

EVOLUTION

Movement of Exhibitor Materials In/Out of HardRock Summit

The Colorado Convention Center is a union facility.

Only union personnel, hired by Shepard, showcase, and safe vendors may unload, load and transport any booth construction material, product and related items provided by individual exhibitors.

Special requests from exhibitors wanting to unload their material will need to be managed by Shepard and be accompanied by union personnel. The charge for the required use of union labor is included in the booth price.

Extra charges apply if exhibitor's use of union labor is deemed excessive (e.g., more than ½ hour each way) and will be billed directly to the exhibitor by Shepard Exposition Services.

Exhibitors are encouraged to hand-carry, their material or use a wheeled suitcase as much as possible. Only Shepard's hired union personnel are permitted to operate machinery, including carts, dollies, electronic pallets or forklifts.

If an exhibitor chooses to handle his/her own material and wishes to push a cart or dolly, then they must still have a union employee present and accompany them until the material is delivered to the booth or back to the loading dock at the conclusion of the event.

Once in the exhibit space, the exhibitor may unpack the display material and work to get it ready for display without the use of union labor during the specified set-up and dismantling times.

However, if the exhibitor wishes to set-up a display structure in the exhibit space (not including displayed product and merchandise) without the help of union personnel for positioning of lighting, display cases, etc., the exhibitor can only do so without the use of power tools (small battery screwdrivers as an example are permitted). Furthermore, the exhibitor may only take up to 1-hour per booth to complete the booth setup (not including positioning of displayed product and merchandise).

Beyond this 1-hour limit, union labor will be required to be present and work alongside exhibitors with the ratio of 1-union worker to 1-exhibitor staff person. Any costs incurred for additional union labor will be paid by the exhibitor with payment to Shepard Exposition Services at the time labor is ordered.

Contact to Coordinate Movement of Materials

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