

# LABOR RULES & REGULATIONS

## Nashville, Tennessee

### LABOR

Tennessee is a “right-to-work” state. Exhibitor personnel may set up their own exhibits if so desired using their own tools and company personnel. 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

Exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays when this work is done by Shepard personnel. They may be employed by completion of labor forms enclosed in this manual.

Union Labor is not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance or repairs on your products.

### 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 deliver their own materials into the exhibit facilities; however, the use or rental of dollies, flat trucks, pallet jacks, and other mechanical equipment is not permitted. Shepard Exposition Services will control access to the loading docks in order to provide a safe and orderly move in/move out.

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.

### 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.

### IN GENERAL

Exhibitors do not have to respond to grievances or complaints from union and trade personnel with respect to work jurisdictions. Please refer all such disputes and/or questions to Shepard management personnel immediately.

### SAFETY

Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Shepard Exposition Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form included in this manual and the necessary ladders and tools will be provided.



**Aluminum USA**  
 Music City Center | Nashville, TN  
 October 25 - 26, 2023

# SHEPARD BLUE LABOR

G160211023

## ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, OCTOBER 4, 2023

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

### Labor Hours

**Straight Time (ST):** Monday - Friday | 8:00AM - 5:00PM  
**Overtime (OT):** Monday - Friday 6AM - 8AM and 5PM - Midnight. Saturday and Sunday 8AM - 5PM.  
**Double Time (DT):** Saturday and Sunday 5PM - 6AM. Holidays.  
**Holidays:** NY Day, ML King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, NY Eve Day.

### Shepard Blue Supervised Labor

INSTALL LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68066	ST	\$141.85	\$163.15	\$182.75	
68067	OT	\$212.75	\$244.65	\$274.00	
68068	DT	\$283.65	\$326.20	\$365.35	

DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68070	ST	\$141.85	\$163.15	\$182.75	
68071	OT	\$212.75	\$244.65	\$274.00	
68072	DT	\$283.65	\$326.20	\$365.35	

\*\*Pricing includes Supervisory fee of 30% over standard labor.

IN BOOTH SCISSOR LIFTS						
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
68120	Scissor Lift Install		\$656.25	\$754.70	\$845.25	
68121	Scissor Lift Removal		\$656.25	\$754.70	\$8475.25	

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	9.25%
<b>AMOUNT DUE</b>	\$ _____

### Step 1. Choose your service.

- Installation  Dismantling  Both Installation & Dismantling
- Scissor Lift Install  Scissor Lift Removal  Scissor Lift Install & Removal

### Step 2. How many people are needed?

INSTALLATION NUMBER OF PEOPLE: \_\_\_\_\_  
 DISMANTLING NUMBER OF PEOPLE: \_\_\_\_\_  
 BOTH INSTALLATION & DISMANTLING NUMBER OF PEOPLE: \_\_\_\_\_

### Step 3. How many hours?\*\*\*

\*\*\* Hours are based on estimates. You will be invoiced for actual time incurred. Minimum one hour per person ordered and half increments thereafter.  
 INSTALLATION HOURS: \_\_\_\_\_ DISMANTLING HOURS: \_\_\_\_\_  
 BOTH INSTALLATION & DISMANTLING HOURS: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_



Email completed form to: [orders@shepardes.com](mailto:orders@shepardes.com)

### Step 4. When should the build be complete?

If using Shepard Blue Labor for both install and dismantle, please complete BOTH date and time fields.

INSTALLATION DATE: \_\_\_\_\_ INSTALLATION TIME: \_\_\_\_\_  
 DISMANTLING DATE: \_\_\_\_\_ DISMANTLING TIME: \_\_\_\_\_

### Step 5. Tell us about your exhibit.

Section MUST be completed before Shepard can begin any work on your exhibit.

