

## ***Chicago Area Union Jurisdictions***

All exhibit and display work in the Chicago area must be done by union personnel.

There are six major unions that have jurisdiction over tradeshow. The following guidelines will help you in preparing your exhibit to conform to union jurisdictions. Adherence to these jurisdictions can save you a substantial amount of money.

### ***TEAMSTER UNION***

Teamsters handle all freight inside 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 machinery, which is handled by the Riggers and Machinery Movers Union, and small items which can be easily carried by one man, in one trip, without the aid of flat trucks, dollies, etc.

Exhibitors may carry in small packages including pop-up booths provided they could 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 and reskid machines and spot the machines in your booth.

The weight of your machine and its size dictate the number of Riggers you will need. As an example, if you require a forklift you must have a full crew of Riggers (three men). If the machine is small and can be handled by one or two men, you will not be required to use a full crew.

Exhibitors may carry computers or appliances provided they could be carried by hand.

Exhibitors may remove small computers and appliances from a crate or box provided that it can be done without the use of a forklift or any power equipment.

In reference to computer equipment and small appliances, crew sizes for operations requiring a Rigger will be determined by the size of the job. If only one man is needed to do the work, then only one Rigger will be required.

### ***CARPENTERS UNION***

Carpenters handle the erection and dismantling of all display and exhibit booths. This includes all display work with the exception of machinery, signs or lighted headers, unless the sign or header is a permanent attached part of the display. Carpenters also re-crate machines for outbound loading.

Exhibitors may set up and dismantle pop-up displays in booths of 10' x 10' or less. A pop-up display shall be defined as a display system of ten feet or less, that can be set up by one person in a ½ hour or less, without the use of tools. Pop-up displays larger than 10 feet will require union labor.

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### ***DECORATORS UNION***

Decorators handle installation of signs, drapery background, table skirting, and other items of a decorative nature that must be done after a display background is erected, such as photos, and framed and unframed pictures.

Exhibitors may hang their own corporate logos, small pictures and graphics when such items are designed to be attached by pre-set Velcro strips, permanently mounted hooks or snaps.

Exhibitors may skirt table(s) provided they do it with their own custom fit skirts, without the use of staples, snaps or Velcro.

Exhibitors may blow up balloons provided they are not used in the display.

### ***ELECTRICAL UNION***

Electricians handle all electrical work, which includes supplying power lines to booths, connecting equipment to the proper outlets, and installing any signs or headers that are lighted, unless they are permanently attached to the exhibit backwall.

### ***GENERAL PROVISIONS***

In each case where these rules indicate that an “exhibitor may” do some type of labor themselves, this is interpreted to mean a full-time employee of the exhibiting company (full time throughout the year, verifiable documentation must be provided upon request).

Reasonable judgement must be used in determining when a task is so large or so time consuming as to require professional union labor.

### ***WHAT CAN I DO?***

Contrary to popular belief, exhibitors are allowed to do a few jobs in the comfort and privacy of their booths. Exhibitors are allowed to unpack and repack their own product. This does not include large displays shipped in pieces. However, if you are displaying some type of merchandise that comes in boxes, you can unpack and set it out for display providing no tools are required to open boxes. Exhibitors are allowed to do the technical work on their machines. For example: fine line balancing, programming, additional electrical work (in most cases) and cleaning of the machines.