



# Javits Center Operational Policies



**JAVITS**  
CENTER®



# Javits Center Operational Policies

The Javits Center provides skilled and courteous employees to perform most of the labor needed for events. With few exceptions (explained below), **Event Managers, Contractors and Exhibitors must hire the Javits Center's employees to perform the following work:**

## General Decorating Contractor

General Decorating Contractors are hired by your event manager. They are generally responsible for the physical planning of the event, the shipment and delivery of exhibition freight, the rental of furniture, carpets and other booth/exhibit equipment and the building and dismantling of most of the exhibits. General Decorating Contractors supply their own on site management and supervisors and hire freight moving and exhibit building labor from the Javits Center. In order to hire labor directly from the Center, General Decorating Contractors must open an account, which requires, among other things, the posting of a guarantee of payment bond or letters of credit and the fulfillment of certain insurance requirements.

## Exhibit Appointed Contractors

Exhibit Appointed Contractors (EAC's) are hired by exhibitors to build and dismantle exhibits. EAC's supply their own on-site management and hire exhibit building labor employed by the Javits Center. In order to hire labor directly from the Center, EAC's must open an account, which requires, among other things, the posting of a guarantee of payment bond or letters of credit and the fulfillment of certain insurance requirements.

## Freight Moving

Javits' Freight Handlers are responsible for loading and unloading trucks and delivering exhibitor freight and machinery to and from exhibitors' booth; loading and unloading decorating contractors' equipment to and from a marshalling point on the exhibit show floor; and perform rigging work with forklifts. Freight Handlers are hired from the Center by general decorating contractors. Freight Handlers work under the direction and supervision of the general decorating contractor and their shifts are determined and organized by the contractor. Freight Handlers are represented by the International Brotherhood of Teamsters, Local 807.

### Work Hours:

Freight Handlers are paid straight time for the first eight (8) hours worked and overtime for any hours worked beyond eight (8) on Mondays through Fridays. They are paid time and a half for all hours worked on Saturdays and Sundays. They are paid double time for all hours worked on holidays. Freight Handler's have 11 holidays: New Year's Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Veteran's Day, Thanksgiving and the day after, and Christmas.

### Freight Moving Exhibitors May Perform (Hand Carry Policy)

The Javits Center is the busiest convention center in the United States, and as a result, our operations can have a major impact on the surrounding community. As Manhattan's West Side continues to evolve with new developments, clients of the Javits Center must make every effort to minimize our impact on neighboring



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streets during move-in and move-out periods. The hand carry policy, which is outlined below, is designed to maximize exhibitor move in and minimize traffic congestion. Exhibitors are reminded that the west side of 11th Avenue is officially designated a City bus lane, and vehicles illegally parked will be subject to a fine and/or vehicle towing by the New York City Police Department (NYPD). For move-in and/or move-out periods during large trade shows, the Javits Center will often request assistance from the NYPD to facilitate curbside standing of personal vehicles and small vans along the west side of 11th Avenue between West 34th Street and West 40th streets. However, this does not grant immunity from potential ticketing or vehicle towing to customers who ignore the regulations established by the Javits Center in conjunction with the NYPD and other regulatory agencies. In an effort to address these concerns and to streamline the hand carry process, effective immediately, the Javits Center's Security and Safety Solutions Department will conduct all exterior security staffing, oversight and enforcement for hand carry operations.

The Javits Center Hand Carry Policy is as follows:

## **Approved During Hand Carry Operations:**

- Individuals moving these items must be employees of the exhibiting company and must carry identification to verify their position;
- Exhibitors moving items must use doors and routes designated by event management;
- Hand-carried items can be brought in through the front of the building (east side) and at specified times, the north side, as long as traffic regulations are obeyed;
- Exhibitors may use nothing larger than a two-wheeled baggage cart (plastic or rubber wheels only) to move their items;
- Hanging clothing racks with four wheels are allowed for moving hanging garments;
- Pop-up displays – equal or less than 10 feet in length and capable of being carried by hand by one person – may be brought into the building; and

- The Javits Center reserves the right to search any box, bag, container, crate, etc. to ensure full compliance with the building's regulations.

## **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 40th 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 Econoline van;
- All vehicles are allocated 30 minutes, and the time limit will be strictly enforced;
- All vehicles must be parked alongside the curb, and double parking is strictly prohibited;
- All vehicles must be attended at all times by a licensed driver;
- Parking or standing on the east side of 11th Avenue is strictly prohibited;
- Exhibitors recommend pack all exhibit items before staging a vehicle curbside; and
- Failure to follow the above regulations may lead to a fine and/or vehicle towing.

## **On the Inner Roadway along 11th Avenue:**

- Hand carry operation hours are specific and



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designated by show management;

- Access granted to exhibitors only during a specified time frame Access granted to exhibitors on a first-come, first-serve basis;
- 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 Econoline van;
- All vehicles are allocated 30 minutes, and the time limit will be strictly enforced;
- Recommend exhibitors pack all exhibit items before parking a vehicle; and
- Any vehicle left unattended will be towed at the owner's expense.

## **Inside the West 39th Street Lot:**

- Hand carry through the West 39th Street lot is available to only certain events and exhibitors as only those with close proximity to the lot will be allowed entry;
- Hand carry location and hours of use are specific and designated by show management;
- Access granted to exhibitors only during a specified time frame;
- Access granted on a first-come, first-serve basis;
- 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 Econoline van;
- All vehicles are allocated 30 minutes, and the time limit will be strictly enforced;
- Recommend exhibitors pack all exhibit items before parking a vehicle;
- Double parking on 12th Avenue is strictly prohibited; and

- Failure to follow the above regulations may lead to a fine and/or vehicle towing.

