

*We have provided these definitions to acquaint you with specific guidelines for labor. Trade shows, conventions and special events in this vicinity are governed by local union contracts. Please review the following information in order to better understand the applicable union jurisdictions. If you have any questions once you have read this, please address them directly to Brede Exposition Services.*

### Material Handling

Carpenters Local Union 491 claims jurisdiction over all unloading and reloading of freight, exhibit materials, product, empty containers and related equipment. They also have jurisdiction over all material handling equipment including, but not limited to, forklifts, tow motors, dollies, pallet jacks, etc.

An exhibitor may hand-carry any material that does not require the use of wheels or other material moving devices, provided that it does not require more than one trip. Hand-carried is defined as small cartons, packages, or portable laptop computers that weigh less than 30 pounds.

### Booth Labor

Carpenters Local Union 491 claims jurisdiction over all installation and dismantling of exhibits and displays including banners, signs, laying of floor coverings and the operation of all power tools etc. with the following exceptions:

- Up to two (2) full-time exhibitor employees may work without carpenter labor for one (1) hour during the move-in and one (1) hour during the move-out.
- Exhibitors may work in 10' x 10' booths without carpenter labor. Use of power tools is not permitted under any circumstance.

### Safety

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Brede cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in the assembly/dismantle of your booth, please order labor on the enclosed Labor/Forklift order form and the necessary ladders and tools will be provided.

### Gratuities

Brede Exposition Services requests that exhibitors do not tip our employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union 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 Brede supervisor. Employees of Brede are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees.

### In General

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed directly to Brede management personnel. It is recommended that any questions arising with regard to union jurisdiction or practices should be directed to a management representative of Brede.



Brede Exposition Services

TechNet Cyber
Baltimore Convention Center
Baltimore, MD
May 14-16, 2019

Submit this form to order labor/forklift from Brede. Labor is available for installation and dismantling of exhibits, unskidding, and/or spotting of machinery. Forklift does not cover any Material Handling services, see Material Handling Information. Enter the Total below on Payment Authorization/Order Summary. Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: April 26, 2019

Labor Options

Option A: Brede Supervised

- All work is performed and supervised by Brede personnel.
Labor under Brede supervision is straight time when possible.
Charge for supervisory service is 30% of total daily charges, with a \$50.00 minimum.
An outbound Bill of Lading must be completed and turned in at the Brede Service Desk.

Option B: Exhibitor Supervised

- All work is performed under the direction of the exhibitor.
Exhibitor must meet labor at the Brede Service Desk at scheduled time.
All labor is billed on a 1 hour per laborer minimum and then billed in 1/2 hour increments.
No shows will be billed at the minimum per laborer rate.

Information

Labor Information:

Shipped to: Warehouse Show Site
Shipment: Crates Boxes Carpet/Pad
Carpet if not shipped: From Brede None
Blueprints/Instructions: Attached w/Display
Electrical under carpet: Yes No
Show Site Contact:

Forklift Information:

Work to be done: Spot Equipment Lift Header
Other:
Additional Equipment: Straps Chains Fork Extensions
Other:
4 Stage Forklift Required: Yes No
Cell:

Rates

Table with 3 columns: Hours, Laborer per person per hour, 5k Forklift operator per hour. Rows for Straight Time and Overtime.

Labor Estimate Costs

Brede Supervised Exhibitor Supervised

Table with 10 columns: Date, Time, # Laborers, Est. Hrs. per laborer, Total Hrs., Rate per person per hour, Subtotal, Brede Supervision (Subtotal X .30), Estimated Cost. Rows for Installation and Dismantle.

Forklift Estimate Costs

Table with 10 columns: Date, Time, Heaviest Piece (lbs.), FL Size, # of Forklifts, Est. Hrs., Rate per hour, Estimated Cost. Rows for Installation and Dismantle.

Terms / Order Estimate

- A 30% surcharge will be assessed to all Late/Floor orders.
Transfer this total to the Payment Authorization/Order Summary form.
Orders not cancelled prior to move-in will result in a minimum one-hour charge per laborer requested.
4 hour minimums may apply on dedicated labor calls.

Total Estimate \$

Exhibiting Company:

Booth #:

Labor / Forklift