

Work Rules, Jurisdictions and Operating Procedures

Pittcon 2014

GENERAL INFORMATION

The following work rules and operating procedures are valid for Pittcon 2014 which will be held in McCormick Place, Chicago from March 2 to March 6, 2014 (Exposition Dates: March 3—6, 2014). While most of these rules will apply to any other conventions held in McCormick Place, some are specific to Pittcon 2014.

The Communications Service Technicians are employees of McCormick Place. Other unions may be employed through the Official Services Contractor, Global Experience Specialists (GES). In each case where these rules indicate that an “Exhibitor may” do something, this is interpreted to mean a full-time employee of the exhibiting company. (A full-time employee is one who has been employed for at least 6 (six) months. Full-time employment should be verifiable upon request.)

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Pittsburgh Conference on Analytical Chemistry & Applied Spectroscopy
Labor Relations---McCormick Place
Global Experience Specialists GES

Union Employees in McCormick Place

McCormick Place has made substantial changes in the union work rules to better meet the needs of event planners and their exhibitors.

In 2014, the Plumbers and Electricians may now be ordered through GES.

Work Rules Clarifications:

1. Exhibitor Bill of Rights

Some of the greatest changes affecting you, the exhibitor, are the changes to Exhibitor Rights. Exhibiting company's full time employees may now do more of their own work as listed:

- Show Managers and Exhibitors may now perform work in a booth of any size for setting-up and dismantling exhibits.
- Show Managers and Exhibitors may now perform work within their booths using their own ladders or hand tools, cordless tools, power tools and other tools designated by the MPEA Authority.
- Assembling and disassembling materials, machinery or equipment;
- Skidding, positioning and re-skidding all Show Manager or Exhibitor material, machinery and equipment using non-motorized hand trucks and dollies.
- Delivering, setting-up, plugging-in, interconnecting and operating electrical equipment, computers, audio-visual devices and other equipment

Definitions and clarification on equipment

- **Full-time Employees:** An exhibitor company employee who is someone who has been employed by the exhibiting company on a full time basis for a minimum of 6 months before the show's opening date.
- **Machinery Assembly:** Does not allow the use and operation of mechanical or hydraulic lifts or scaffolding by exhibitors.
- **Hand Tools:** Cordless tools, power tools, and other tools as determined by the MPEA Authority.

2. **Communication Service Technicians:** Responsible for the installation, repair and dismantle of all voice and data service including fiber optics and Internet installations, as well as performing all in-booth voice and data wiring of exhibitor-owned telecommunications equipment.

Under a new work agreement between the International Brotherhood of Electrical Workers (IBEW) and the International Alliance of Theatrical Stage Employees (IATSA), the stagehands can now connect lighting and audiovisual equipment to permanent electrical outlets or electrician installed temporary outlets. This applies to areas used for presentations and performances outside an exhibitor's booth. In Exhibit Booths, the electricians would continue to be needed for those connections.

3. Unions Employed by GES Exposition Services, - Pittcon's Official Services Contractor

GES hires the following unions. If you have any questions about jurisdictions, please contact your GES Service Executive.

- A. **Electricians:** Responsible for assembly, installation and dismantling of power and power draws from the building electrical system. Exhibitors and their full-time employees may operate a single video camera, VCR, and switching equipment. This is true whether the equipment is battery powered or is plugged into an electrical outlet.
- B. **Plumbers:** Responsible for all plumbing, including the installation and removal of tanks, compressed air, water, drain, natural gas, bottled pressurized gasses, water filling and draining of tanks, installation and removal of all venting ductwork that is used to remove fumes to the atmosphere, anchoring and welding.
- C. **Carpenters:** Responsible for un-crating of exhibits and display materials; installing and dismantling exhibits including cabinets, fixtures, shelving units, furniture; laying of floor tile and carpets; re-crating of exhibits and machinery; installing and dismantling scaffolding, bleachers and ganging of chairs; and the installation of signs.
- D. **Decorators:** Responsible for hanging all signs and installing all drape, cloth and/or tacked fabric panels. Exhibitors may hang their own signs using any other type of fastener. Exhibitors may also skirt tables provided they do it with their own custom-fit skirts. Hanging signs that are attached to the ceiling must be assembled and installed by the appropriate trades.
- E. **Riggers:** Responsible for unloading and loading of equipment, un-crating, un-skidding, positioning and re-skidding all machinery. A two man crew size is now standard unless safety requires additional support.
- F. **Teamsters:** Responsible for the handling of material in and out of the exhibit hall.

