

UNION RULES & REGULATIONS

Minneapolis Convention Center (MCC) MINNEAPOLIS, MN

Booth Installation & Dismantling (I/D)

At the MCC, exhibitors are allowed to install and dismantle their own displays *provided exhibitors use full-time, permanent employees of the exhibiting company*. Spouses, children, friends and temporary employees/help are NOT permitted in the I/D activities. When exhibitors' full-time employees are unable to install/dismantle the display themselves, union personnel are required to fulfill the I/D duties.

I/D labor may be:

1. Performed by full-time, permanent employees of the exhibiting company.
2. Hired through the Official Service Contractor – Hargrove, Inc.
3. Hired through an Exhibitor-Appointed Contractor.

Exhibitors requiring the assistance of forklifts, cranes and/or other power/motorized I/D equipment would order such from Hargrove, Inc. Exhibitors may not “borrow” tools from the exhibit facility or the Official Service Contractor. Hargrove, Inc. will have qualified union members available to assist you in setting-up and dismantling your exhibit and equipment.

Freight/Material Handling

The MCC has an “open dock” policy. This policy allows individual exhibitors the right to handle their own freight (if they desire to do so) provided:

1. *Exhibitors use full-time, permanent employees of the exhibiting company.* (Spouses, children, friends and temporary employees/ help are NOT permitted to move freight.)
2. The materials can be hand-carried to/from the booth, or the movement of larger items can be done using non-motorized, two-wheeled hand trucks or four-wheeled flatbed dollies supplied by the exhibitor.

In all cases, exhibitors handling their own freight must do so via the designated freight entrance(s); exhibitors may not use the loading docks. Freight to be brought in through the loading docks must be consigned to the Official Service Contractor – Hargrove, Inc.

Hargrove, Inc. shall be THE SOLE AUTHORITY on all matters in the DOCK area. This includes but is not limited to such items as assignment of dock space, and the loading/unloading of materials and equipment requiring labor in excess of any exhibitor's full-time employees.

In addition, Hargrove, Inc. personnel shall be used for the operation of forklifts, cranes and all other power equipment for material handling (the loading/unloading of freight). Exhibitors cannot “borrow” forklifts, dollies, hand trucks, carts, etc. from the MMC and/or Hargrove, Inc. to uncrate, unskid, move, position, assemble, reskid, and/or recrate their equipment, products or displays.

Electrical

Electricians have jurisdiction over all electrical work. Exception: special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without “house electricians”. However, all service connections and overload protection to such equipment must be made by “house electricians” only. Exhibitors may also provide their own 120-volt cords if they are of the three-wire, grounded type.

A Note about Gratuities: Solicitation of tips or gratuities in any form is prohibited. Please do not tip any Hargrove, Inc. employee, as each is paid at an appropriate wage scale.

A Note about Safety: Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support standing weight. Hargrove, Inc. cannot be responsible for injuries or falls caused by the improper use of rental furniture. If assistance is required in assembling your booth, please order installation and/or dismantling labor by using the enclosed Order Form and the necessary ladders and tools will be provided. Please assist us in our efforts to provide a safe working environment for everyone.