

LABOR RULES & REGULATIONS

Las Vegas, Nevada

LABOR

The installation and dismantling of prefabricated displays comes under the jurisdiction of the Teamster union.

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

Teamster union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays. However, exhibitors may set up their own exhibit display if they are a full time employee of the exhibiting company with proof of employment and proper identification. The Union's jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance or repairs of your products.

Exhibitors are not permitted to use tools of any type (screwdrivers, hammers, electric drills, power saws, etc) on booths of any size, unless they are full time employees of the exhibiting company with proof of employment and proper identification.

When union labor is required, you may provide your company personnel to work along with a union installer on a one to one basis. All company working personnel must have proof of employment with the said exhibiting company. If the exhibiting company chooses to hire an EAC for install or dismantle they are required to use local union members.

MATERIAL/FREIGHT HANDLING JURISDICTION

The Teamsters have jurisdiction over all unloading and reloading of materials. The union also has jurisdiction over the operation of all material handling equipment – this includes all dollies and hand trucks. It also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

An exhibitor may “hand carry” material provided they do not use any material handling equipment to assist them. When exhibitors choose to hand carry material, they may not be permitted access to the loading dock/freight door areas. Items must be carried by hand, by one person.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner's expense.

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.

ONLINE & DISCOUNT DEADLINE:* WEDNESDAY, JANUARY 25, 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 | 5:00PM - 8:00AM. All hours Saturday and Sunday

Double Time (DT): Holidays

Holidays: NY Eve, NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day.

Shepard Blue Supervised Labor

INSTALL LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68066	ST	\$133.90	\$154.00	\$172.50	
68067	OT	\$200.85	\$231.00	\$258.70	
68068	DT	\$267.80	\$307.95	\$344.90	

DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68070	ST	\$133.90	\$154.00	\$172.50	
68071	OT	\$200.85	\$231.00	\$258.70	
68072	DT	\$267.80	\$307.95	\$344.90	

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

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 8.38%

AMOUNT DUE \$ _____

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. 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)

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: _____

EMAIL ADDRESS: _____



EXHIBITOR SUPERVISED LABOR

American International Motorcycle Expo
 Las Vegas Convention Center | Las Vegas, NV
 February 15 - 17, 2023

L195560223

ONLINE & DISCOUNT DEADLINE:* WEDNESDAY, JANUARY 25, 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 | 5:00PM - 8:00AM. All hours Saturday and Sunday
Double Time (DT): Holidays
Holidays: NY Eve, NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day.

Exhibitor Supervised Labor

INSTALL LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68060	ST	\$103.00	\$118.45	\$132.65	
68061	OT	\$154.50	\$177.65	\$198.95	
68062	DT	\$206.00	\$236.90	\$265.35	

DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68063	ST	\$103.00	\$118.45	\$132.65	
68064	OT	\$154.50	\$177.65	\$198.95	
68065	DT	\$206.00	\$236.90	\$265.35	

** 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.

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$ _____

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



FORKLIFTS & GROUND RIGGING

American International Motorcycle Expo
 Las Vegas Convention Center | Las Vegas, NV
 February 15 - 17, 2023

L195560223

DISCOUNT DEADLINE:* WEDNESDAY, JANUARY 25, 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 | 5:00PM - 8:00AM. All hours Saturday and Sunday

Double Time (DT):

Holidays:

NY Eve, NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day.

Step 1: Describe the work.

Uncrating Materials Spotting Equipment Booth Work/Ground Rigging

Will you need: Straps Extended Blades Weight of Heaviest Piece: _____

Step 2. When are we moving it?

(times are not guaranteed)

Install Date/Time: _____

Dismantle Date/Time: _____

Step 3. Choose your lift size.

FORKLIFT RENTAL - UP TO 5,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35028	ST Hourly Rental		\$220.00	\$253.00	\$291.00	
35039	OT Hourly Rental		\$388.35	\$446.60	\$500.20	
35067	DT Hourly Rental		\$464.55	\$534.25	\$598.35	

FORKLIFT RENTAL - UP TO 10,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35029	ST Hourly Rental		\$624.45	\$718.10	\$804.25	
35049	OT Hourly Rental		\$776.70	\$893.20	\$1,000.40	
35069	DT Hourly Rental		\$929.10	\$1,068.45	\$1,196.65	

FORKLIFT RENTAL - UP TO 15,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35455	ST Hourly Rental		\$780.55	\$897.65	\$1,005.35	
35456	OT Hourly Rental		\$970.90	\$1,116.55	\$1,250.55	
35457	DT Hourly Rental		\$1,161.35	\$1,335.55	\$1,495.80	

FORKLIFT RENTAL - UP TO 20,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35035	ST Hourly Rental		\$936.70	\$1,077.20	\$1,206.45	
35066	OT Hourly Rental		\$1,165.05	\$1,339.80	\$1,500.60	
35070	DT Hourly Rental		\$1,393.65	\$1,602.70	\$1,795.00	

FORKLIFT RENTAL - UP TO 30,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35255	ST Hourly Rental		\$1,248.90	\$1,436.25	\$1,608.60	
35256	OT Hourly Rental		\$1,553.40	\$1,786.40	\$2,000.75	
35257	DT Hourly Rental		\$1,858.15	\$2,136.85	\$2,393.25	

FORKLIFT RENTAL - 4 STAGE						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35593	ST Hourly Rental		\$468.35	\$538.60	\$603.25	
35594	OT Hourly Rental		\$582.55	\$669.95	\$750.35	
35595	DT Hourly Rental		\$696.80	\$801.30	\$897.45	

IN BOOTH SCISSOR LIFTS						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
68120	Scissor Lift Install		\$757.28	\$870.85	\$975.35	
68121	Scissor Lift Removal		\$757.28	\$870.85	\$975.35	

Rate structure includes forklift and one (1) operator only. Minimum crews are based on scope of work and area jurisdiction. Additional labor and groundmen will be billed at the hourly rate. **PLEASE NOTE:** Per riggers jurisdiction, a rigging crew (up to 3 riggers) may require a 4-hour minimum to install any hanging sign, truss and/or motors, or structures requiring hoisting. Rates are per lift and crew per hour.

GROUND RIGGING SUPERVISOR RATES (PER MAN HOUR)						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35085	ST Hourly Rental		\$157.06	\$180.60	\$202.25	
35086	OT Hourly Rental		\$235.59	\$270.95	\$303.45	
35099	DT Hourly Rental		\$314.13	\$361.25	\$404.60	

GROUND RIGGERS & MATERIAL HANDLERS (PER MAN HOUR)						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35087	ST Hourly Rental		\$125.65	\$144.50	\$161.85	
35100	OT Hourly Rental		\$188.48	\$216.75	\$242.75	
35101	DT Hourly Rental		\$251.30	\$289.00	\$323.70	

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$ _____

Only Shepard personnel are allowed to operate mechanical equipment. Orders cancelled without 48-hour written notice will be charged a one (1) hour cancellation fee. Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



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