REFER TO THE EXHIBITOR RIGHTS SECTION FOR ADDITIONAL INFORMATION

4. Official Services Contractor - GES

Standardized Straight Time, Overtime, and Double Time Windows

Straight time is available Monday through Friday for any consecutive 8 hour period during the hours of 6:00 am and 10:00 pm (except carpenters/display labor and plumbers). After any consecutive 8 hour period, time and one half (overtime) is applicable.

The Pittsburgh Conference has determined set-up and dismantle times as 8:00 am to 4:30 pm (first 8 hours). If you would like to schedule labor at the straight time rates outside the 8:00 am to 4:30 pm window you must contact GES at least 48 hours prior to the first day of exhibitor move in. However, you may be responsible for the cost of the Stewards and Foremen, on overtime or double-time, while this work is being performed.

5. For the "break of the show" on March 6th starting at 3 pm the following will be in effect:

- Straight time labor rates will apply for Teamsters, Decorators, Riggers and Electricians until 10:00 pm.
- Straight time labor rates will apply for Carpenters until 8:30 pm.
- From 10:00 PM to 12:00 Midnight, Overtime labor rates will apply for Teamsters, Decorators, Riggers and Electricians except Carpenters

- From 8:30 PM to 12:00 Midnight, Overtime labor rates will apply for Carpenters.
- Saturday hours are published at 8:00 AM – 4:30 PM.
- Teamsters are on Overtime All Day Saturday.
- From 8:00 AM to 4:30 PM (8 hours), Overtime rates will apply for all Decorators, Riggers, Plumbers and Electricians.
- From 8:00 AM to 6:30 PM, Overtime labor rates will apply for Carpenters.
- After 4:30 PM, Double-time labor rates will apply for Decorators, Riggers, Plumbers and Electricians.
- After 6:30 PM, Double-time labor rates will apply for Carpenters.
- Sunday hours are published at Double time rates will apply for all labor.
- The billing for Labor is invoiced at one-half minimum for straight time, overtime and double-time.

G. Cleaning: GES is responsible for and provides overall cleaning in the exhibit hall. It is the exhibitor's responsibility to hire porter service through GES to provide carpet and booth cleaning or to pick up excess debris during show hours. However, if an exhibitor leaves excessive debris behind at the end of the show, GES will dispose of it and bill the exhibitor for the service accordingly. Excess debris includes literature, lumber, skids and pallets, carpet, by-products or waste from a product or Demonstration. Under new work rules Exhibitors may vacuum their own booths.

Official Services Contractor

6. Crew Sizes

There is a change in crew sizes for some services. As you can see these new work rules give events more flexibility and this will lead to greater savings overall.

- **Hanging Signs** – Two (2) person crews are in effect for installation and dismantle for overhead signs and banners.

Note: The exhibitor may request additional men and the official service contractor, GES, has the authority to increase the crew size to a three (3) man crew for safety reason and/or due to the construction style or size of the sign.

- **In- Booth Forklift Labor** – Crew size for any task or operation shall not exceed two (2) persons based on the task, skills, and training required to perform the task safely.

Note: The exhibitor may request additional men and the official service contractor, GES, has the authority to increase the crew size to a three (3) man crew for safety reason and/or due to the size of the machinery. Exhibitors may skid, position and re-skid all exhibitor material, machinery and equipment using non-motorized hand trucks and dollies.

7. AUTOMOBILE AND SMALL UTILITY VEHICLE (ASUV) — REGISTRATION, MOVE-IN AND MOVE-OUT INFORMATION

a) General Information:

Q: What is considered an “Automobile or Small Utility Vehicle”?

A: Typical vehicles that a family or small business may operate for transportation or light hauling including automobiles, pickup trucks, minivans, full-size vans and sport utility vehicles. This does not include multiple axle vehicles, flatbed trucks, box vans or trailers.

