



Show Site Work Rules

SAE Small Engine Technology Conference

Midwest Airlines Center • September 9 - 11, 2008

Milwaukee Show Site Work Rules

UNION INFORMATION

To assist you in planning your participation in your Milwaukee area show, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling.

LOADING AND UNLOADING DISPLAY MATERIAL AND EQUIPMENT

GES EXPOSITION SERVICES, the Official Service Contractor, has the sole responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exposition. 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 Service Contractor. This includes the storage of empty crates and cartons. GES 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 GES.

Exhibitors may unload their own vehicles at the assigned door or ramp area; or, they may request the use of cartload service (if they meet the required specifications). Please check with the on site dock foreman for time and location.

Please do not request to borrow or rent any material handling equipment, such as dock carts, hand trucks, dollies, etc. All equipment is under the jurisdiction of the local union.

INSTALLATION AND DISMANTLING

Exhibitors have the option of utilizing GES, the Official Service Contractor, 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 GES, the Official General Service Contractor, or under the guidelines established by the Rules and Regulations in the this Service Manual for Exhibitor Appointed Contractors. Exhibitors may choose to install and dismantle their own company displays. Company employees must be prepared to produce some type of company identification when engaged in the installation or dismantle of their company displays. It is requested that all exhibiting company employees have a photo ID displayed while on the exhibit floor.

All cleaning is the jurisdiction of the Official Service Contractor. Display houses or full-time employees of I & D companies may not clean exhibit booths.

GRATUITIES

GES requests that exhibitors do not tip. Tipping is expressly prohibited. This includes such practices as giving money, merchandise or other special consideration for service rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a GES supervisor. Our work rules prohibit the SOLICITATION AND/OR ACCEPTANCE of any tips by any of our employees.

If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this issue to the attention of the GES Servicenter staff or the GES supervisory staff. Please refrain from voicing complaints directly to the craft personnel.

The personnel in charge of your company exhibit should carefully inspect and sign all Work Order Forms. If there are any questions about any item on your invoice, please bring the invoice to the appropriate GES Servicenter personnel.