

**Las Vegas Center Labor Guidelines & Union Jurisdictions:**

To assist you in planning for your participation in the show, union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the union has in Las Vegas, we ask that you read the following:

**Exhibit  
Labor**

Teamsters Union Local # 631 has jurisdiction for the erection, touch-up painting, dismantling, and repair of all exhibits when this work is done by persons other than your full-time company personnel. This work is to include wall coverings, floor coverings, painting, hanging of signs and decorative materials from the ceiling, placement of all signs and the erection of platforms used for exhibit purposes.

Local 631’s jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance or repairs of your products.

If full-time company personnel are utilized to set an exhibit, they should carry company identification, such as a medical identification card, payroll stub, or business card.

**This rule prohibits the utilization of workers hired from a non-union agency or company.**

**Freight  
Handling**

Teamsters Union Local #631 has jurisdiction for the loading and unloading of all trucks, trailers and common and contract carriers as well as the handling of empty crates and the operation of material handling equipment. It also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

PACK EXPO Services has the responsibility of receiving and handling all the exhibit materials and empty crates. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade show. PACK EXPO Services will not be responsible for any material it does not handle.

An exhibitor may “hand carry” material provided they do not use material handling equipment to assist them. When exhibitors choose to “hand carry” material, they may not be permitted access to the loading dock/freight door areas.

**Gratuities**

PACK EXPO Services requests that exhibitors do not tip any supplier employees by giving money, merchandise, or other special consideration for services rendered. Exhibitors should 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. All employees are paid an excellent wage, and tipping is not an accepted company policy.

**General  
Information**

Craftsmen at all levels have been instructed to refrain from expressing any grievances to or directly challenging the practices of any exhibitor. All questions arising with regard to the Union’s jurisdiction or practices must be directed to a PES representative.

Click here for more information about [Double Deck Booths at the Las Vegas Convention Center](#).

Click here for more information [Las Vegas Convention Center Exhibitor Resource Guide](#).

## EXHIBITOR AND OFFICIAL SERVICES CONTRACTOR LOCAL JURISDICTIONS

As the Official Services Contractor, PACK EXPO Services (PES) has the responsibility for material handling, electrical, all suspended rigging and booth cleaning services. We hope this document will assist you in planning for your upcoming event.

To help you understand the Official Services Contractor responsibilities, we ask that you read and observe the following to aid in a smooth and efficient move-in and move-out of the trade show.

PER SHOW MANAGEMENT		
TASK	EXHIBITORS MAY	PES RESPONSIBILITIES
Material Handling	<ul style="list-style-type: none"> <li>As an exhibitor you may “hand carry” material. Hand carry is defined as small items such as cartons and packages that an exhibitor is able to carry.</li> <li>Any mechanical assistance is limited to a small dolly.</li> <li>The assistance of any motorized device or pallet jack is not permitted.</li> <li>When exhibitors choose to “hand carry” they may not access designated material handling areas.</li> <li>Must use specified exhibitor hand carry areas or main entrance of the facility.</li> <li>In all other circumstances items should be considered material handling.</li> <li>Exhibitor must be in booth to take advantage of one time spot.</li> <li><b>In no circumstance is any exhibitor authorized to use PES material handling equipment for any purpose.</b></li> </ul>	<ul style="list-style-type: none"> <li>PES has been contracted to be the exclusive provider for material handling contract services as ordered by the exhibitor.</li> <li>PES has the responsibility to manage all freight docks and to schedule all vehicles into and out of all designated material handling areas for the show. This will assure the smooth, orderly and efficient move in and move out of the tradeshow.</li> <li>PES has the sole responsibility for loading and unloading all trucks, trailers, common and contract carriers at its facilities or designated material handling areas.</li> <li>PES is not responsible for any material it does not handle.</li> <li>For the convenience of all exhibitors on the show, order forms for material handling services are included in this service manual and are available on the PES website at <a href="https://www.packexpolasvegas.com/exhibiting/exhibitor-service-manual">https://www.packexpolasvegas.com/exhibiting/exhibitor-service-manual</a></li> </ul>
Electrical	<p>The following work may be performed by the exhibitor’s full-time company employees with positive identification such as a medical card or payroll stub but may not be performed by your Exhibitor Appointed Contractor (EAC).</p> <ul style="list-style-type: none"> <li>Plug in equipment into any receptacle up to 20A/120VAC.</li> <li>May hang up to four small clip-on lights per booth.</li> <li>May connect modems, printers, computers and keyboards, test and tune their own equipment, and run their own communications cable between machines in the same booth above the booth carpet.</li> <li>Mounting of monitors (to include plasma screens, LCD &amp; CRT) and the installation of hanging brackets.</li> </ul>	<ul style="list-style-type: none"> <li>All electrical distribution.</li> <li>All under-carpet electrical distribution.</li> <li>Any additional electrical requirement needs or changes to preorders.</li> <li>Distribution and connection of all power in excess of 20A/120V.</li> <li>Distribution and connection of all 208V and 480V power.</li> <li>Distribution of all electrical equipment necessary to provide electrical service.</li> </ul>

