

Reliant Center Labor Work Rules

Full time employees of exhibiting companies may assemble and decorate their booths without the aid of local union assistance. However, the local union must render any services that may be required beyond what your regular full time employees can provide.

Exhibitors may hand-carry their own materials into the exhibit facility. However, the use of dollies, flat-trucks and other mechanical equipment are not permitted. Freeman will control access to the loading docks in order to provide for a safe and orderly move-in/move-out.

Labor Break Times

Morning break: 9:30 to 9:45; Lunch: 12:00 to 12:30; Afternoon break: 2:30 to 2:45.

Non-Official Contractors or Exhibitor Appointed Contractors

Freeman will supply professional union labor for all of the work needed for the installation and dismantling of your exhibit.

Should you utilize the services of any independent contractor that is not one of the ISA Official Contractors listed in this manual, the following requirements must be in compliance. If ISA discovers an independent contractor on the exhibit hall floor providing services to an exhibitor without the knowledge and consent of ISA and without filing a current Certificate of Insurance, the contractor and any exhibitor utilizing their services will each be fined a penalty of \$500.00.

Please complete the **REQUEST TO USE A NON-OFFICIAL CONTRACTOR FORM**.

- ISA and Freeman must be notified in writing of all independent contractors by completing the Request to Use a Non-Official Contractor Form and returning no later than Monday, 7 September 2009 to ISA Exhibit Services, 67 Alexander Drive, Research Triangle Park, NC 27709.
- All outside contractors (including production companies) must show proof of insurance for General Liability, Workers' Compensation Liability and Comprehensive Motor Vehicle Liability and must provide ISA with a current Certificate of Insurance with limits no less than the following: \$2,000,000 General Liability, \$100,000 Workers' Compensation, and \$2,000,000 Comprehensive Motor Vehicle Liability. ISA, the Reliant Center and Freeman must be named as additional insured on all policies. The Certificate of Insurance must cover Thursday, 1 October through Saturday, 10 October and must be received no later than Monday, 7 September. Failure to do so will prevent said contractors from gaining access to the show floor.
- The Exhibitor Appointed Contractor must be prepared to show evidence that it has a valid authorization from the exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
- The Exhibitor Appointed Contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitors' booth space.
- The independent contractor must comply with local labor agreements and practices and may not commit any acts that could lead to work stoppage, strikes or labor problems.
- Exhibitors are liable for restoring exhibit area to its original condition (i.e. free of tapes and other remnants of use).
- The independent contractors must adhere to the move-in and move-out schedules. Exhibitors will be responsible for any additional expenses incurred by ISA should deadlines not be met.

- All personnel, under the employment of independent contractors, must be registered and badged by show management and obtain Temporary Workers Badges. Badges will not be issued until insurance requirements are met. (No one will be allowed on the show floor without the proper conference badges.)
- **All Exhibitor Appointed Contractors must provide the name(s) of all of their on-site personnel (temporary and permanent) by 28 September. All contractors must check-in at the NOC Desk located at the Reliant Center Hall B dock door to be issued work badges. All personnel will be required to produce a valid ID (driver's license, passport, etc) to acquire a work badge that must be worn at all times during move-in and move-out.**
- It is the responsibility of the exhibiting company to ensure that each independent contractor adheres to all official rules and regulations of the exhibit as set forth by ISA.