**Javits Center Work Rules:**

**Electrical Solutions**

* The Javits Center's Electricians install and remove all electrical wiring, load centers, disconnect switches and distribution panels. Electricians install and dismantle all lighting, (except as described below), all electric signs, all communication (Ethernet, Audio & Video) cable between or outside exhibits and under carpet. Electricians also operate certain sound, light and video systems. Electricians are represented by the International Brotherhood of Electrical Workers (IBEW) Local 3.
* Work Hours: The length and start times of electricians' standard shifts and the application of overtime rates on weekdays vary depending on whether it is a move-in, open or move-out day. Electricians are always paid time and a half for work on weekends and holidays. Electricians have 11 holidays — New Year's Day, Martin Luther King, Jr. Day, President's day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving and the day after and Christmas.

**Electrical Work Exhibitors May Do Themselves:**

·      Hang and dismantle their own lights (up to four including light bulbs), without tools and ladders, for booths up to 100 sq. ft. with one 500 watt outlet or less

·      Connect computer equipment (i.e. computer monitors, modems, printers, computers, keyboards, switches, etc.), limit of 8 or less, combined.

·      Test and tune their own equipment.

·      Run their own Ethernet cable between machines in the same booth above the booth carpet, which does not require the lines to be taped down.

**Technology Solutions**

* The Javits Center's Electricians will install, remove and repair all voice and data cables. The rates on the internet services order form include labor. A separate labor charge is only applied to any additional work that is requested and which work is not part of the service order form. Examples of this will include extending additional data or voice drops and/or relocation of services.
* Work Hours: The length and start times of electricians' standard shifts and the application of overtime rates on weekdays vary depending on whether it is a move-in, open or move-out day. Electricians are always paid time and a half for work on weekends and holidays. Electricians have 11 holidays — New Year's Day, Martin Luther King, Jr. Day, President's day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving and the day after and Christmas.

**Telecomm/Internet Work Exhibitors May Do Themselves:**

·    Plug/ unplug phones, modems, faxes and credit card readers.

**Exhibit Building**

Exhibit Builders are represented by the International Brotherhood of Carpenters and Joiners, New York District Council. Exhibit Builders are hired from the Center by, and work under the direction of, general decorating contractors and exhibitor appointed contractors.

**Their jurisdiction is as follows:**

The Center's Exhibit Builders (Journeyman and Apprentice Carpenters) perform crating and re-crating, and all work involved in the erection and dismantling of exhibits, displays, backgrounds and booths; all work requiring the use of bolts and screws or nail fasteners; tying, hanging or nailing, taping of flags, banners, signs, tile and rug-laying, skidding and re-skidding and turntables; handling and delivery of furniture, carpeting, modular interlocking booth systems and other contractor owned and leased equipment; pad wrapping, protection work, ramp protection; and installing draperies, including but not limited to wall draperies, table skirting, booth equipment draperies, flag and bunting and party decorations. "Pop-up" booths may be exempted from this requirement pursuant to more detailed rules described below.

**Exhibit Building Work Exhibitors May Do Themselves**

Exhibitors may erect and dismantle "pop-up" displays which do not exceed 250 square feet and can be erected and/or dismantled by employees of the exhibiting company, without tools and ladders.

Exhibitors’ may unpack, pack and arrange their merchandise and products in their exhibit. Those performing the work above must be employees of the exhibiting company and must carry identification to verify that fact. When unsafe set-up or dismantle conditions exist, the Javits Center may elect to suspend the exceptions listed above and Javits exhibit building labor will complete the set up at the exhibitor’s expense. The Javits Center may issue more detailed rules on this from time to time.

**Work Hours:** Exhibit Builders are paid at straight time rates for the first eight hours of shift work regardless of their start time Monday to Friday (except holidays). Exhibit Builders are paid overtime (time & one-half) for work in excess of 8 hours (Monday-Friday) and all day Saturday and Sunday after 7 hours of work. Exhibit Builders are paid double time on holidays and hours worked less than 7 on Sunday’s (details below). Exhibit Builders work a minimum of 4 hours. Holidays are: New Year's Day; President's Day; Memorial Day; Independence Day; Labor Day; Columbus Day; Election Day (in a Presidential Election year); Thanksgiving, day after Thanksgiving and Christmas.

**Sunday Labor Rates for Carpenters**

Show carpenter labor will be billed at time and a half (overtime) for their Sunday hours, provided they work an aggregate of seven (7) hours or more on Sunday, i.e. between midnight Saturday and midnight Sunday. Carpenters who work fewer than the required seven (7) hours on Sunday will be billed at the double time rate.

