

# LABOR RULES & REGULATIONS

**Cleveland, Ohio**

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## **LABOR**

Ohio is NOT a “right-to-work” state. The installation and dismantling of prefabricated displays comes under the jurisdiction of the local union. Union labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians, and plumbers can be arranged for at established rates, using the enclosed order forms.

## **EXHIBIT LABOR JURISDICTION**

Local unions claim jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays. However, exhibitors may set up their own exhibit display if it is 100 square feet and under and two people can accomplish the task within an hour. Exhibitor employees are defined as those having been on the payroll for a minimum of 60 days prior to the event; otherwise, booth set up/dismantling must be performed by the local union.

Exhibitors are permitted to use tools. However, an exhibitor may not use power operated equipment unless union labor is ordered.

## **MATERIAL/FREIGHT HANDLING JURISDICTION**

Local 407 teamsters has jurisdiction over all unloading and reloading of materials and the operation of all material handling equipment – this includes all dollies and hand trucks. Exhibitors may hand carry or use their own 2-wheel dollies to move materials in and out of the exhibition center. No 4-wheel or other dollies, carts, etc. are permitted inside the building.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner's expense.

## **GRATUITIES /BREAKS**

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered.

## **SAFETY**

Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. We cannot be held responsible for injuries or falls caused by the improper use of furniture or equipment. If assistance is required in assembling your booth, please order labor on the Labor Order Form included in this manual and the necessary ladders and tools will be provided.



Fastener Fair

Huntington Convention Center of Cleveland | Cleveland, OH
November 9 - 10, 2021

SHEPARD BLUE LABOR

I178561121

ONLINE & DISCOUNT DEADLINE:\* TUESDAY, OCTOBER 19, 2021

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

Labor Hours

Straight Time (ST): Monday - Friday | 8:00AM - 5:00PM
Overtime (OT): Monday - Friday | 5:00PM - 8:00AM. All hours on Saturday.
Double Time (DT): All hours on Sunday. Holidays.
Holidays: NY Eve, NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day.

Shepard Blue Supervised Labor

Table with 6 columns: CODE, ITEM, ONLINE, DISCOUNT, REGULAR, ESTIMATED TOTAL\*\*\*. Rows for items 68066, 68067, 68068.

Table with 6 columns: CODE, ITEM, ONLINE, DISCOUNT, REGULAR, ESTIMATED TOTAL\*\*\*. Rows for items 68070, 68071, 68072.

\*\*Pricing includes Supervisory fee of 30% over standard labor.

Summary table with rows: TOTAL ESTIMATE, TAX (All tax rates are subject to change) 8.00%, AMOUNT DUE.

Step 1. Choose your service.

Installation, Dismantling, Both Installation & Dismantling

Step 2. How many people are needed?

INSTALLATION NUMBER OF PEOPLE:
DISMANTLING NUMBER OF PEOPLE:
BOTH INSTALLATION & DISMANTLING NUMBER OF PEOPLE:

Step 3. How many hours?\*\*\*

\*\*\* Hours are based on estimates. You will be invoiced for actual time incurred. Minimum one hour per person ordered and half increments thereafter.
INSTALLATION HOURS:
DISMANTLING HOURS:
BOTH INSTALLATION & DISMANTLING HOURS:

Step 4. When should the build be complete?

If using Shepard Blue Labor for both install and dismantle, please complete BOTH date and time fields.

INSTALLATION DATE:
INSTALLATION TIME:
DISMANTLING DATE:
DISMANTLING TIME:

Step 5. Tell us about your exhibit.

Section MUST be completed before Shepard can begin any work on your exhibit.

