Hargrove

NSTA National Science Teachers Association
Milwaukee, WI Area Conference
November 9 - 11, 2017

# Union Rules & Regulations

## MILWAUKEE, WISCONSIN

To assist you in planning for your participation in this Milwaukee, Wisconsin show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. Please review the following to better understand the different jurisdictions of the Milwaukee unions.

**Loading & Unloading Display Materials**
Hargrove Inc, the Official General Services Contractor, has the responsibility of receiving and handling all exhibit materials and empty crates. The unloading and delivery of all display material and equipment from the convention site docks to the exhibitors' booth and loading out from the exhibitors' booths to trucks at the docks must be performed by the Official General Services Contractor. It is our responsibility to manage docks and schedule vehicles for smooth and efficient move-in and move-out of the exposition. Hargrove will not be responsible for any material we do not handle.

All material handling equipment, such as forklifts, pallet jacks, and other mechanized equipment are to be supplied and operated by Hargrove. Exhibitors may not request to borrow or rent any material handling equipment (dock carts, hand trucks, dollies, etc.) All equipment is under the jurisdiction of the local union.

Exhibitors may move material that can be hand carried, without the use of dollies, hand trucks, or other mechanical equipment. Exhibitors may unload their own vehicles at the assigned door or ramp area.

**Installation & Dismantling**
Exhibitors have the option of utilizing Hargrove to obtain quality labor to install and dismantle their exhibit booths. Exhibitors may choose to use display houses. Any outside or additional labor required is to be performed by local union personnel under contract with Hargrove, the Official General Services Contractor, or under the guidelines established by the regulations in this Service Manual for Exhibitor-Appointed Contractors (EACs.) Exhibitors may choose to install and dismantle their own company displays.

**Work Breaks & 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.

Paid breaks of fifteen minutes at the mid-point of each four hour block of work and a one hour meal break at the end of each four hour work period must be given each employee. Please attempt to work your people to conform to these mandatory break periods.

**In General**
Any questions arising with regard to union jurisdictions or practices should be directed to the designated Hargrove manager on the floor. Craftsmen at all levels have been instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor.

**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 order installation and/or dismantling labor by using the enclosed Order Form and the necessary ladders and tools will be provided. Please assist us in our efforts to provide a safe working environment for everyone.