Q: What can be unloaded or loaded?

A: Equipment, displays or other event related materials that can be fit into the vehicles and which can be transported by the owner or employee by hand or with the use of a fully manual cart or dolly. Due to safety concerns and in order to maintain an organized orderly flow during load-in and load-out periods, exhibitors and their employees are not allowed to use forklifts, pallet jacks, motorized dollies, or similar motorized or hydraulic equipment to load, unload or transport materials on McCormick Place property.

Q: Who can unload or load the vehicle?

A: A full-time employee of the exhibiting company may unload or load the vehicle. In order to use the designated “Automobile or Small Utility Vehicle” area, eligible exhibitors must work in a team of at least two people. There must be a driver who stays with the vehicle at all times and is immediately available to move the vehicle in addition to at least one person to transport the materials to and from the exhibit. This will help speed up access for others who wish to use this convenience and prevent vehicles from being boxed in.

Q: How much time will I have?

A: Exhibitors will have no more than 20 minutes to load their vehicle.

Q: When will the areas be available to exhibitors?

A: Friday, Feb. 28, 8:00 AM – 4:00 PM, Saturday, March 1, 8:00 AM – 4:00 PM Sunday, March 2, 8:00 AM - 4:00 PM. For move out: Thursday, Mar 6, 4:00 PM – 10:00 PM

b) Registration

Click on this link <http://www.truticket.com/asuv/landing.htm> or go to the McCormick Place website under the Exhibitor Parking tab to register for ASUV services.

- Choose one of three options; Parking only, Parking with ASUV and ASUV only.
- Navigate through the registration process; parking process requires payment via credit card, ASUV registration is complimentary.
- At conclusion of ASUV registration, Exhibitor is sent separate ASUV check-in passes via email for Move-In and Move-Out.
- The Check-in pass includes instructions regarding where and how to check-in as well as the Move-In and Move-Out dates ASUV services are provided.

c) Move-In / Check-In Process

- Exhibitor brings check-in pass labeled “MOVE-IN ONLY” to truck marshalling yard at 31 St Street (Lot B).
- McCormick Place Traffic reviews vehicle and Exhibitor loading personnel (at least two people in vehicle) for adherence to check-in policies.
- All Exhibitors are checked against the show’s Exhibitor list.
- If all criteria are met, the check-in pass is exchanged for the dock access pass.
- Dock access pass includes identical information as the check-in pass plus directions and location of the appropriate dock.
- McCormick Place Traffic contacts dock for availability and sends the appropriate number of Exhibitors to the dock in the order in which they arrived.

d) Self Unloading/Loading Process

- Exhibitor follows appropriate signage and arrives at ramp checkpoint with dock access pass.
- The McCormick Place Security ramp guard reviews dock access pass.
A Teamster will greet the Exhibitor at the dock, confirm the load will not require a mechanized carrier and monitor the 20 minute unload/load time requirement.

- Show management personnel (typically a show security guard) will allow Exhibitor access to show floor.
- Exhibitor is allowed to park and unload/load at appropriate dock for 20 minutes. At least one person must stay with the vehicle at all times.
- At conclusion of unloading/loading process, Teamster will retain dock access pass.

e) Move-Out / Check-In Process

- Exhibitor brings check-in pass labeled “MOVE-OUT ONLY” to truck marshalling yard at 31 St Street.
- McCormick Place Traffic reviews vehicle and Exhibitor loading personnel for adherence to check-in policies.
- All Exhibitors are checked against the show’s Exhibitor list.
- If all criteria are met, the check-in pass is exchanged for dock access pass.
- Dock access pass includes identical information as the check-in pass plus directions and location of the appropriate dock.
- McCormick Place Traffic contacts dock for availability and sends the appropriate number of Exhibitors to the dock in the order in which they arrived.
- Exhibitor will follow the same unloading/loading procedures as above.
- Exhibitor must check in with Show Management personnel (typically a show security guard) at the dock door.
- At conclusion of loading/unloading process, Teamster will retain dock access pass.

