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NCECA - *Coalescence*

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Greater Richmond Convention Center,
Richmond, Virginia

SAFETY

Standing on chairs, tables or other rental furniture is prohibited. Rental furniture is not made to support standing weight. Fern cannot be responsible for injuries or falls caused by the improper use of furniture. If assistance is required to assemble your exhibit, see a Customer Service Representative at the Fern Service Desk or the Display Labor Service order form to be included in the Exhibitor Service Manual.

UNION JURISDICTION DISPLAY SET-UP AND DISMANTLE

To assist you in preparing for your show, we would like to share with you some information regarding the jurisdiction of the union. Currently, we have an agreement with the local Union to provide for display set-up and dismantling. Full time employees of exhibiting companies may set their own displays without assistance from the Union.

MATERIAL HANDLING

Currently we have a labor agreement with the local Union. Exhibitors may unload and load their own materials from their own company truck or personal vehicle into the exhibit facilities using their own carts and dollies. Exhibitors are not allowed to use pallet jacks. The use of Fern dollies, flat trucks or other mechanical equipment is not permitted. Exhibitors are not allowed to unload or load any commercial vehicle that has been hired to transport their goods. Fern must control access of the loading docks in order to provide for a safe and orderly move-in/out.

Charges for material handling services are reflected on the Material Handling and Freight Service order form to be included in the Exhibitor Service Manual.

GRATUITIES

Fern requests that exhibitors do not offer gratuities to our employees, as they are paid an excellent wage denoting a professional status. Any request for tips should be brought to the attention of a representative at the Fern Service Desk.

INSURING YOUR PRODUCT

It is understood that Fern is not an insurer, and that insurance, if any, should be obtained by the exhibitor. Please refer to the Limits of Liabilities included in this Exhibitor Services Manual.