



June 22-24, 2008
George R. Brown Convention Center
Houston, TX

To assist you in planning for your participation at the Southwest Foodservice Expo, we are certain that you will appreciate knowing in advance that union labor may 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:

MATERIAL HANDLING

Exhibitor personnel may handle their own equipment as long as it does not require motorized or mechanical devices (i.e. fork-lifts, pallet jacks and dollies). **Please note that exhibitors may not use pallet jacks to off-load or load equipment.** Any equipment requiring motorized or mechanical devices must be handled by Freeman personnel. See the "Booth Furnishings / Material Handling" section of this manual for service and rates.

INSTALLATION AND DISMANTLING

Exhibitors may perform all the work in their booths with their own full-time company personnel. Please ensure that all full-time employees have valid company identification at show-site. Any necessary outside labor must be obtained through Freeman Decorating Company. Labor may be ordered in advance by filling out the "Labor Order Form" in the "Booth Furnishings / Material Handling" section or on show-site at the Exhibitor Service Desk.

UTILITIES

Electrical and plumbing service will be performed by Smart City Network personnel. All wiring and electrical installations must be performed by a "house electrician". However, authorization may be granted for company engineers to perform special electrical work on their own company exhibit equipment. See the enclosed order forms for these services in the "Utilities / Additional Services" section of this manual.

GRATUITIES

Freeman Decorating Company requests that exhibitors do not tip Freeman or union employees (such practices as giving money, merchandise, and other special considerations for services rendered). These employees are paid at an excellent wage scale denoting a professional status and tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of the Show Manager and a Freeman representative at the service desk.

RIGHT-TO-WORK POLICIES LABOR JURISDICTIONS IN HOUSTON