



Work Rules and Labor Union Regulations

There are many tasks that an Exhibitor may perform. And, there are other tasks, that are the sole responsibility of the Official Service Contractor or Javits Center Union for safety and liability reasons as well as to comply with local union jurisdictions. The following guide is designed to help you understand what an Exhibitor may do and what you will need the Official Service Contractor to do.

All work that may be performed by the “Exhibitor” (as noted in the table below) must be performed by full-time company employees of the exhibiting company, who can present positive identification such as a medical card or payroll stub. There is some work that an Exhibitor may do that an Exhibitor Appointed Contractor (EAC) may not do.

Guidelines

Here are a few general guidelines you should follow:

- Please do not tip workers. Accepting tips is against company policy and puts the worker at risk of disciplinary action.
- There is a mid-morning and mid-afternoon 15-minute paid break; therefore, Exhibitors do not need to offer workers other breaks.
- If there is a question on site about what the Official Service Contractor versus an Exhibitor may do, please contact your NAB Floor Manager or a Freeman Management Representative.

Exclusive Services

- **Freeman** - Audio/Visual and Computers, Cleaning, Drayage/Material Handling
- Javits – Electrical, Internet/Telecommunications, Plumbing and Rigging

Union Jurisdictions at Jacob Javits Center

There are three major unions that have jurisdiction over tradeshow. The following should help guide you in confirming to union jurisdiction and its adherence to them when required.

Teamster Union: Teamsters handle all material handling and rigging services at the exhibit hall. For Material Handling, they unload trucks or vehicles, deliver materials to and from booths, moving services and spot machinery in your booth.

Carpenter Union: Carpenters handle the build and dismantling of display and exhibit booths. This also includes all display work. Carpenters uncrate and re-crate machinery or equipment, install and remove all draping and floor coverings, and hang signs without electrical.

Electrical Union: Electricians handle all electrical work, which includes supply power lines to your booth, connecting equipment to outlets and installing signs, booth lighting or headers that are lighted, unless they are permanently a part of the exhibit back wall. They also perform rigging of hanging signs and installation of video walls, LED screen, truss or anything that needs to be secured from the ceiling.

Union and Non-union Labor Disputes

It is the responsibility of Freeman, the Official Service Contractor, Javits Center and Show Management to resolve all jurisdictional disputes. Union contracts contain dispute resolution procedures and all involved parties must follow them. Work now, grieve later.

Threats to or illegal confrontations with Exhibitors or Show Management will not be tolerated. For any labor disputes, please contact show management in 3D01 or contact [Steven Tiller](#), VP Labor Solutions at Javits Center.

Below is a snapshot table of the work exhibitors are allowed to do without union or contractor personnel. All work that may be performed by the "Exhibitor" (as noted in the table below) must be performed by full-time company employees of the exhibiting company, who can present positive identification such as a medical card or payroll stub.

Task	Under 250 sqft	Over 250 sqft
Hand- Carry small items (with approved cart)	Approved	Approved
Install and Dismantle Pop Up Exhibit (Must be Tool-Free, Ladder-Free and a self contained unit which can be hand carried by one employee)	Approved	Requires Labor
Carpet Installation/Dismantle	Approved	Requires Labor
Unpack/Repack Cartons (Not crates)	Approved	Approved
Test and Tune their own equipment	Approved	Approved
Plug in their own devices and equipment for properly ordered 110 volt electrical service of 500 watts or less	Approved	Approved
Connect modems, printers, computers and keyboards	Approved	Approved
Run their own communication cable between machines in the same booth above the booth carpet	Approved	Approved
Install and dismantle their own lights – without the use of ladders, tools and provided the service is for no more than 500 watts	Approved	Requires Labor
Connect up to eight (8) pieces of computer and/or telecommunications equipment to cables run by electricians	Approved	Approved
Mounting Monitors and TV's to a wall or a stand	Requires Labor	Requires Labor

