

# INSTALLATION & DISMANTLE (I&D)

## Installing Exhibits

Installation days and hours are as follows:

Wednesday, November 5, and Thursday, November 6  
7:30 AM–7:00 PM

Friday, November 7, 7:30 AM–10:00 PM

Every individual working in the exhibit hall must have an identification badge or wristband. To receive a badge or wristband exhibitor personnel and exhibitor-designated contractors (EDCs), are required to show proof of affiliation with their employer. An exhibitor may obtain a badge in Exhibitor Registration during the hours noted in the “Quick Reference” section at the beginning of this Prospectus. Complete details about obtaining wristbands will be available in the Exhibitor Service Manual.

**Approval for early installation will be granted on an individual basis, with the understanding that Freeman will provide the labor for all installation work performed on Monday, November 3. Exhibitors may use their Exhibitor Designated Contractor (EDC) labor beginning on Tuesday, November 4.**

Requests to work on installation beyond the official hours will be considered on an individual basis. Exhibitors requesting to work beyond 8:00 PM on November 4th – 6th will be required to hire a guard each evening for a minimum of four hours. All crates and containers must be removed from the exhibit floor by 6:00 PM on Friday, November 7.

The Academy reserves the right to assign labor to set up any display that is not in the process of being installed by 3:00 PM on Friday, November 7. Charges for this labor will be the exhibitor’s responsibility.

## Dismantling Exhibits

The dismantling of exhibits begins on Tuesday, November 11, at 3:00 PM, and concludes on Thursday, November 13, by 12:00 noon. Dismantling of an exhibit prior to 3:00 PM on Tuesday, November 11, is not permitted. Any company violating this regulation will forfeit priority points and may not be invited to participate in future Academy Meetings.

It will take approximately six hours to return all empty crates and cartons to the exhibitor’s booth. Plan to return on Wednesday, November 12, to complete your outbound arrangements.

## Installing and Dismantling Subspecialty Day Tabletop Exhibits

Installation for the Subspecialty Day tabletop exhibits will be on Thursday, November 6, from 1:00 to 6:00 PM. The dismantling of the tabletop exhibits will begin Friday, November 7, at 3:30 PM.

## Labor Services

### Installing and Dismantling Exhibits

**Full-time company personnel may set-up, touch-up, dismantle and repair their company’s exhibits. Union labor through Local IATSE 834 will also be available through Freeman for these services.**

**If full-time company personnel will work on the company’s exhibit, they must carry company identification, such as a medical identification card or a payroll stub.**

Hourly union labor rates for installing and dismantling exhibits are as follows:

- Standard Time (Monday– Friday, 8:00 AM–4:30 PM): \$62.00
- Overtime (Monday–Friday, 4:30 PM–8:00 AM, all day Saturday and Sunday): \$93.00
- Double Time (Midnight to 8:00 AM and holidays) \$124.00

### Electrical Services

**The Georgia World Congress Center (GWCC) is the exclusive provider of electrical service. The GWCC is responsible for connecting all electrical service from the power source to the exhibit. Company engineers and technicians who are required to assemble, diagnose, wire and service equipment may be allowed to execute work subject to approval by the GWCC or Georgia Dome Engineering Department. A minimum labor charge of one (1) hour will be automatically billed for all 208/280 volt services. A minimum labor charge of one-half (1/2) hour will be automatically charged for all special routing of 120 volt services. Electrical power for lights and displays will be turned on one (1) hour prior to show opening time, and off at show closing time, daily.**

Hourly rates for electrical services are as follows:

Monday - Sunday (including holidays) \$63.00 per hour

Complete details will be available in the Exhibitor Service Manual.

Children are not allowed on the exhibit floor at any time during the hours for installing or dismantling exhibits.

