New York City, NY Labor Guidelines

For Exhibits, Exhibitions, Displays and Trade Shows, Public & Private

To simplify show preparation, we are certain you will appreciate knowing in advance that labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following:

Union jurisdictions at the Javits Convention Center in New York involve three major Unions:

Freight Handling

The Teamsters Union: The Teamsters Union handles; the freight at the exhibit hall, unloading trucks or vehicles, delivering materials to and from the booths (drayage), providing rigging of machinery, moving services and spot machinery in your booth. They also handle rigging; the normal rigging crew consists of two men and a forklift.

What can exhibitors do without Union personnel?

If your booth is 250 sq. ft. or less, you may install and dismantle your own exhibit provided you meet these requirements:

1. The set-up can be accomplished in ½ hour or less.
2. No tools are required.
3. Individuals performing the work must be full-time employees of the exhibiting company and carry identification to verify this fact.

Exhibitors are allowed to unpack and repack their own product (if it is cartons, not crates). They are also allowed to do technical work on their machines, such as balancing, programming, cleaning of machines, etc. Exhibitors may "hand-carry" or use nothing larger than a two wheel baggage cart (rubber or plastic wheels only) to move their items. Exhibitors may move a "pop-up" display (equal or less than 10' in length) capable of being carried by hand by one person. The individuals moving the items must be full-time employees of the exhibiting company and must carry identification to verify this fact.

Booth Labor

The Carpenters Union: The Carpenters Union handles; the erection and dismantling of all exhibits and displays, uncrating and recrating of machinery or equipment, installing all pipe and drape, skirting, all flooring such as carpeting, and assembly of all non-lighted signs. Carpenters may be hired from the General Contractor or from an independent contractor.

Electrical

The Electrical Union: The Electrical Union handles; all electrical work including supplying power lines to your booth, connecting equipment to outlets, and installing signs or headers that are lighted unless they are permanently attached to the exhibit back wall. You may not lay your own internet wires or plug anything into an outlet.

Safety

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. T3 Expo cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, labor can be ordered through T3 Expo by returning the Display Labor order form in this Exhibitor Service Kit in advance, or returning it on show site to T3 Expo's Service Desk.

Tipping

T3 Expo requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status and we feel that tipping is not necessary; this applies to all employees. Any request for tipping should be brought to the attention of a T3 Expo representative at the Service Desk.