BOOTH SIZE: \_\_\_\_\_ x \_\_\_\_\_  
 INBOUND FREIGHT:  Advanced Warehouse  Direct to Show Site  
 CARRIER NAME: \_\_\_\_\_  
 TRACKING OR PRO NUMBER: \_\_\_\_\_  
 ESTIMATED ARRIVAL DATE: \_\_\_\_\_  
 NUMBER OF PIECES: \_\_\_\_\_ ESTIMATED WEIGHT: \_\_\_\_\_

#### SET UP INFORMATION

COMPANY CONTACT NAME: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_  
 CELL PHONE NUMBER: \_\_\_\_\_

#### DRAWINGS/PHOTOS/INSTRUCTIONS

Attached  Emailed to Shepard  With the Exhibit  In Crate #: \_\_\_\_\_

#### GRAPHICS

With Exhibit  Shipped Separately

#### ELECTRICAL PLACEMENT (exhibitor is responsible to order)

Emailed to Shepard  Drawing Attached  Drawing with Exhibit  
 Run Under Carpet

#### CARPET

Ordered from Shepard  Exhibitor Owned  Carpet Padding

#### OTHER SERVICES ORDERED

Overhead Rigging  Cleaning  Audio Visual (AV)

### Step 6. Tell us about outbound shipping.\*\*\*\*

\*\*\*\* Allow time for empty return when scheduling your pick up.

NUMBER OF CRATES: \_\_\_\_\_ NUMBER OF CARTONS: \_\_\_\_\_  
 NUMBER OF FIBER CASES: \_\_\_\_\_ NUMBER OF PALLETS: \_\_\_\_\_  
 METHOD:  Ground  2-Day Air  Next Day Air  Other  
 NAME OF CARRIER: \_\_\_\_\_  
 PHONE NUMBER: \_\_\_\_\_  
 DATE SCHEDULE TO PICKUP FREIGHT: \_\_\_\_\_  
 MUST ARRIVE AT DESTINATION BY: \_\_\_\_\_

#### IF YOUR CARRIER DOESN'T SHOW UP?

Re-route with Shepard Logistics Service  
 Send to advanced warehouse for pickup (\$400 minimum charge)



# EXHIBITOR SUPERVISED LABOR

**Aluminum USA**  
 Music City Center | Nashville, TN  
 October 25 - 26, 2023

**G160211023**

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**Double Time (DT):** Saturday and Sunday 5PM - 6AM. Holidays.  
**Holidays:** NY Day, ML King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, NY Eve Day.

**Exhibitor Supervised Labor**

INSTALL LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68060	ST	\$109.10	\$125.45	\$140.50	
68061	OT	\$163.65	\$188.20	\$210.80	
68062	DT	\$218.20	\$250.95	\$281.05	

DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68063	ST	\$109.10	\$125.45	\$140.50	
68064	OT	\$163.65	\$188.20	\$210.80	
68065	DT	\$218.20	\$250.95	\$281.05	

\*\* When ordering dismantle labor, due to show break down and returning empties to your booth, labor ordered through Shepard at the close of the event may not be available until one hour after show close.

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	9.25%
<b>AMOUNT DUE</b>	\$ _____

**Step 1. Choose your service.**

Installation  Dismantling  Both Installation & Dismantling

**Step 2. How many people are needed?**

INSTALLATION NUMBER OF PEOPLE: \_\_\_\_\_

DISMANTLING NUMBER OF PEOPLE: \_\_\_\_\_

BOTH INSTALLATION & DISMANTLING NUMBER OF PEOPLE: \_\_\_\_\_

**Step 3. How many hours?\*\*\***

\*\*\* Hours are based on estimates. You will be invoiced for actual time incurred. Minimum one hour per person ordered and half increments thereafter.

INSTALLATION HOURS: \_\_\_\_\_ DISMANTLING HOURS: \_\_\_\_\_

BOTH INSTALLATION & DISMANTLING HOURS: \_\_\_\_\_

**Step 4. Where is the carpet coming from?**

Ordered from Shepard  Exhibitor Owned  Carpet Padding

**Step 5. Provide a list of any tools or additional details that would be needed.**

Ladders  Lifts  Special Tools: \_\_\_\_\_

ADDITIONAL DETAILS: \_\_\_\_\_

**Step 6. Tell us about the schedule?**

Requested times are not guaranteed and are based on availability.

INSTALLATION REQUEST DATE: \_\_\_\_\_

START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

DISMANTLE REQUEST DATE: \_\_\_\_\_

START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

**Step 7. Provide on-site contact information.**

ON-SITE CONTACT NAME: \_\_\_\_\_

ON-SITE CONTACT PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Signature and submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Orders cancelled without 48-hour written notice will be charged a one (1) hour cancellation fee.

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_



Email completed form to: [orders@shepardes.com](mailto:orders@shepardes.com)