

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

American Library Association Annual Conference & Exhibits

McCormick Place, West Building, Hall F

July 11 - 14, 2009

Union Information

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

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

Teamsters

Handle all material in and out of the hall. Exhibitors are permitted to carry small packages into the hall without the use of wheeled carts and /or dollies.

Riggers

Uncrating, unskidding, positioning and leveling of all machinery and reskidding of all machinery.

Carpenters

Uncrating of exhibits and display materials, installation and dismantle of exhibits including cabinets, fixtures, shelving units, furniture, etc. laying of floor tile, carpet, recreating of exhibits and closing of machinery crates. Installation and dismantling of scaffolding, bleachers and binding of chairs.

Decorators

Hanging all non-electrical signs, drape and cloth installation and tacked fabric panels.

Electricians

Responsible for assembly, installation and dismantle of anything that uses electricity as a source of power. This includes electrical wiring, hook-ups, interconnections, etc.

Plumbers

Handle all plumbing work such as compressed air, water, drain or natural gas.

Helpful Hints

Exhibitors may perform the following functions as long as they are a full-time employee of the exhibiting company:

- Hand carry small items and pop-up displays. No hand trucks or carts are permitted.
- Install and dismantle displays within a 300 sq. ft. or less booth space if one person can accomplish the task in 1/2 hour or less without the use of tools.
- Install graphics and small signs, and logos and graphics that are attached with pre-cut velcro strips.
- Make technical, electrical connections and interwire equipment for computers providing the cables do not exceed 10' in length.
- Perform simple electrical requirements, such as installing light bulbs.

If you encounter any difficulty with any laborer or if you are not satisfied with the work performed, please bring this to the attention of GES Exposition Services. Please refrain from voicing complaints directly to labor.

Gratuities

Our work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, product or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Always Honest Hotline

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