**Below are two Sunday Labor Rate Examples:**

* Carpenter A worked from Saturday 10:00 pm to Sunday 5:00 am, and therefore, Carpenter A will be billed for 2 hours of overtime and 5 hours of double time
* Carpenter B worked from Saturday 10:00 pm to Sunday 7:00 am, and therefore, Carpenter B will be billed for 9 hours of overtime

All hours worked on Sunday – starting at 12:01 am to midnight – will be combined. If the combined Sunday hours are seven (7) hours or more, the overtime rate will be billed. Please see an example for one employee below:

* 1st time card: Carpenter A worked from Sunday 7:00 am to 11:00 am for four (4) hours at the double time rate
* 2nd time card: Carpenter A also worked from Sunday 8:00 pm to 12:00 am for four (4) hours at the double time rate

The combined time cards will be billed for eight (8) hours at the overtime rate.

**Freight Handlers**

Freight Handlers at the Javits Center are represented by Local 807 of the International Brotherhood of Teamsters. Their jurisdiction is as follows:

Movement of exhibitor and contractor freight for trade and consumer show and special events where a general decorating contractor is retained by the event organizer, specifically: hauling, rigging (that requires the use, but is not beyond the capacity of, Javits forklifts), moving to and from the exhibitor booth or area, loading and/or unloading of exhibitor displays, exhibitor freight materials, exhibitor machinery and decorating contractors’ equipment (i.e. carpet racks and dollies, furniture racks or dollies and standardized booth equipment which are loaded and unloaded to and from a marshalling point on the exhibit show floor) including the scanning in and/or out of any such exhibitor materials or equipment as determined by management.

Freight Handlers have three shifts per day, per event, per contractor, and work a minimum of 8 hours per shift. They are required to work at least 2 hours of overtime if requested.

Freight Handlers may be hired either as “hi lo operators” or “helper/checkers.” For every forklift used on the show floor, two Freight Handlers must be hired at the hi lo operator rate.

Freight Handlers may be assigned any available work in their jurisdiction during a shift. However, if a Freight Handler performs work in more than one job classification, the Freight Handler must be paid for the entire shift at the highest wage rate corresponding to the work performed.

**Work Hours:** Freight Handlers are paid at straight time rates for the first eight hours of shift work regardless of their start time Monday to Friday (except holidays).Freight Handlers are paid overtime (time & one-half) for work in excess of 8 hours (Monday-Friday) and all day Saturday and Sunday. Exhibit Builders are paid double time on holidays. Freight Handlers work a minimum of 8 hours. Holidays are: New Year's Day; Washington’s Birthday; Memorial Day; Independence Day; Labor Day; Columbus Day; Election Day ; Veteran’s Day; Thanksgiving, day after Thanksgiving and Christmas.

**The Javits Center Hand Carry Policy**

**Approved During Hand Carry Operations:**

* Javits Center Public Safety Officers will search all vehicles and issue window plaques.
* Only vehicles with two licensed drivers will be granted entry; all vehicles must be attended at all times by a licensed driver.
* Loading and unloading of vehicles is limited to vehicles no larger than an average sprinter type van.
* All vehicles are allocated 30 minutes, and the time limit will be strictly enforced.
* Exhibitors may use nothing larger than a two-wheeled baggage cart (plastic or rubber wheels only).
* Hanging clothing racks with four wheels are allowed for moving hanging garments.
* During the move out it is recommended exhibitors pack all exhibit items before parking a vehicle.
* Vehicle hazard lights must remain on at all times.

**Prohibited During Hand Carry Operations:**

* Power tools, ladders or any other type of carpenter/construction equipment are not permitted in the building, unless specific written approval is obtained in advance;
* Any freight from a vehicle larger than an Econoline van;
* Any freight moved on equipment larger than a two-wheeled baggage cart;
* Any freight that cannot be hand carried by one person; and
* Any freight moved by a moving or Freight Company, contractor or any persons other than Javits Center freight handlers or direct employees of an exhibiting company engaged in approved hand carry operations.

**On the west side of 11th Avenue between 34th Street and 37th Street:**

* Hand carry operation hours are specific and designated by event management.
* Loading and unloading of vehicles is limited to vehicles no larger than an average sprinter type van.
* All vehicles must be parked alongside the curb, and double parking is strictly prohibited.
* Parking or standing on the east side of 11th Avenue is strictly prohibited.

**Enforcement for Hand Carry Operations:**

* The Javits Center’s Security and Safety Solutions Department will provide security on the Inner Roadway during all designated hand carry hours of operation.
* All vehicles on public roads surrounding the Javits Center are subject to all traffic regulations enforced by the NYPD.