

UNION REGULATIONS

To assist you in planning for your participation in the forthcoming convention, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask that you read the following:

DECORATORS UNION

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

If your exhibit preparation, installation or dismantling requires more than 1 hour, 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.

TEAMSTERS UNION

This union claims jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move the material that is hand carryable by one person in one trip, without the use of dollies, hand trucks or other mechanical equipment.

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.

SAFETY

Standing on chairs, tables or other rental furniture is prohibited. The furniture is not engineered to support your standing weight. Freeman is not responsible for injuries caused by improper use of furniture.

TIPPING

Freeman request 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 Freeman employees.



CONFERENCE ON LANDSCAPE ARCHITECTURE 2019

San Diego, CA
November 15-18, 2019

	2019-SAN DIEGO
MATERIAL HANDLING- WAREHOUSE	\$108.00
LABOR-STRAIGHT TIME	\$135.25
LABOR-OVERTIME	\$243.50
6' DRAPED TABLE	\$187.50
9' X 10' CARPET	\$208.43

Material Handling and basic furnishings rates will be lower for this year's event compared to 2018. Labor rates are slightly higher this year compared to Philadelphia, but the work rules and billing for San Diego are very favorable-anything up to one hour can be done by yourself, and local rules allow for companies to work side by side with union labor with a One to One ratio in the event that additional labor is required. This is different from Philadelphia where all work had to be performed by union personnel. See below for the Decorator's union rules for 2019.

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Union Labor Questions from ASLA web-ex.

1. Can you outline the different types of unions in the San Diego Convention Center and their functions?
Decorators Union – Set up & dismantling of exhibits *Carpet, furniture, rigging, hanging signs, labor
Teamsters Union – operation of all material handling equipment, freight, installing & removal of crates, fiber cases, boxes.
Electrical Union – all electrical labor, outlets, materials
2. Can I hand carry freight or wheel it in on a two-wheel cart?
*Exhibitors are allowed **one** hand carried item through the front doors.
3. Can I plug my own 110V plugs into the electrical outlets?
Yes,
4. Can full-time employees of my company vacuum our exhibit?
Yes **The SDCC handles the labor to clean/vacuums booths.*
5. What size exhibit can employees set up, and how much time do they have to accomplish it?
Any size booth, as long as it can be accomplished in one hour without the use of tools.
After that, I&D labor is required; you can use your company personnel to work with a Union installer on a one-to-one basis.
6. Am I able to unload my truck/van by myself?
No. Exhibitors are allowed to park in the underground parking lot & hand carry one item through the lobby Doors. Otherwise, it will be a POV load/charge at the docks. (Cart service)
7. Can I lay my own carpet in my booth?
No, flooring that will be secured to the floor has to be installed by Union personnel.
8. My booth is a “pop-up” and it only takes minutes, can I do it myself?
Yes, if it can be completed in one hour, without the use of tools.
9. What is the minimum number of hours I must contract union labor?
All labor calls require a one hour minimum
**One hour minimum/per person*
10. If a steward asks me to stop work, what are my options?
Union labor will be required to complete work – one-hour minimum, one on one ratio with company personnel
11. I need an exhibitor contractor, what do I do?
Freeman can be the contractor – Freeman does not provide a list of EAC's

12. When should I hire my labor to start for load-in?

Exhibitor supervised – order for when you plan to arrive if you are shipping your freight to the advanced warehouse – if freight is coming direct to show site – you will want to order your labor for will call. (**meaning you will need to go to the labor desk and let them know you are ready for your labor*)

13. When should I hire my labor to start for load-out?

It can take up to 5 hours for all empty containers to come back; based on your needs; i.e., can you start breakdown and prep work for packing prior to your empty containers being returned – then you can start your labor at close of show. If you have your empty (small pop-up style, etc) in your booth – you can start right away. You can also order your labor on a will-call bases – let the Service Desk know that your empties have been returned and now require your labor.

14. Can you share with us two – three steps to help manage a tight budget around union labor?

Order your labor in advance (by discount deadline) – ordering labor on site cost 30% more than pre-show

Always include set up instructions

Ensure all booth properties are in your freight prior to shipping

Pre-wire all your equipment

FIRE DEPARTMENT REGULATIONS

A. Inherently Fire Retardant or Flame Retardant Treatment

1. All decorations, drapes, signs, banners, plastic displays, hay, straw, moss, split bamboo and other similar materials **MUST BE FLAME RETARDANT** to the satisfaction of the Fire Department and the State Fire Marshal.
2. Table coverings must be flame retardant treated unless they lay flat, with an overhang no greater than 6".
3. Oilcloth, tar paper, sisal paper, nylon, orlon and certain other plastic materials cannot be made flame retardant and their use is prohibited.
4. A Certificate of Flame Resistance shall be available for review by the Fire Marshal or on file with the Fire Marshal for all decorative materials.

B. Vehicles/Internal Combustion Engines on Display

1. Any autos, trucks, motorcycles or other motorized vehicles displayed shall have their batteries disconnected and terminals taped.
2. All motor vehicle tanks containing fuel or which have ever contained fuel, shall be furnished with locking-type gas caps or sealed with tape. The level of gas in tanks cannot exceed five gallons or one-quarter tank, whichever is less.
3. Garden tractors, chain saws, power plants and other gasoline-powered equipment shall be safeguarded in a similar manner.
4. All autos, trucks and vehicles of any kind must show the location on the Fire Department-approved floor plan 14 days prior to the show date.

C. Combustibles

1. Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner.
2. No cardboard boxes or any combustible materials may be stored on top of or near any electrical wiring in the spaces behind the backwall drapery (booth) or behind any display.

D. Obstructions

1. Aisles designated on approved show floor plans shall be kept clean, clear and free of obstructions. Booth constructions shall be substantial and fixed into position in specified areas for the duration of the show. Chairs, easels, signs and demonstration areas shall not be placed beyond booth areas into aisles.
2. All aisles must be maintained at a minimum of 10 feet in width or unless otherwise approved on floor plan.
3. All fire prevention and fire fighting equipment in all public assembly areas shall have easy and unobstructed accessibility.

E. Electrical Extension Cords and Multi-Plug Adapters

1. Extension cords shall service one appliance only and shall be a three-wire approved type (with ground). The extension cord cannot exceed the capacity of the existing circuit breaker and cannot exceed fifteen amps.
2. Multi-plug adapters must be UL approved and have current (electricity) breaker overload safety device. Cube adapters and other devices which increase outlets are not acceptable unless equipped with an internal circuit breaker.
3. All spliced wires are illegal.

F. Compressed Cylinders

1. Compressed cylinders must be attached to a stand if used upright or laid flat on floor.
2. Compressed flammable gases are prohibited inside a building. This includes acetylene, hydrogen, propane, butane and L.P.G.

G. Cooking and Warming Devices

Cooking and warming devices shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory; e.g., U.L., F.M.

1. Cooking, warming devices, and/or heated products shall be isolated from the public by either placing the device a minimum of four feet back from the front of the booth or provide a plexiglass shield 18 inches high, 1/4 inch thick across the front, and down both sides of the demonstration area.

H. Heat producing Equipment

1. Welding, soldering, or any open flame devices are prohibited.
2. Refer to SEC. F-2 above

I. Multi-Level Booths

Exhibitor must submit an Architectural Design to Fire Marshal a minimum of 45 days prior to event.

Should there be any questions regarding the above listed minimum Fire Department Regulations or any other items that need clarification, please do not hesitate to give the Fire Department a call or address a letter to:

San Diego Convention Center
Attention: Fire Marshal
111 West Harbor Drive
San Diego, CA 92101
(619) 525-5419