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## Donations

Visit the Freeman Service Desk onsite for more information on making a donation after the show.

## Garbage/Disposal

There are labor and dumpster fees associated with disposal of booth goods. Please come to the Freeman Service Desk by 8am Thursday, **June 29** to discuss charges and get forms and labels.

Materials must be broken down, and either skidded or banded, in order to be removed by forklifts. If materials are not broken down there will be labor charges in addition to the dumpster fee.

## Hand Carried Items

You cannot park in front of the center to load/unload, but if you are parking elsewhere and walking in/out with items, only items that can be hand carried can be brought through the entrance to the center. Definition of hand carried items is below. Items not meeting the definition will be turned away by security.

### Hand Carried Definition

A "Hand Carried" item is defined as what one person can carry in one trip without a hand-truck or dolly. During move-in and move-out days, hand carried items will be brought through the **main entrance to Halls D-G in the San Diego Convention Center** during the times provided below. Security Guards will monitor the hand-carried items. Those not falling into the description outlined above will be required to return to the marshaling yard and proceed through the Freeman provided move-in/move-out services. Unattended parking is prohibited in front of convention center.

The Hand Carried Entrance is the front doors to the convention center:

Monday, June 26	8:00am – 5:00pm
Tuesday, June 27	8:00am – 5:00pm
Wednesday, June 28	8:00am – 5:00pm
Thursday, June 29	8:00am – 8:00pm
Friday, June 30	8:00am – 5:00pm

## Marshaling Yard & Pick-up at the Convention Center

All vehicles picking up items at the convention center must go to the [Marshaling Yard](#) **before coming to the convention center**. Only vehicles that have been to the Marshaling Yard first will be allowed to the loading docks.

The [Marshaling Yard](#) is located offsite and is used as a waiting area for vehicles while they wait their turn at the loading docks.

### Marshaling Yard Address

2383 Faivre St.  
Chula Vista, CA 91911

Vehicles will be weighed at the Marshaling Yard and will be sent to the convention center on a first-come, first-served basis. The wait can fluctuate depending on volume of exhibitors arriving at the yard. Arrive early to minimize wait time.

No items may be picked up/loaded in the driveway in front of the convention center.

## Move-out & Tear-down Hours/Procedures

Thursday	June 29, 2017	5:00 PM - 10:00 PM
Friday	June 30, 2017	7:00 AM - 7:00 PM
Saturday	July 1, 2017	7:00 AM - 10:00 AM

**Exhibitor booths must not be disturbed, dismantled or removed before the close of the Show on Thursday, June 29, 2017 at 5:00pm**, and must remain staffed during all Show hours. Any Exhibitor that breaks down their booth before the official close of the Show will forfeit all priority points and will jeopardize its ability to book booth space in future PCBC® Shows.

**All booths must be dismantled and packed for removal by 10:00am Saturday, July 1, 2017.** The Exhibitor agrees that in the event its booth is not dismantled and packed for removal by 10:00am Saturday, **July 1, 2017**, Show Management may arrange for the dismantling and packing for removal of said booth. The Exhibitor shall reimburse Show Management and/or Freeman for all costs and expenses incurred in the dismantling, packing and removal of the booth. If this occurs it will be deemed a material breach of the [Rules and Regulations](#) and the Contract.

## **Post-Show Paperwork & Outbound Shipping Labels**

The Freeman Service Desk will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

## **Union Labor Requirements** (*Freight Transportation, Move-out, Tear-down*)

Keep in mind that union labor WILL be required for certain aspects of your exhibit handling & set-up/tear-down.

### **DISPLAY LABOR - DECORATORS UNION**

If any of the following are true of your installation, you are REQUIRED to order union labor:

- The installation or dismantling of exhibits requires the use of hand tools
- The installation or dismantling takes one person more than 60 minutes
- You have carpet/flooring to install

Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. You can handle and set-up/take down the products you manufacture; however, all background materials - display boards, backdrops, stands - anything the products are displayed upon, attached to, or made part of, and laying of floor tile and carpets must be installed/dismantled by union labor.

You may install and/or dismantle your exhibit display if one person, who is a full time employee, can accomplish the task in 60 minutes or less without the use of tools.

If your exhibit preparation, installation or dismantling requires more than 60 minutes you must use union personnel supplied by the Official Decorating Contractor.

As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in Southern California on a one-to-one basis.

Labor can be ordered in advance by returning the Display Labor order form, or on show site at Freeman Service Desk.

### **MATERIAL HANDLING LABOR - TEAMSTERS UNION**

The Teamsters Union claims jurisdiction on the operation of all material handling equipment (this includes all dollies and hand trucks), all unloading and reloading of materials, and handling of empty containers. An exhibitor may only move material that is able to be hand carried by one person in one trip, without the use of dollies, hand trucks or other mechanical equipment. Since hand carried materials may not come through the freight entrance, show management will designate a specific entrance for hand carried items. Current union jurisdiction precludes hotel personnel from delivering material to exhibit booths.

## **ELECTRICAL UNION**

IBEW Electricians jurisdiction covers all electrical labor for each booth including but not limited to, cable distribution under your carpet or flooring, and throughout the booth structure. Included are connections & hardwiring of all electrical equipment, (e.g. 208volt & higher services, panels, motors, and audio visual equipment), installation of all lighting hung from truss or beams & distribution of all cabling throughout the booth & truss structures. All stage hand labor used in the exhibit area will be supplied through Freeman with exception of their company representative/supervisor. Unless contracted directly with the in-house AV / Internet provider, all data and coaxial cable run within the booth, overhead or on the floor will be installed by our electricians. Electrical services are provided on a time and material basis and cannot be performed by other unions, I&D houses or Exhibitors.

## **OTHER UNION LABOR FAQ's**

### **I am using an Exhibitor Appointed Contractor (EAC) so do I still need labor?**

An Exhibitor Appointed Contractor may oversee the move-in/set-up and move-out/tear-down of your booth, but labor is still required.

### **Can I or my EAC still supervise the set-up of my booth even if I have labor?**

Yes, you or your EAC may supervise the set-up/tear-down.

### **If I don't want to supervise and just want my space set-up/torn-down by union labor, what do I do?**

Contact Freeman before the show to set-up labor and inform them you would like the set-up/tear-down to be supervised by Freeman and you will not be present. If you do not let them know ahead that you would like a Freeman supervised set-up/tear-down, your booth will not be installed/dismantled.

### **Can I install my own carpet/flooring?**

No, carpet/flooring installation requires union labor.