

The following tables illustrate the Trades required and the work performed at the Pennsylvania Convention Center. For additional detail refer to the full document (“Labor Union Jurisdictions”) attached. For clarification, please contact your contractor.

Following the **EXHIBITORS’ RIGHTS** there are two tables organized **BY TASK** and **BY TRADE**.

Exhibitors’ Rights:

<u>Task</u>	<u>Trade</u>	<u>Work</u>	<u>Performed With</u>	<u>Notes</u>
Load and unload certain personal vehicles	None	Exhibitors may load and unload their automobiles, station wagons and mini-vans..	Must ONLY use their own full-time employees without the aid of mechanized equipment	
Booth set-up – 10' x 10'	None	May install and dismantle their own booths provided they use only one full-time employee in a 10' x 10' booth.	Exhibitors may use their employees for two hours to install and for two hours to dismantle their booths. Where tools are required in the installation and dismantling of booths or where booths are larger than 10' x 20', Exhibitors shall use appropriate la	
			bor.	
Booth set-up – 10' x 20'	None	May install and dismantle their own booths provided they use only two full-time employees in a 10' x 20' booth.	Exhibitors may use their employees for two hours to install and for two hours to dismantle their booths. Where tools are required in the installation and dismantling of booths or where booths are larger than 10' x 20', Exhibitors shall use appropriate la	
			bor.	
Easels and Card Signs	None	May be placed, moved and removed by Show Management.	Show Management (III, A)	Please note below.
			ONLY if assigned to Contractor by Show Management - Laborers place & remove easel; Carpenters card signs.	

I: Loading Dock: Freight, Delivery, Machinery, Gazebos, Handling of empties (sorted by TASK).

<u>Task</u>	<u>Trade</u>	<u>Work</u>	<u>Performed With</u>	<u>Notes</u>
Freight	Teamsters and Laborers	All freight, except machinery identified. When identified by sight, labeling or bill of lading is unloaded and delivered to a designated area. Includes drayage; contractor equipment & furniture and audio-visual equipment. The contractor determines th	As a ratio of 2 Laborers to 1 Teamster	Called a "Loading Dock Crew" Contractor determines designated area.
		e designated area (I, A)		
Small shipments	Teamsters and Laborers	Crew size determined by the Contractor; Administered by the Stewards to maintain ratio. (From I B)		
Machinery unloading	Riggers	Unloaded, delivered and loaded (I, C)	None	When identified by sight, labeling or bill of lading
Gazebos and Sheds	Riggers, Laborers and Teamsters	Unloaded, delivered and loaded (I, D)	Composite crew of three Riggers, two Laborers and one Teamster	
Return of Empty Containers	Laborers	All empty containers removed to loading dock by Laborers. When loaded onto trailers, Teamsters will manifest (I, E)	Teamsters when loaded onto trailers	

II: Assembly, Pipe and Drape, Tables, Carpet, Plastic Wrap & Power Lifting (sorted by TASK).

<u>Task</u>	<u>Trade</u>	<u>Work</u>	<u>Performed</u>	<u>Notes</u>
Contractor provided equipment & furniture requiring assembly.	Laborers and Carpenters	Delivered from the Designated Area by Laborers to final destination. Assembled and installed by Carpenters. (II, A)	Laborers and Carpenters	
Pipe and Drape	Laborers and Carpenters	Laborers install pipe and base. Carpenters string drape. (II, B)	Laborers and Carpenters	
Tables	Laborers and Carpenters	Laborers deliver tables. Carpenters skirt tables (II, C)	Laborers and Carpenters	
Carpet	Laborers and Carpenters	Laborers deliver and return carpet. Carpenters install carpet. Laborers roll up carpet. Except in I & D booths where Carpenters roll up carpet. (II, D)	Laborers and Carpenters	
Plastic Wrap	Carpenters	Plastic wrap is installed and removed by Carpenters (II, E)	Carpenters	
Power lifting (headers, décor, etc)	Riggers	Power lifting of material will be performed by Riggers (II)	Riggers	

III: Signage (sorted by TASK).

<u>Task</u>	<u>Trade</u>	<u>Work</u>	<u>Performed With</u>	<u>Notes</u>
Easels and Card Signs	None	May be placed, moved and removed by Show Management.	Show Management (III, A)	Please note below.
			ONLY if assigned to Contractor by Show Management - Laborers place & remove easel; Carpenters card signs.	
Modular Signs	Carpenters	Framed signs ("meter boards", etc) are distributed from the Designated Area (III, B).	None	
Electrical Signs	Electricians	Electrical signs in the exhibit hall area are installed and removed by Electricians	None	
Suspended Signs (non-electrical, non-truss supported)	Carpenters	Installed and removed by Carpenters (III, D)	None	SEE: SUSPENDED ELEMENTS (below)

IV: Electrical Work (sorted by TASK).

