



NAB Show Las Vegas Work Rules and Labor Union Regulations

There are many tasks that an Exhibitor may perform. And there are other tasks, that are the sole responsibility of the Official Service Contractor for safety and liability reasons as well as to comply with local union jurisdictions. The following guide is designed to help you understand what an Exhibitor may do and what you will need the Official Service Contractor to do.

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. There is some work that an Exhibitor may do that an Exhibitor Appointed Contractor (EAC) may not do.

Guidelines

Here are a few general guidelines you should follow:

- Please do not tip workers. Accepting tips is against company policy and puts the worker at risk of disciplinary action.
- There is a mid-morning and mid-afternoon 15-minute paid break; therefore, Exhibitors do not need to offer workers other breaks.
- If there is a question on site about what the Official Service Contractor versus an Exhibitor may do, please contact your NAB Floor Manager or Freeman Management Representative.

Union and Non-union Labor Disputes

It is the responsibility of Freeman, the Official Service Contractor, to resolve all jurisdictional disputes. Union contracts contain dispute resolution procedures and all parties involved must follow them. Work now, grieve later.

Threats of or illegal confrontations with Exhibitors or Show Management will not be tolerated. Individuals involved in threats or illegal confrontations with Exhibitors, Show Management, other workers, or LVCVA personnel may be issued a Trespass Notice and escorted from the Las Vegas Convention Center. If any information is received, or incidents observed, notify the LVCVA Customer Safety Department at (702) 892-7400.

Union Jurisdictions at LVCC

- There are three major unions that have jurisdiction over tradeshow. The following should help guide you in confirming to union jurisdiction and its adherence to them when required.





Teamster Union: Teamsters handle all material handling and rigging services at the exhibit hall. For Material Handling, they unload trucks or vehicles, deliver materials to and from booths, moving services and spot machinery in your booth.

- **Carpenter Union:** Carpenters handle the build and dismantling of display and exhibit booths. This also includes all display work. Carpenters uncrate and re-crate machinery or equipment, install and remove all draping and floor coverings, and hang signs without electrical.
- **Electrical Union:** Electricians handle all electrical work, which includes supply power lines to your booth, connecting equipment to outlets and installing signs, booth lighting or headers that are lighted, unless they are permanently a part of the exhibit back wall. They also performing rigging of hanging signs and installation of video walls, LED screen, truss or anything that needs to be secured from the ceiling.

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 |
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| 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 |
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| Task | Exhibitor Abilities | Official Contractor Responsibilities |
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| <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 898 1081"> <p>Four wheel dollies Two wheel dollies Four wheel push carts</p> </div> <div data-bbox="422 1092 928 1255">  </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> |

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| | 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> | <p>Freeman has skilled labor to perform booth installation and dismantle services. Visit the Freeman Service Kit for more information.</p> |
| 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. |

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| | | 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: <i>Additional restrictions may be imposed as necessitated by ongoing renovation work.</i></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. |

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| | | <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> |

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| | <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 |

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| | <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 <p>Exhibitor Appointed Contractors (EACs) MAY NOT perform this work.</p> | <p>The LVCC 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 The LVCC electricians. • Mount monitors (to include plasma screens, LCD & CRT) and install hanging brackets. |