

# Louisville, KY Labor Guidelines

## For Exhibits, Exhibitions, Displays and Trade Shows, Public & Private

To simplify show preparation, we are certain you will appreciate knowing in advance that labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following:

### Booth Labor, Freight and Rigging

Union labor may be hired through either the General Contractor, or through an Exhibitor Appointed Contractor (EAC). Exhibitors may “hand-carry” material, provided they do not use material handling equipment. They also may not be permitted to access the loading dock of freight door areas. All material that cannot be hand carried is to go through the standard drayage process.

### Electrical

Electricians handle the installation and activation of all electrical requirements. Exhibitors may provide their own power cords, but they must be of the 12/3 wire grounded type. Exhibitors may prep, assemble and service their own special equipment requiring engineers or technicians, but the “house electricians” must service all connections and provide overload protection to the equipment.

### Hours

In Louisville, straight time rates are from Monday through Friday, 8:00 am to 4:30 pm. Overtime rates are incurred outside of those hours on Monday through Friday as well as all day on Saturday, Sundays and holidays. Lunch is from 12:00 to 12:30 pm.

### Safety

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. T3 Expo cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, labor can be ordered through T3 Expo by returning the Display Labor order form in this Exhibitor Service Kit in advance, or returning it on show site to T3 Expo's Service Desk.

### Tipping

T3 Expo requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status and we feel that tipping is not necessary; this applies to all employees. Any request for tipping should be brought to the attention of a T3 Expo representative at the Service Desk.