Task	Exhibitor Abilities	Official Contractor or Union Labor Responsibilities
Material Handling/Drayage	Exhibitors MAY: • Hand carry from a privately-owned vehicle (POV), including a passenger automobile, minivan, sport utility vehicle or pick-up truck into the Javits Center Inner Roadway. Parking on a red curb or in traffic lanes is prohibited. • All vehicles are allocated 45 minutes, and the time limit will be strictly enforced. Hazard lights must be activated while staged. • Hand carry small items such as cartons and packages. This includes pop-up displays equal to or less than 10 feet in length and capable of being carried by hand by one person. • Exhibitor display items can also be hand carried if they can be hand carried by one person. • Use a personal luggage/office supply dolly. The use of hand carts is prohibited.   In all other circumstances items should be considered material handling/drayage.	Freeman is the exclusive provider of material handling services. • Freeman manages freight docks and schedules all vehicles into and out of designated material handling areas. This ensures a smooth, orderly and efficient move-in and move-out. • Freeman loads and unloads all trucks, trailers, common and contract carriers at the Facility and designated material handling areas and is responsible for moving all freight from the loading dock to and from the booths. • Freeman moves in and out all display vehicles. For more information, review the Display Vehicles section under Show and Building Rules on this page.

Plumbing	Exhibitors should supply their own filters or other equipment to handle moisture or water in compressed air lines. Exhibitors MAY NOT bring air compressors on the Show Floor.	Javits Center is the exclusive provider of plumbing services. All service connections must be made by the Javits Center.
Task	Exhibitor Abilities	Official Contractor Responsibilities
Booth Installation & Dismantle	Exhibitors MAY: - Utilize their own full-time company personnel - Hire Freeman, the Official Service Contractor - Hire an Exhibitor Appointed Contractor (EAC) for non-exclusive services Full-time company personnel may be asked to provide company identification, such as a medical identification card or payroll stub. EACs must register with Show Management and the building. Please visit our EAC Registration page for more details.	Freeman has skilled labor to perform booth installation and dismantle services. Visit the Freeman Service Kit for more information.
Ladders	Exhibitors MAY NOT use ladders. Exhibitor Appointed Contractors MAY use their own ladders so long as they follow union safety guidelines. EACs MAY NOT do electrical work.	

Telecommunications & Internet	Exhibitors MAY: • Plug and unplug modems, printers, computers and keyboards. • Run their own communication cable between machines in the same booth above the booth carpet. • Connect up to eight (8) pieces of computer and/or telecommunications equipment to cables run by electricians	Javits Center is the exclusive in-house provider of telecommunications and internet and must: • Provide all internet and phone services. • Distribute all under-flooring, non-electrical wiring, such as Ethernet, HDMI, etc. • Run any cables to the roof.
--	---	--

Task	Exhibitor Abilities	Official Contractor Responsibilities
Booth Cleaning & Porter Service (a.k.a. trash removal)	Exhibitors MAY clean their own booth. Exhibitor Appointed Contractors (EACs) MAY NOT vacuum or utilize floor cleaning equipment on the Show Floor.	Freeman is the exclusive provider of cleaning services and must: • Perform all booth vacuuming and porter (a.k.a. trash removal) service. • Maintain aisle carpet and communal areas.
Hot Work <i>Defined as “any activity that creates sparks or uses open flame, including, but not limited to, brazing, soldering, oxygen cutting, arc welding, oxy-fuel gas welding, hot taps and torch applied roofing or flooring, or any cutting of wood or metal that creates sparks.”</i>	A hot work permit is required when hot work is performed for exhibit construction. The Center's Fire Safety Director can provide information on obtaining hot work permits. Note: Additional restrictions may be imposed as necessitated by ongoing renovation work. For inquiries regarding obtaining a hot work permit contact Michael Chirichella and or Alexis Nunez with Javits Center.	