<u>Task</u>	<u>Trade</u>	<u>Work</u>	<u>Performed With</u>	<u>Notes</u>
Hard wired lighting	Electricians	Hard wired lighting connected to the Center's power source. (IV, A)	None	
Cords and equipment to supply power	Electricians	Place and remove all cords and apparatus to supply power, light, sound or signal connected to service exhibits (IV, B)	None	
Cable and lights on rental equipment	Electricians	Erect cable and lights on rental equipment (IV, C)	None	(Except as detailed in Stage below)
Lights NOT hardwired	Carpenters	Install and remove lights that are NOT hardwired to the Center's power source for exhibits (lamps, fixtures, spot lights)	None	(Except as detailed in Stage below)
Support and truss	Carpenters	Erect and dismantle rental equipment to supply lighting; including stand-up truss. (IV, A & B)	None	(Except as detailed in Stage and Suspended Elements below)

V: Suspended Elements (sorted by TASK).

<u>Task</u>	<u>Trade</u>	<u>Work</u>	<u>Performed With</u>	<u>Notes</u>
Truss and lighting in Exhibits.	Electricians	Deliver truss and lighting from Designated Area to final location (except when delivered by forklift truck). (V, A)	None	
Install and remove chain hoists	Electricians	Erect and remove truss and hoists used for electrical and non-electrical elements (V, B)	None	
Delivery of truss	Teamsters & Laborers	Deliver truss and equipment for suspended elements if deliver requires a forklift truck. (V)		
Drapes attached to truss and non-electrical elements	Carpenters	Attach and remove draperies attached to a truss. Install and remove non-electrical elements. Except where drape is on or over a stage in a general session or other event. (V and VIII)	None	

VI: Audio-Visual Equipment (sorted by TASK).

<u>Task</u>	<u>Trade</u>	<u>Work</u>	<u>Performed With</u>	<u>Notes</u>
Receive and return equipment to Designated Area	Stagehands or Electricians (as assigned)	Receive equipment at the Designated Area and return equipment to Designated Area following use. Only if a forklift truck is NOT required. (VI, A-C)	None	
Delivery of equipment requiring a forklift truck.	Teamsters & Laborers	Receive equipment requiring movement by forklift truck at the Designated Area and return equipment to Designated Area following use. (VI)	None	

VII: Computer Handling (sorted by TASK).

<u>Task</u>	<u>Trade</u>	<u>Work</u>	<u>Performed With</u>	<u>Notes</u>
Receive and return computer equipment	Stagehands and Electricians	Receive computer equipment at Designated Area (in the area of final destination). Unpack and set-up computers (VII, A-B)	Stagehands and Electricians	
Unpack, place and pack computers that are part of a booth.	Carpenters	Unpack, place and pack computers which are delivered as freight to an exhibit booth.	None	
Shrink wrap or band computers	Carpenters	Wrap and band (IF Carpenters are called at the time of the work). (VII, A-B)	None	

VIII: Stage and Related Activities (sorted by TASK).

<u>Task</u>	<u>Trade</u>	<u>Work</u>	<u>Performed With</u>	<u>Notes</u>
IN EXHIBIT SPACES (VIII-all): Stages in an Exhibit space	Carpenters	Erect and dismantle stages. (VIII, A-E)	None	EXCEPT stages owned by the Authority.
Scenery, décor, props, drapes and carpet	Carpenters	Install and dismantle on and off stages (VIII, A-E)	None	
Sound systems, cameras, screens and audio-visual equipment	Carpenters	Install and dismantle ONLY in I & D erected booths. (VIII, A-E)	None	ONLY in booths erected by I & D (Exhibitor Appointed Contractors).
Sound systems, cameras, screens and audio-visual equipment	Stagehands	Install and dismantle in NON-I & D erected booths (VIII)	None	ONLY in booths NOT erected by I & D (Exhibitor Appointed Contractors).
GENERAL SESSION and OTHER EVENTS (VIII-all):				
Aisle carpet installation	Carpenters	Install aisle carpets	None	SEE: II – Carpet above.
Truss for non-electric elements.	Carpenters	Install and dismantle non-electric and non-suspended truss elements.	None	
Scenery, Props and Drapes in conjunction with but NOT on a stage	Carpenters	Install and remove elements NOT falling on a stage	None	As per ARC resolution.
Scaffolds	Carpenters	Install and dismantle scaffolds NOT on a stage and NOT owned by the Authority.	None	EXCEPT equipment owned by the Authority.
Carpet, scenery, décor and props ON stages	Stagehands	Install and dismantle carpet, scenery, décor and props ON stages.	None	EXCEPT in an exhibit booth as noted above in this section.
Cameras, sound systems, screens and other audio-visual equipment	Stagehands	Install and dismantle cameras, sound systems, screens and other audio-visual equipment.	None	EXCEPT in an exhibit booth as noted above in this section.
Drapes and masking as detailed	Stagehands	Install & dismantle drapes & masking used specifically for the following: Stage	None	

