

Operational Policies & Guidelines

The Javits Center team wants your experience at our facility to be as enjoyable and trouble-free as possible. That's why it's important for Event Managers to review and adhere to the policies described in our list of Building Rules. Operational Policies below delineate the scope of permitted work performed by Exhibitors, Event Managers, and Contractors. The rules and guidelines below were developed to ensure both the smooth operation of Javits Center events and the safety of all exhibitors and attendees. If you have questions, call 212-216-2090, Monday-Friday, 9 am - 5 pm EST.

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. Please refer to our Operational Policies during your planning before coming to Exhibit at the Javits Center.

Operational Policies

+ General Servicing Contractor

General Servicing 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 Servicing 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 Servicing 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.





+ 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; application of adhesive graphics; 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 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.

Exhibit Builders work a minimum of 4 hours. Holidays are: New Year's Day; Martin Luther King Jr. Day; President's Day; Memorial Day; Juneteenth Day; Independence Day; Labor Day; Columbus Day; Election Day (in a Presidential Election year); Thanksgiving, day after Thanksgiving and Christmas.

Building Work Exhibitors May Do Themselves

- Exhibitors may erect and dismantle 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.

+ 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 of panels.
- Install and dismantle all lighting, audio and video systems (including monitors), as well as install and remove all data, video and audio cable inside exhibits or under carpets.
- Operate all sound, light or video systems unless specific exemption is approved by the Javits electrical department.

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. Straight time hours include 7:30am to 3:00pm., Monday through Friday. Overtime hours include: 3:00pm to 7:30am., Monday through Sunday and Holidays.

Electricians work a minimum of 7 hours. Electricians have 12 holidays — New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans 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 500 watts or less.
- 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 400 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 fourteen (14) pieces of computer and/or telecommunications equipment to cables run by electricians.





+ Telephone

Javits' telephone electricians install, remove and repair all telephone lines. Telephone technicians are represented by the International Brotherhood of Electrical Workers (IBEW) Local 3.

Work Hours:

Telephone electrician's normal work hours are 7:30 A.M. to 3 P.M. each day. Most of the telephone service rates include labor. Telephone labor is only applied for work as requested which is not part of the service order form and for repairs and relocation. 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, Monday through Friday, Saturday, Sunday and holidays, overtime rates are charged. Telephone electricians have 11 holidays; New Year's Day; Martin Luther King, Jr. Day; President's Day; Memorial Day; Juneteenth; Independence Day; Labor Day; Columbus Day; Veterans Day; Thanksgiving and the day after and Christmas.

Telephone Work Exhibitors May Do Themselves

Exhibitors may plug and unplug their phones, modems, faxes or credit card readers.

+ 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; Veterans Day; Election Day; Thanksgiving and the day after and Christmas.

Plumbing Work Exhibitors May Do Themselves:

- Test, tune or repair exhibitor own equipment.

