

F R E E M A N

DETROIT AREA UNION GUIDELINES

All exhibit and display work in the Detroit area is performed by union personnel. The following guidelines will help you in understanding the work performed by each trade.

TEAMSTERS/RIGGERS:

Teamsters and riggers handle all freight move-in and move-out and machinery installation and dismantling.

CARPENTERS:

Carpenters service all carpeting and the set up and dismantling of exhibit booths and displays.

ELECTRICIANS:

Electricians handle all electrical work, which includes supplying power lines to your booth, making connections when "hard" wiring or electrical harnesses are required, and installing lighting that is not built into the integral part of the exhibit booth, other than two single bulb fixtures.

GENERAL GUIDELINES:

In booths up to a 10' x 30', the exhibitor may erect their own display if it can be done by the exhibitor without the use of tools, within two hours. If the work exceeds this time frame, please order carpenter labor to assist you with your installation and dismantle.

Exhibitors may carry in small items, if these can be easily carried by hand by one person in one trip (without the aid of flat trucks, dollies, bellman, etc.) through the front door of the exhibit hall/hotel. All other items are to be moved into the exhibit hall by Freeman Decorating personnel, through the freight door (in the exhibit hall), and to be charged as the rates are outlined in the exhibitor manual. (Due to liability, exhibitors are **not** allowed to move-in through the freight door.)

If an exhibitor should encounter any difficulty with labor, or if work performed is not satisfactory, the exhibitor should immediately bring the concern to the attention of Show Management or the Show Contractor. Please do so at showsite - it is difficult to correct a problem after the close of the show.