

## **KNOW BEFORE YOU GO – DENVER LABOR REGULATIONS**

### **Do it Best Group Staff**

- You may not operate any type of mechanical or powered equipment at any time at this facility, including hand pallet jacks, 2- or 4-wheel dollies and wagons. This is a hand carry only facility. If it has wheels, I suggest not packing them.
- No power tools may be used to install anything in your booth that relates to the booth build. Hand tools only. You may perform up to one hour of labor per 100 sq ft of booth space to build your booth during move in and move out.
- You may set products in your booth space without any time constraints including assembling products like grills and patio furniture. You MAY use power tools to assemble products but NOT fixtures or anything related to the booth build.
- Labor needed for your Hub may be requested with your booth needs on the spreadsheet or via email with day, start time and end time for installation and dismantle along with what you need the labor to accomplish.
- You may hand carry your items from one booth space to another. Nothing with wheels may be used to accomplish this task. If you need assistance, you may order labor through Shepard. Luis is still the main Show Management freight contact.
- You may install all paperwork in your pallet and discount city signage holders and move it from where it has been unpacked to where it belongs in the pallet area on the Market floor.
- You may not install, dismantle or move your fixtures within your booth space. You must order labor through Shepard to accomplish this task. You may set shelves, peg hooks and dry set planograms once the fixtures are built/set. This applies to any outside Vendors you hire as well including Touchpoint.
- You may remove shrink wrap from your freight and shrink-wrap your own items during move out should you choose to do so.
- You may install your own signage in your booth once it has been delivered.
- You may install your own price tags in your fixtures.