BOOTH SIZE: x
INBOUND FREIGHT: Advanced Warehouse, Direct to Show Site
CARRIER NAME:
TRACKING OR PRO NUMBER:
ESTIMATED ARRIVAL DATE:
NUMBER OF PIECES: ESTIMATED WEIGHT:

SET UP INFORMATION

COMPANY CONTACT NAME:
EMAIL:
CELL PHONE NUMBER:

DRAWINGS/PHOTOS/INSTRUCTIONS

Attached, Emailed to Shepard, With the Exhibit, In Crate #:

GRAPHICS

With Exhibit, Shipped Separately

ELECTRICAL PLACEMENT (exhibitor is responsible to order)

Emailed to Shepard, Drawing Attached, Drawing with Exhibit, Run Under Carpet

CARPET

Ordered from Shepard, Exhibitor Owned, Carpet Padding

OTHER SERVICES ORDERED

Overhead Rigging, Cleaning, Audio Visual (AV)

Step 6. Tell us about outbound shipping.\*\*\*\*

\*\*\*\* Allow time for empty return when scheduling your pick up.

NUMBER OF CRATES: NUMBER OF CARTONS:
NUMBER OF FIBER CASES: NUMBER OF PALLETS:
METHOD: Ground, 2-Day Air, Next Day Air, Other
NAME OF CARRIER:
PHONE NUMBER:
DATE SCHEDULE TO PICKUP FREIGHT:
MUST ARRIVE AT DESTINATION BY:

IF YOUR CARRIER DOESN'T SHOW UP?

Re-route with Shepard Logistics Service, Send to advanced warehouse for pickup (\$400 minimum charge)

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Orders cancelled without 48-hour written notice will be charged a one (1) hour cancellation fee.

COMPANY NAME: BOOTH NUMBER:
CONTACT NAME:
EMAIL ADDRESS:



Email completed form to: orders@shepardes.com



# EXHIBITOR SUPERVISED LABOR

## Fastener Fair

I178561121

Huntington Convention Center of Cleveland | Cleveland, OH

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**Holidays:** NY Eve, NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day.

### Exhibitor Supervised Labor

INSTALL LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68060	ST	\$118.95	\$136.80	\$153.20	
68061	OT	\$178.43	\$205.20	\$229.80	
68062	DT	\$237.90	\$273.60	\$306.45	

DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68063	ST	\$118.95	\$136.80	\$153.20	
68064	OT	\$178.43	\$205.20	\$229.80	
68065	DT	\$237.90	\$273.60	\$306.45	

\*\* When ordering dismantle labor, due to show break down and returning empties to your booth, labor ordered through Shepard at the close of the event may not be available until one hour after show close.

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	8.00%
<b>AMOUNT DUE</b>	\$ _____

### Step 1. Choose your service.

Installation  Dismantling  Both Installation & Dismantling

### Step 2. How many people are needed?

INSTALLATION NUMBER OF PEOPLE: \_\_\_\_\_

DISMANTLING NUMBER OF PEOPLE: \_\_\_\_\_

BOTH INSTALLATION & DISMANTLING NUMBER OF PEOPLE: \_\_\_\_\_

### Step 3. How many hours?\*\*\*

\*\*\* Hours are based on estimates. You will be invoiced for actual time incurred. Minimum one hour per person ordered and half increments thereafter.

INSTALLATION HOURS: \_\_\_\_\_ DISMANTLING HOURS: \_\_\_\_\_

BOTH INSTALLATION & DISMANTLING HOURS: \_\_\_\_\_

### Step 4. Where is the carpet coming from?

Ordered from Shepard  Exhibitor Owned  Carpet Padding

### Step 5. Provide a list of any tools or additional details that would be needed.

Ladders  Lifts  Special Tools: \_\_\_\_\_

ADDITIONAL DETAILS: \_\_\_\_\_

### Step 6. Tell us about the schedule?

Requested times are not guaranteed and are based on availability.

INSTALLATION REQUEST DATE: \_\_\_\_\_

START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

DISMANTLE REQUEST DATE: \_\_\_\_\_

START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

### Step 7. Provide on-site contact information.

ON-SITE CONTACT NAME: \_\_\_\_\_

ON-SITE CONTACT PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Signature and submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Orders cancelled without 48-hour written notice will be charged a one (1) hour cancellation fee.

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_



Email completed form to: [orders@shepardes.com](mailto:orders@shepardes.com)