

## UNION JURISDICTIONS AT JACOB K. JAVITS CONVENTION CENTER

There are three major unions that have jurisdiction over trade shows. The following should help guide you in conforming to union jurisdictions and its adherence to them when required:

### TEAMSTER UNION

Teamsters handle freight at the exhibit hall. They unload trucks or vehicles and deliver materials to and from booths. They also provide rigging of machinery, moving services and spot machinery in your booth. Customarily, this service must be ordered in advance at Exhibitor's expense.

### CARPENTER UNION

Carpenters handle the erection and dismantling of display and exhibit booths. This also includes all display work. Carpenters uncrate and re-crate machinery or equipment and install and remove all draping and floor covering.

### ELECTRICAL UNION

Electricians handle all electrical work, which includes supply power lines to your booth, connecting equipment to outlets and install signs or headers that are lighted, unless they are permanently a part of the exhibit backwall.

## JAVITS CENTER HAND CARRY POLICY

As an important Exhibitor of ours, we wanted to make sure you were aware that the Javits Center has updated their Hand Carry (or Load In) Policy. For those of you who drive to the show and wish to unload your displays in the Inner Roadway and bring them to your booth, please be aware of the new procedures below:

### Approved During Hand Carry Operations

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

### On the Inner Roadway Along 11th Avenue:

- Access will be granted to Exhibitors only during a specified time frame.
- Access will be granted to Exhibitors on a first-come, first-serve basis.
- Only vehicles with TWO (2) 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.
- We recommend Exhibitors unpack all exhibit items and load into the Javits foyer, then go and park the vehicle. The 30 minutes is not intended to be used to move all items TO the booth and begin set-up. Please be courteous to others who are also trying to get into the roadway and unload.
- Any vehicle left unattended will be towed at the owner's expense.