

Federation of Genealogical Societies

2017 Conference

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A Conference for the Nation's Genealogists



Exhibitor General Information: Regulatory Compliance and Union Jurisdictions

This document contains information about union jurisdictions at the David L. Lawrence Convention Center and Pennsylvania, Allegheny County, and City of Pittsburgh regulatory compliance as they apply to exhibitors at the FGS 2017 National Conference. Direct questions to exhibits@fgs.org.

The decorator for FGS 2017 is Stetson Convention Services.

Union Jurisdictions: FGS is covering the cost of freightmen on-site for open dock access during established exhibitor move in and move out hours. Freightmen will unload your Personally Owned Vehicle (POV), place your equipment on a cart and deliver to your booth on move in and reverse that for move out.

With this arrangement, exhibitors arriving in POVs have the option of unloading their own vehicle rather than waiting in line for a freightman. If you opt out of the assistance from the freightmen, you must park a little farther away from the dock ramp (i.e. on the opposite side of the ramp either in a parking spot or designated location within the dock) to self-unload. You must have your own dollie or be able to carry your material if you choose to self-unload. You will be responsible for moving your materials to and from your booth. The DLCC and Stetson will not provide dollies for those who choose to self-unload. You may make multiple trips from your car to your booth.

Once unloaded, all vehicles must be removed from the loading dock area.

Additional fees will apply if forklifts, electric pallet jacks, or hand trucks are required to unload your vehicle. POVs include SUVs and pickups with a trailer if the vehicle can be backed up on the ramp and doesn't require forklift, etc. to unload. POVs do not include U-Haul/box trucks or larger vehicles and those type vehicles must be unloaded by freightmen at designated rates.

Delivery of materials through the front door is limited to what can be carried by one person. Personal dollies and carts may not be used.

Booth assembly that requires power tools falls under union jurisdictions. Stetson will provide information about fees and assistance with scheduling union staffing as needed.

Exhibitors may ship materials directly to Stetson's advanced warehouse. Their roundtrip material handling fee includes unloading freight, storing at warehouse, delivery to show site and your booth, storage of empties, return of empties, handling at dock area, reloading onto carrier at end of show.

Shipments delivered directly to the Convention Center must be delivered during exhibitor move-in hours or you are subject to additional material handling surcharges.

Details about fees for material handling and advance shipping to Stetson will be included in the information you will receive in June. Please feel free to email exhibits@fgs.org if you have questions about the the move in/move out process.

Pennsylvania, Allegheny County, and City of Pittsburgh Regulatory Compliance: Exhibitors are responsible for identifying and complying with all state and local regulations related to taxes, permits, and licensing.

All exhibitors who sell merchandise at the conference will be required to pay Pennsylvania and Allegheny County sales tax. Information on obtaining a license can be found at <https://www.pa100.state.pa.us>.

Visit the PA Department of Revenue at <http://www.revenue.pa.gov/> for additional information.

Exhibitors doing \$12,000 or more in sales in Pittsburgh during the year (including at the conference) are subject to a Local Services Tax. [Click here](#) to download the form. Contact information for the Pittsburgh Department of Finance is included in the form instructions if you have any questions about your need to file.

Email any questions to exhibits@fgs.org.