Hanging Signs-Standard	Exhibitors MAY install and dismantle a non-electric sign that is <u>attached to a display</u> as long as it does not involve tools or ladders. Exhibitors MAY NOT install or assemble any non-electrical hanging sign or truss.	Freeman is the exclusive provider of rigging services and must: • Provide rigging for all hanging signs, trusses and decorative materials suspended from the ceiling. • Assemble and disassemble hanging signs. • Install chain hoist and attach signs. Per OSHA regulations, chain hoist is required for anything over 200 lbs., which differs from the limit of 250 lbs. last year. The new weight requirement will impact cost for signs that now require a chain hoist that didn't previously.
-------------------------------	---	--

Task	Exhibitor Abilities	Official Contractor Responsibilities
Hanging Signs- Truss or Motors	Exhibitors and/or registered Exhibitor Appointed Contractors (EACs) MAY assemble ground-supported truss that does NOT include any electrical component. Truss that is not assembled by Javits Center is subject to all electrical rules and jurisdictions. There are new structural integrity rules for truss. Please review the Truss section under Show and Building Rules.	Javits Center is the exclusive provider of rigging services and must: • Installation and dismantle of self-climbing and/or mechanized truss systems. • Installation and dismantle of programmable dimmable lighting fixtures that are attached to ground-supported truss. • Installation and dismantle of all meeting room, ground-supported truss for audio, visual and theatrical lighting.
Electrical	Exhibitors and/or registered Exhibitor Appointed Contractors (EACs) MAY: • Plug in their own devices and equipment for properly ordered 110 volt electrical service of 500 watts or less • Hang up to four small clip-on lights per 10 x 10 booth. • Connect modems, printers, computers and keyboards; test and tune own equipment; and run their own communications cable between machines in the same booth above the booth carpet.	Javits Center is the exclusive provider of electrical services and must: • Provide electrical distribution. • Distribute electrical cables under carpet and other types of flooring. • Handle any additional electrical requirements or changes to preorders. • Distribute and connect power in excess of 20A/120V. • Distribute and connect 208V and 480V power. • Distribute electrical equipment necessary to provide electrical service.

Monitors and LED Screens	Exhibitors MAY: • Hand Carry them in with one person • Setup on a table that requires no tools and can plug it in	Javits Center is the exclusive provider of electrical services and must: • All LED Tiles must be assembled and powered by Javits Center electricians. • Mount monitors (to include plasma screens, LCD & CRT) and install hanging brackets.
---------------------------------	--	--

Task	Exhibitor Abilities	Official Contractor Responsibilities
Fork Lift Labor	Exhibitors and/or their EACs MAY NOT operate a forklift or any motorized device or pallet jack. Exhibitors should provide any special tools needed to pick up, uncrate or assemble their heavy equipment or machinery. Exhibitors with machinery and/or heavy equipment should <u>contact Freeman</u> to review requirements and ensure appropriate labor and equipment is planned for.	Freeman is the exclusive provider of material handling and must: • Perform all work that requires use of a forklift to uncrate, un-skid, position and re-skid heavy equipment or machinery. • Lift/place headers and/or other exhibit work which may require use of a forklift.
Cameras, Audio & Video Systems	Exhibitors MAY: • Install and operate their own manufactured product systems when they require less than 20 amps or are not suspended from the ceiling. • Plug in small sound devices. • Install their own manufactured cameras. • Staff certain positions: ○ Technical Director ○ Lighting Designer ○ Video Engineer or Audio Engineer ○ Slow Motion Machine Operator ○ Advance Projectionist ○ Audio Board Operator ○ Video Board Operator ○ Live Camera Operator ○ Lighting Board Operator Exhibitor Appointed Contractors (EACs) MAY NOT perform this work.	Freeman is the exclusive provider of electrical and rigging and must provide staffing when an integrated system draws more than 20 amps or is suspended from the ceiling: • Crane Operator • Audio Technician • TV Sound Boom Operator • Character Generator • Advanced Audio-Visual Technician • Tape Operator • Audio Visual Technician • Video Wall Technician • Video Utility Person • Assistant TV Audio Tech • Projectionist • High Rigger • Ground Rigger • Lighting Tech