lbs., which differs from the limit of 250 lbs. last year. The new weight requirement will impact cost for signs that now require a chain hoist that didn't previously. •
Ground-Supported Truss & Lighting	<p>Exhibitors and/or registered Exhibitor Appointed Contractors (EACs) MAY assemble ground-supported truss that is "booth structure" or mixed-use truss.</p> <p>Truss that is not assembled by Freeman is subject to all electrical rules and jurisdictions.</p> <p>NEW – There are new structural integrity rules for truss. Please review the Truss section under Show and Building Rules.</p>	<p>Freeman is the exclusive provider of rigging services and must:</p> <ul style="list-style-type: none"> • Installation and dismantle of self- climbing and/or mechanized truss systems. • Installation and dismantle of programmable dimmable lighting fixtures that are attached to ground- supported truss. • Installation and dismantle of all meeting room ground-supported truss for audio, visual and theatrical lighting.
Electrical	<p>Exhibitors MAY:</p> <ul style="list-style-type: none"> • Plug equipment into any receptacle up to 20A/120VAC. • Hang up to four small clip-on lights per 10 x 10 booth. • Connect modems, printers, computers and keyboards; test and tune own equipment; and run their own communications cable between machines in the same booth above the booth carpet. • Mount monitors (to include plasma screens, LCD & CRT) and install hanging brackets. 	<p>Freeman is the exclusive provider of electrical services and must:</p> <ul style="list-style-type: none"> • Provide electrical distribution. • Distribute electrical cables under carpet and other types of flooring. • Handle any additional electrical requirements or changes to preorders. • Distribute and connect power more than 20A/120V. • Distribute and connect 208V and 480V power. <p>Distribute electrical equipment necessary to provide electrical; services</p>

	<p>Use of Halogen Lamps is restricted. Please review the Lighting section under Show and Building Rules on this page.</p> <p>Note: This work MAY NOT be performed by your Exhibitor Appointed Contractor (EAC).</p>	
Fork Lift Labor	<p>Exhibitors and/or their EACs MAY NOT operate a forklift or any motorized device or pallet jack.</p> <p>Exhibitors should provide any special tools needed to pick up, uncrate or assemble their heavy equipment or machinery.</p> <p>Exhibitors with machinery and/or heavy equipment should <u>contact Freeman</u> to review requirements and ensure appropriate labor and equipment is planned for.</p>	<p>Freeman is the exclusive provider of material handling and must:</p> <ul style="list-style-type: none"> Perform all work that requires use of a forklift to uncrate, un-skid, position and re-skid heavy equipment or machinery. <p>Lift/place headers and/or other exhibit work which may require use of a forklift.</p>
Cameras, Audio & Video Systems	<p>Exhibitors MAY:</p> <ul style="list-style-type: none"> Install and operate their own manufactured product systems when they require less than 20 amps or are not suspended from the ceiling. Plug in small sound devices. Install their own manufactured cameras. Staff certain positions: <ul style="list-style-type: none"> Technical Director Lighting Designer Video Engineer or Audio Engineer Slow Motion Machine Operator Advance Projectionist Audio Board Operator Video Board Operator 	<p>Freeman is the exclusive provider of electrical and rigging and must provide staffing when an integrated system draws more than 20 amps or is suspended from the ceiling:</p> <ul style="list-style-type: none"> Crane Operator Audio Technician TV Sound Boom Operator Character Generator Advanced Audio-Visual Technician Tape Operator Audio Visual Technician Video Wall Technician Video Utility Person Assistant TV Audio Tech Projectionist High Rigger Ground Rigger

	<ul style="list-style-type: none"> ○ Live Camera Operator ○ Lighting Board Operator <p>Exhibitor Appointed Contractors (EACs) MAY NOT perform this work.</p>	Lighting Tech
Monitors and LED Screens	<p>Exhibitors MAY:</p> <ul style="list-style-type: none"> • Hand Carry them in with one person • Setup on a table that requires no tools and can plug it in • Exhibitors are allowed to install their own brackets and TV's if they don't have to use a ladder to do it. • This applies only to anyone directly employed with the company. Hired EAC's or third party AV companies are not permitted to do any electrical work, but they are allowed to install the brackets. 	<p>Freeman is the exclusive provider of electrical services and must:</p> <ul style="list-style-type: none"> • All LED Tiles must be assembled and powered by electricians. • Mount monitors (to include plasma screens, LCD & CRT) and install hanging brackets that require a ladder. • If the monitors and LED screens are rented from Freeman AV, they will provide the service to install them.

