

# explore st.louis

## Exhibitor Rights

The unions which provide services at the America's Center® and the staff of the Convention Center wish to assure customers that their visits to St. Louis will be enjoyable, productive and hassle free. We understand that each event has its own special requirements that need to be addressed. We are eager to discuss these matters with the customers so that we can ensure a quality experience while in St. Louis.

The following is a list of conditions and/or situations that are permissible at America's Center, which do not require the services of labor union workers. This listing was developed by Explore St. Louis in conjunction with the union's representatives. The intention of this listing is to simplify for exhibitors, the move-in, set-up, performance, dismantle and move-out of show without circumventing the utilization of union labor.

1. Exhibitors may unload/load both materials from a **personally owned vehicle (POV)** at a predetermined overhead door (NOT DOCK). Two full time company employees may handle the movement of materials with two-wheeled handcarts for a maximum of twenty (20) minutes.
2. Exhibitors may set-up and dismantle "pop-up" exhibits in their booth with minimum amount of tools if the display can be completed in thirty (30) minutes or less.
3. Exhibitors may install/dismantle exhibits and display booths no larger than 300 sq. ft. without the use of power tools.
4. Exhibitors may hang signs or graphics in booths no larger than 300 sq. ft.
5. Exhibitors may plug in their own equipment needing 110 volt power to outlets ordered and supplied by Edlen Electric in their exhibit booth.
6. Exhibitors may pack and unpack products in their own booth.

7. Exhibitors are allowed to do their own technical work on their machines, (i.e. testing fine line balancing, programming, calibrating). This type of work shall be explained to Edlen Electric and agreed upon prior to the first move-in day.
8. Exhibitors may fill and drain their own water receptacles, not to exceed twenty (20) gallons per container.
9. Exhibitors may operate their own self-contained equipment provided that it does not require wiring and is pre-approved by the Facility and the appropriate union representative.
10. Exhibitors may skirt their own tables with their own custom fit skirting, without the use of staple, snaps or Velcro. Neither the tables, nor the skirting may be from a rental source.

We strongly urge that any particular requirement be brought to our attention before the move-in on the event. We assure our customers that all of their requests will be given our total consideration and we will work together towards a mutually rewarding solution.

