

ATCT-2330: TRADE SHOW

Cuyahoga Community College

Viewing: ATCT-2330 : Trade Show

Board of Trustees:

September 2025

Academic Term:

Fall 2025

Subject Code

ATCT - Appld Indus Tech - Carpentry

Course Number:

2330

Title:

Trade Show

Catalog Description:

Installation and dismantling of trade show exhibits. Includes techniques and procedures, aerial lift, welded frame/mobile tower scaffold erector, and rigging.

Credit Hour(s):

2

Lecture Hour(s):

2

Requisites

Prerequisite and Corequisite

Departmental approval: Admissions to Carpentry Technology apprenticeship program.

Outcomes

Course Outcome(s):

Install, repair, and dismantle trade show exhibits and displays using appropriate tools, following trade show safety considerations and procedures while integrating professional trade show conduct.

Objective(s):

1. Describe range of work skills, worker conduct, language, and clothing required by Tradeshow and Exhibit Industry.
2. Cut, polish, and install Plexiglass.
3. Use common exhibit fasteners.
4. Use tools required for setting up and tearing down an exhibit site.
5. Demonstrate safety considerations related to trade show work.
6. Layout show floor.
7. Install pipe and drape to establish pedestrian walkways and exhibit boundaries.
8. Install carpet as required by exhibitors.
9. Install skirting on exhibit tables or platforms.
10. Follow step by step procedures to erect a custom display and system exhibit.
11. Repair plastic laminates in exhibit construction.

Methods of Evaluation:

1. Quizzes
2. Exams

3. Classroom participation
4. Demonstration of assigned projects

Course Content Outline:

1. Concepts
 - a. Tools used in exhibits including router bits, clamps, glue, hole saw, drill, octanorm key, assorted pliers and screw drivers.
 - b. Reading blueprints of custom and system exhibits.
2. Skills
 - a. Install exhibits by removing parts from crates, cleaning and assembling parts, and laying carpet.
 - b. Dismantle exhibits by disassembling parts and filling crates.
 - c. Layout exhibit using blueprints and marking symbols.
 - d. Pipe and drape exhibits using bases and uprights, draping, and telerod.
 - e. Inspect pieces as they are removed from crates.
 - f. Install carpeting over existing floor using double faced tape.
 - g. Adjoin pieces of carpeting as needed for exhibit and be aware of surface friction and color shading during installation.
 - h. Carpet columns and round objects and bring items through carpet when necessary.
 - i. Fasten and repair plastics.
 - j. Fasten and repair laminates.
 - k. Create table skirting.
 - l. Locate contents for custom displays in short time frame.
 - m. Create custom displays using circular columns, shops, turntables, double sided wall panel.
 - n. Set up system exhibits using appropriate layout and stock set of components such as Plexiglass from specific manufacturers.
3. Issues
 - a. Proper conduct in exhibit area and while working with customer.
 - b. Proper clothing in exhibit area.
 - c. Proper procedures in following safety principles.

Resources

Carpenters International Training Fund. *Trade Shows Installation and Dismantling*. Carpenters International Training Fund, 2001.

Apprenticeship and Training Department. *Carpentry Instructional Units*. United Brotherhood of Carpenters and Joiners of America, 2001.

Carpenters International Training Fund. *Print Reading 1: Introductory and Intermediate Skills*. Second Edition. Las Vegas, NV: Carpenters International Training Fund, 2022.

Occupational Safety and Health Administration, United States Department of Labor. *Code of Federal Regulations 1926*. National Safety Compliance, 2022.

Rigging. Las Vegas, NV: Carpenter's International Training Fund, 2023.

Resources Other

Carpenter's International Training Fund. <https://www.carpenters.org/citf-training/>. 2024

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