8. Unions Employed by AVPG, Pittcon’s Audio Visual Contractor

- A. Projectionists:** Responsible for set-up, staging and skirting of any and all equipment (including, but not limited to, motion picture, video, holography, laser, slide and film) used for the projection of an image on a screen or surface.
- B. Stagehands:** Responsible for public performances of theatrical events that require temporary installation of lighting and audio equipment, including the installation, operation and removal of such equipment.

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Emergency Response Number in McCormick Place Extension 6060 from any House Phone, or 312-791-6060 from a cell phone.

9. Exhibitor Appointed Contractor

10. Independent Labor Contractors (I & D)

These companies, commonly known as Installation and Dismantle companies or EAC’s, contract with exhibitors to supervise the installation and dismantling of the exhibiting company’s booth.

Definitions and Clarifications:

- (1) Employees of an Exhibitor Appointed Independent Labor Contractor are not “Exhibitors”. Therefore, an employee of an Independent Labor Contractor can not perform tasks allowed to “Exhibitors”. Employees of an Independent Labor Contractor are not permitted to wear exhibitor badges.
- (2) Union members employed by an Independent Labor Contractor or scheduled through GES or McCormick Place can only perform tasks which fall under the jurisdiction of their union. Carpenters employed by an Independent Labor Contractor in supervisory roles must still abide by the work rules governing their union.

- (3)Independent Labor Contractors are required to employ members of the trade unions in Chicago to perform work covered under union jurisdictions.
- (4)Independent Labor Contractors are prohibited from soliciting on the show floor. They are only permitted to service their existing clients.
- (5)Independent Labor Contractors are required to provide the Pittsburgh Conference with their Certificate of Insurance prior to beginning work on the floor.
- (6)Independent Labor Contractors are required to provide the Official Services Contractor, GES, with proof of employment by an exhibitor prior to beginning work on the floor.
- (7)Independent Labor Contractors should contact GES for the work rules applicable to Pittcon 2014 and McCormick Place
- (8)Exhibitors are responsible for the actions of their Independent Labor Contractors in complying with show rules and regulations.

11. Fire Safety Regulations

The fire prevention and safety regulations enforced at McCormick Place are taken from the Chicago Fire Prevention Code, the National Fire Protection Association (NFPA) and McCormick Place Operations Department. The McCormick Place Fire Marshals Office and the Chicago Fire Department Bureau of Fire Prevention reserve the right to make any final decisions regarding the outlined requirements, according to Section 12-20 of the Municipal Code of Chicago on Fire Prevention.

Prior to the show opening, the Fire Marshal may inspect the booths to ensure these requirements are met. If they are not, adjustments can be costly, and if a booth poses a significant fire hazard, it will be prohibited from exhibiting.

The Assistant Director (Daniel Cozzi) of Fire Safety at 312-791-6079 (FAX 312- 791-6013) can answer any questions or provide a set of fire code information

A. Booth Storage

A one-day supply of advertising material or literature may be kept in a booth, but not behind the drape, or behind the booth back wall or under tables.

- Empty cartons may not be stored in or behind the booth back wall.
- GES will temporarily remove empty crates, cartons, containers (including plastic) and packing materials if you label them with stickers marked “EMPTY” which are found at the Service Desk. Empty crates will be returned during move-out.

B. Fire Retardancy

Booth construction and decoration materials must be fire retardant. It is suggested that a certificate of retardancy be available at the show to prevent the need for possible on-site testing of the material. Fabrics must pass the NFPA-701 Code, and all other construction and decoration materials must pass the NFPA-703, Chapter 2 Code, as well as the UL-1975 test. General guidelines for material fire retardancy include:

- Backdrops, dust and table covers, drapes and similar fabrics.

These fabrics can often be made fire retardant by a dry cleaner that can issue a certificate of fire retardancy. Suppliers and/or display manufacturers can also provide a certificate included with the materials.

- **Corrugated cardboard/display boxes:** These materials can best be made fire retardant at a factory.
- **Wood and wood by-products:** If wood materials are not sufficiently fire retardant, a certified fire retardant specialist using pressure impregnation or similar impregnation method must treat them.

- **Polyurethane foam, plastic and similar products.** These materials must pass both the NFPA-703 Code, as well as the UL-1 975 test.

