

# Union Rules & Regulations

## FOR THE GREATER CHICAGO, IL AREA

Listed below are the major unions that have jurisdiction over trade shows in the greater Chicago area. The following outline of each union's responsibilities is intended to help you plan your participation in this show in a manner that conforms to the local union jurisdictions.

NOTE: In each case where these rules indicate that an "exhibitor may" do some type of labor, the exception applies provided the work is done by a **full-time employee of the exhibiting company** (full time throughout the year; verifiable documentation to be provided upon request). Reasonable judgment must be used to determine when the scope of a task requires professional union labor.

### Teamsters

Teamsters handle all freight/material movement in and out of the exhibit hall. They unload all trucks or vehicles, deliver the material to your booth and remove and reload material at the close of the show. The only exceptions to this are ① machinery, which is handled by Riggers, and ② small items hand carried by one person in one trip without the aid of flat trucks, dollies, etc.

Exception: Exhibitors may carry in small packages, including pop-up booths, provided they can be carried by hand.

### Riggers

Riggers are sometimes referred to as "machine movers." Riggers unload machines from trucks, moving the materials to your booth and uncrating them if necessary. Riggers also remove skids, reskid machines, and spot the machines in your booth.

For all operations requiring a Rigger, including those involving computer equipment and small appliances, the crew size will be determined by the scope of the job.

Exceptions: ① Exhibitors may move computers or appliances provided they can be carried by hand. ② Exhibitors may remove small computers and appliances from a crate or box provided the task can be done without the use of a forklift or any power equipment.

### Carpenters

Carpenters handle the erection and dismantling of all displays and **exhibit** booths. This includes cabinets, fixtures, shelving units, furniture, and carpeting/floor coverings. Carpenters also hang structural signs and re-crate exhibits and machines for outbound loading.

Exception: Exhibitors may set up and dismantle displays in booths 100 sq. ft. or less provided the work can be done by one person in ½ hour or less without the use of tools or ladders.

### Decorators

Decorators handle the installation of signs, draping, table skirting, and other items of a decorative nature (including photos, logos, and other framed/unframed graphics).

Exceptions: Exhibitors may "decorate" their booths provided ① the work can be done by one person in ½ hour or less without the use of tools or ladders and ② the skirt is custom fitted or the sign/picture/logo is designed to be attached by pre-set Velcro strips, permanently mounted hooks or snaps.

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