



SET UP AND DISMANTLING INFORMATION

CONTRACTOR AND LABOR INFORMATION

You have the option of employing your own union labor to assist with the installation of your booth. If you choose to use the services of an outside contractor, also referred to as an Exhibitor Appointed Contractor (EAC), we ask that you return the [Exhibitor Appointed Contractor Form](#).

CONTRACTOR GUIDELINES

Exhibitors who wish to employ EACs should make known to them the following guidelines:

1. The EAC shall be given the right to provide services requested of them by an exhibitor in set-up and dismantling on the show floor, and shall have the right to utilize qualified employees registered in advance.
2. Services shall not conflict with labor regulations or contracts including jurisdictions claimed by local labor unions. The EAC shall adhere to the rules and regulations in this manual.
3. The EAC shall possess a valid public liability and property damage insurance policy for at least \$2,000,000. The certificate of insurance must name Merchandise Mart Properties, Inc., Merchandise Mart L.L.C., Vornado Realty Trust and Vornado Realty L.P. as additional insured.
4. The EAC shall have a true and valid work order from an exhibitor in advance of the show move-in date and shall not solicit business on the show floor or during move-in or move-out dates.
5. The EAC will share with MMPI all reasonable costs related to their operation including overtime pay for stewards, restoration of the exhibit space to its initial condition, etc.
6. The EAC shall cooperate fully with MMPI, especially with regard to the efficient utilization of labor.

LABOR

Any labor personnel working in your booth must be one of the following:

- 1) Your own company personnel (depending on the type of work being done, union labor may be required). See Union Regulations below for additional information.
- 2) Exhibitor appointed contractor. EACs must comply with guidelines regarding EACs. See Exhibitor Appointed Contractors Form for additional information page 29.

To request MMPI Union Labor, please refer to the [Installation/Dismantle Labor Request Form](#). Additional guidelines regarding Labor should be reviewed on this form.

UNION REGULATIONS

Union labor will be required for certain aspects of your exhibit handling. Your personnel are encouraged to work with a union installer in a supervisory role. NOTE: An exhibitor may set up their exhibit display if one person can accomplish the task in **less than 1/2 hour** without the use of tools. If your exhibit preparation, installation or dismantling requires **more than 1/2 hour**, you must use union personnel. For question regarding union regulations, please feel free to contact Walter Young at (312) 527-7988 or wyoung@mart.com

Helpful Hints for Set-Up and Dismantling

- Review the Exhibitor Checklist for any Merchandise Mart and Outside Vendor Forms.
- Be aware of the schedule for Set-Up and Dismantling. Make travel plans accordingly.