C. Hazardous Demonstration/Display Materials/Pyrotechnics

When designing demonstrations and displays, note that the following devices require pre-approval by McCormick Place:

- Up to two aerosol cans may be used for demonstration purposes only.
- Lasers, open flames (including candles)
- Smoke-producing devices
- Indoor Pyrotechnics have special permitting procedures through the City of Chicago. Contact our Fire Safety Office for details.
- Heating appliances
- Welding, brazing or cuffing equipment
- Radioactive materials
- Compressed gas or compressed liquid cylinders used in the booth must be securely anchored to prevent toppling.
- Gasoline, kerosene or other flammable, toxic liquid, solid or gas
- A limited supply of these fuels may be stored in the demonstration device, but cannot be stored overnight.
- All fuel transfers must use safety cans.

Approval requests must be sent in 60 days before move-in of the event. The request must state how the demonstration will avoid hazards to people or nearby objects. Plexiglas or similar protection is required whenever sparking may occur. Fire extinguishers will also be required.

Any chemical, substance or material deemed hazardous by O.S.H.A. requires pre-approval and must be accompanied with the appropriate M.S.D.S. McCormick Place Fire Safety Office will need copies of the M.S.D.S. before the materials arrive.

D. Prohibited Materials

The following items are fire-hazardous and **prohibited** in McCormick Place:

- All LP Gases
- Untreated Christmas trees, cut evergreens or similar trees
- Fireplace logs and similar materials
- Charcoal
- Untreated mulch and Spanish moss
- Hay and straw
- Cooking and Heat-Generating Devices

If cooking or heating appliances will be used, they must be powered electrically or by natural gas. Stoves and heaters for booth usage must be UL-approved and also be adequately ventilated.

Nothing combustible may be placed near any heat-producing appliance. AUL approved, 2-1/2 pound ABC-type fire extinguisher is required in such exhibits.

E. Exhibits or Product Displays in Meeting Rooms

- Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.

Fire Hose Cabinets, Pull Stations, Aisles and Exits

- Each of these fire safety supports must be visible and accessible at all times. Adjustments to space and equipment may be required.

- Chairs, tables and other display equipment must be clear of all aisles, corridors, stairways and other exit areas.

F. Smoking

Effective January 2006, the City of Chicago passed an ordinance making public facilities and establishments smoke-free. This ordinance applies to all enclosed space of McCormick Place, including exhibit halls, meeting rooms, lobbies, food service areas, hallways and parking garages. Smoking is also prohibited within 15 feet of any entrance to a smoke-free facility. Customers, contractors, employees and tenants who smoke are required to go to designated outdoor areas.

G. Vehicle Displays

- Any vehicle or other apparatus that has a fuel tank and is part of a display, is required to be equipped with a locking (or taped) gas cap and can contain no more than 1/8 tank of fuel.
- Once the vehicle has been positioned, it cannot be moved until move-out begins.
- Battery cables must be disconnected once the vehicle is positioned. The engine cannot be operated during show hours.
- Refueling must be done off property.

12. Useful Contact, Telephone Numbers and Addresses:

The Pittsburgh Conference and Exposition on Analytical Chemistry and Applied Spectroscopy: Pittcon

Tammy Yallum – will be onsite at McCormick Place from 2/26 – 3/6 in the Expo Office

Exposition Coordinator

300 Penn Center Boulevard, Suite 332

Pittsburgh, PA 15235-5503

Telephone: (412) 825-3220 x 205 or (800) 825-3221

FAX: (412) 825-3224

Labor Relations - McCormick Place

Thomas Cassell or Pat Allen

Director of Labor Relations

McCormick Place

2301 South Lake Shore Drive

Chicago, IL 60616

Telephone: (312) 791-6161

Daniel Cozzi

Assistant Director of Fire Safety

McCormick Place

2301 South Lake Shore Drive

Chicago, IL 60616

Telephone: (312) 791-6079

Global Experience Specialists (GES)

Bill Swain

Senior Operations Manager
Global Experience Specialists (GES)
6800 Santa Fe Dr,
Hodgkins, Illinois 60525
Telephone: (630) 307-2400

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