

LABOR RULES & REGULATIONS

Boston Convention & Exhibition Center and the Hynes Convention Center Boston, Massachusetts

LABOR

Boston, MA is NOT a “right-to-work” state. 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

The unpacking, erection, assembling, dismantling, and packing of displays and equipment may be done by full-time employees of the exhibiting company (no outside labor allowed). Skilled craftsman will be available to assist exhibitors who wish to hire labor to perform these services. Arrangements for all temporary labor must be made through Shepard Exposition Services. Please use the Labor Order Forms included with this manual. Outside labor of any kind is not permitted.

MATERIAL/FREIGHT HANDLING JURISDICTION

Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates that comes in via over the road carriers. It is Shepard’s responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Shepard will not be responsible, however, for any materials they do not handle. Exhibitors may unload their own private vehicles provided the vehicle’s total length is less than 24’. Unloading or reloading of freight from any vehicle over 24’ in length, or any commercial vehicles, will be handled by Shepard Exposition Services. Rates for material handling services are enclosed in this exhibitor service manual.

Exhibitors may use their own two wheeled hand truck or four wheeled flat truck. The use of pallet jacks, fork trucks, lift gates, or any other mechanical equipment is not permitted.

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

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements have been made with Shepard Exposition Services to store empty crates. Please refer to the Material Handling Information sheet in this service manual for the handling of empties, disposal of skids, etc.

ELECTRICAL SERVICES

Exhibitors are responsible for distributing their own 120V electrical cords and plugging in their booth equipment. Exhibitors may choose to: Hire labor from the General Service Contractor; Hire a third-party team to perform the distribution work; Bring their own company electrician to perform distribution and hard wire connections as long as he/she is a full-time employee of the exhibiting company.

CLEANING SERVICES

As the General Service Contractor, Shepard has the exclusive cleaning contract for this show. All events related cleaning services will need to be ordered either in advance through Shepard, or at the Shepard service desk on show site. Exhibitors, Display Houses and I&D Contractors will not be allowed to perform their own booth cleaning.

GRATUITIES /BREAKS

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to Shepard Exposition Services.