



## EXHIBITOR RIGHTS

The unions and staff that provide services at the America's Center Convention Complex wish to assure customers that their visits to St. Louis will be enjoyable, productive, and hassle-free. We understand that each event has specialized requirements that need individualized attention. America's Center's Labor Team is standing by to work with customers and ensure a quality experience while in St. Louis.

The following is a list of the type of work that customers can perform without utilizing union labor.

1. Exhibitors may unload/load materials from a personally owned vehicle (POV) at a predetermined overhead door. Two full-time company employees may handle the movement of materials with two-wheeled handcarts. To maximize time for all exhibitors during move-in, we encourage limiting load in time to a maximum of 20 minutes.
2. Exhibitors may set-up and dismantle "pop-up" exhibits in their booth with a minimum amount of tools if the display can be completed in 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 needs to be verified by either Edlen Electric or the facility's Labor Team and agreed upon before the first move-in day.
8. Exhibitors may fill and drain their own water receptacles, not to exceed 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's Labor Team and appropriate union representative.



Exhibitor Booth



Booth Set-Up

10. Exhibitors may skirt their own tables with their own custom-fit skirting without the use of staples, snaps or Velcro. Neither the tables nor the skirting may be from a rental source.

Explore St. Louis requests that any specialized requirements be brought to the attention of the Labor Director before move-in begins. All customers requests will be given our full consideration, and we will work together towards a mutually rewarding solution.

---

### Contact

**Brent Buchanan**

*Vice President, Operations*

314.342.5094 | [bbuchanan@explorestlouis.com](mailto:bbuchanan@explorestlouis.com)