## **On the Javits Center Loading Docks:**

- All vehicles transporting freight larger than an Econoline van, such as, but not limited to, a Sprinter van, cargo van, moving truck or box truck, are required to load and unload via the Javits Center loading docks;
- The loading docks are accessible during designated hand carry hours for all such vehicles and can be accessed without an appointment via the entrance on 12th Avenue;
- and All such vehicles are required to register with security upon arrival.

## **Enforcement for Hand Carry Operations:**

- The Javits Center's Security and Safety Solutions Department and the NYPD will provide security on the Inner Roadway and inside the West 39th Street lot during all designated hand carry hours of operation; and
- All vehicles on public roads surrounding the Javits Center are subject to all traffic regulations enforced by the NYPD.

## **Exhibit Building**

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 reskidding 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. They also do certain other unskilled work. Carpenters are represented by the International Brotherhood of Carpenters and Joiners, New York



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District Council. Carpenters are hired from the Center by general decorating contractors and exhibitor appointed contractors. Carpenters work under contractors' direction and supervision and their shifts are organized and determined by the contractor.

## **Work Hours:**

Carpenters are paid straight time for the first eight (8) hours of their shift and are paid time and a half for hours worked beyond the eight, Monday through Friday. They are paid time and a half for hours worked on Saturday and on any Sunday that they work at least seven (7) hours. They are paid double time on holidays and on Sunday if they work less than seven (7) hours.

## **Building Work Exhibitors May Do Themselves**

Exhibitors may erect and dismantle pop-up display booths which do not exceed twenty-five (25) feet in length and can be erected and/or dismantled by employees of the exhibiting company, using no tools. A pop up display at the Javits Center is defined as a self-contained unit which can be hand-carried by one employee. The Center may issue more detailed rules on this from time to time.

## **Rigging**

Rigging is performed by Javits employees. The nature of the work involved will determine which employees perform rigging work.

## **Electrical**

Javits Center electricians install and remove all electrical wiring, load centers, disconnects and distribution panels. Electricians install and dismantle all lighting, all electric signs, all communication and video cable between or outside exhibits and under carpet and sound systems. 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, Election Day, Thanksgiving and the day after and Christmas.

## **Electric Work Exhibitors May Do Themselves**

- Exhibitors may plug in their own devices and equipment for properly ordered 110 volt electrical service of 1500 watts or less.
- Exhibitors may plug in their own devices of 110 volt/1500 watts themselves.
- Connect modems, printers, computers and keyboards.
- Install their own light bulbs.
- Test and tune their own equipment.
- Run their own communications cable between machines in the same booth above the booth carpet.
- Exhibitors may install and dismantle their own lights in booths 100 square feet or less without the use of tools or ladders – provided that the service order is for no more than 500 watts.
- Connect up to eight (8) pieces of computer and/or telecommunications equipment to cables run by electricians.



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## Plumbing

Javits' plumbers install and remove all compressed air lines, water and drain lines, sinks, hot water heaters, and overhead venting. Plumbers make all final connections to the compressed air, water and drainage systems. Plumbers also store, handle and connect bottled gas and fill and drain all water tanks over 20 gallons. Plumbers are represented by Plumbers Union Local 1.

### Work Hours:

Normal work shift for plumbers is 7:30 A.M. to 3 P.M. Most of the plumbing service rates include labor. Plumbing labor is only applied for work as requested which is not on the plumbing service order form and for repairs and relocations. In these instances, straight time rates are charged Monday to Friday 7:30 A.M. to 3 P.M. (except holidays). At all other times (including hours after 3 P.M. to 7:30 A.M. Monday through Friday, Saturday, Sunday and holidays) overtime rates are charged. Plumber's have 10 holidays; New Year's Day; President's Day; Memorial Day; Independence Day; Labor Day; Columbus Day; Election Day; Thanksgiving and the day after and Christmas.

### Plumbing Work Exhibitors May Do Themselves

Test, tune or repair water, drain, air and non-flammable gas lines on the exhibitor side of the disconnect to the building system.

## Cleaning

Javits' Cleaners vacuum, shampoo and sweep all carpeting, empty waste baskets and supply and handle containers for removing hazardous wastes. Cleaners are represented by the International Brotherhood of Teamsters, Local 237.

### Work Hours:

Cleaners work at any time as determined by Javits management or, when porter service is ordered, at times requested by exhibitors.

### Cleaning Work Exhibitors May Do Themselves

Exhibitor may clean and wipe down their products and

display merchandise and parts of their exhibit not installed by other Javits labor.

## Meeting Room Set Up

Javits' set-up personnel move and arrange all house furniture for use in meeting rooms. Your event manager gets the first set-up per day at no charge. A charge is normally assessed for changeovers and additions. Set-up personnel are represented by the International Brotherhood of Teamsters, Local 237.

### Work Hours:

Javits set-up personnel work at times determined by Javits management.

## Company Personnel as Managers and Supervisors

Contractors are permitted to use their own personnel as managers and supervisors of Javits Center Carpenters and Freight Handlers — provided that they have completed a questionnaire and have been approved by the Javits Center, that they are performing legitimate managerial tasks and are not performing work within the jurisdiction of the Javits Center Carpenters or Freight Handlers, and that they company maintains a reasonable ratio of managers and supervisors to labor. Approved managers and supervisors will be issued a Javits Center identification card. Managers and supervisors are required to wear these identification cards in a visible location at all times that they are at the Javits Center. Violation of any of these conditions may result in a revocation — not only of the manager/supervisor's authorization — but also of the company's authorization to conduct business at the Javits Center.

### Important:

These rules are designed to protect the Center's important business interests. The Center reserves the right to eject anyone working in violation of these rules as well as the exhibitors, contractors and others for whom they are performing work.