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TASK	EXHIBITORS MAY	PES RESPONSIBILITIES
Non-Electric Hanging Signs	<ul style="list-style-type: none"> <li>Install and dismantle a non-electric sign attached to a booth by the exhibitor's full-time employee or approved EAC.</li> </ul>	<ul style="list-style-type: none"> <li>Assembly and disassembly of hanging signs.</li> <li>Hanging of non-electrical signs and decorative materials from the ceiling.</li> <li>Installing chain hoist and attaching signs (over 200 lbs.).</li> </ul>
Rigging/Electrical Hanging Signs and Truss	<ul style="list-style-type: none"> <li>Exhibitors <b>MAY NOT</b> install or assemble electrical hanging signs and truss.</li> </ul>	<ul style="list-style-type: none"> <li>Assembly and disassembly of electrical hanging signs, including rotating and header signs.</li> <li>Lighting without dimmers.</li> <li>Programmable theatrical lighting, production, related rigging and audio-visual.</li> <li>Suspended trusses with or without legs that contain dimmable or programmable lighting, studio or motion picture lighting, sound system projectors and/or video wall.</li> <li>Hoist ground-supported stand-alone truss whose sole purpose is overhead distribution of electrical.</li> <li>Suspended truss with motorized hoist and non-dimmable and non-programmable lights.</li> <li>Installing chain hoist.</li> <li>Special effects equipment.</li> <li>Laser lighting.</li> <li>Video monitors and plasma screens including units fed by a live camera or are part of a multi-screen coordinated image.</li> </ul>
Ground Supported Truss and Lighting	<ul style="list-style-type: none"> <li>Ground-supported truss that is considered to be "booth structure" or mixed-use truss may be assembled by your full-time employee or by an approved EAC.</li> <li>Truss which is not assembled by PES is subject to all electrical rules and jurisdictions in regard to any electrical work in the truss.</li> </ul>	<ul style="list-style-type: none"> <li>Installation and dismantle of self-climbing and/or mechanized truss systems.</li> <li>Installation and dismantle of any programmable dimmable lighting fixtures that are attached to any ground-supported truss.</li> <li>Meeting room ground supported truss for the purpose of audio, visual, theatrical lighting.</li> </ul>
Booth Cleaning and Porter Service	<ul style="list-style-type: none"> <li>Clean and wipe down products and display merchandise and other parts of the exhibit.</li> <li>Exhibitor Appointed Contractors (EAC's) are <b>NOT</b> permitted to vacuum or utilize floor cleaning equipment on the show floor.</li> </ul>	<ul style="list-style-type: none"> <li>All booth vacuuming and porter service unless being done by exhibitor personnel (EAC's are not permitted).</li> </ul>
Booth Installation and Dismantle	<ul style="list-style-type: none"> <li>As an Exhibitor you may choose to utilize your own personnel to set up and dismantle your exhibit.</li> <li>If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or payroll stub.</li> <li>You may hire PES to act as your Exhibitor Appointed Contractor (EAC) to perform this work.</li> <li>You may hire an Exhibitor Appointed Contractor (EAC) to perform this work.</li> <li>All EAC's must have the appropriate credentials and proof of insurance submitted to Show Management and the facility.</li> </ul>	<ul style="list-style-type: none"> <li>PES can meet all your needs, from shipping and storage to emergency on-site repairs to basic installation and dismantling to support service coordination including electrical, furnishings and more. PES has the resources and the capabilities to help you have the most successful show experience possible</li> <li>To secure PES labor, please utilize the labor forms enclosed. Skilled PES labor is available to act as your EAC.</li> </ul>

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TASK	EXHIBITORS MAY	PES RESPONSIBILITIES
Lift Labor	<ul style="list-style-type: none"> <li>Plan the layout of your machinery before you come to the show.</li> <li>Millwrights should be ordered in advance for machine assembly and confirmed upon arrival.</li> <li>Exhibitor should provide any special tools needed to pick up, uncrate or assemble your machinery.</li> </ul>	<ul style="list-style-type: none"> <li>Uncrate, un-skid, position and re-skid heavy machinery.</li> <li>Crews need not be ordered to unload and reload inbound and outbound freight carriers.</li> <li>Rigging crews will remove and return machinery crates and skids as part of fulfilling rigging labor orders placed by exhibitors.</li> </ul>
Cameras, Audio and Video Systems	<ul style="list-style-type: none"> <li>Install and operate their own manufactured or product systems when less than 20 amps or not suspended from the ceiling.</li> <li>Plug in small sound devices.</li> <li>Install exhibitor's own manufactured cameras by exhibitor's full time employees.</li> <li>Exhibitors may elect to staff certain positions:               <ul style="list-style-type: none"> <li>Technical Director</li> <li>Lighting Designer</li> <li>Video Engineer or Audio Engineer</li> <li>Slow Motion Machine Operator</li> <li>Advance Projectionist</li> <li>Audio Board Operator</li> <li>Video Board Operator</li> <li>Live Camera Operator</li> <li>Lighting Board Operator</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>PES will be responsible for the following staffing when an integrated system draws more than 20 amps or is suspended from the ceiling:               <ul style="list-style-type: none"> <li>Crane Operator</li> <li>Audio Technician</li> <li>TV Sound Boom Operator</li> <li>Character Generator</li> <li>Advanced Audio Visual Technician</li> <li>Tape Operator</li> <li>Audio Visual Technician</li> <li>Video Wall Technician</li> <li>Video Utility Person</li> <li>Assistant TV Audio Tech</li> <li>Projectionist</li> <li>High Rigger</li> <li>Ground Rigger</li> <li>Lighting Tech</li> </ul> </li> </ul>