



David L. Lawrence Convention Center

Exhibitor Work Rules

The staff of the David L. Lawrence Convention Center (DLCC) is proud of the working relationship it has with the various local unions serving Pittsburgh. The unions are proud to provide to users and exhibitors of the Convention Center, skilled workers who are competent and courteous.

Although the DLCC is a union facility, exhibitors may do some work without hiring labor.

Exhibitors may:

- Erect / dismantle 10' x 20' "pop-up" booths using hand tools. If power tools are required, labor is required.
- Install custom fit, logo skirting on the booths tables.
- Plug/unplug and turn on/off small (120v) equipment and products.
- Wipe down, clean products and equipment.
- Hand carry booth material in one trip without use of material handling equipment. This does not include briefcases or luggage.

If you have questions, please contact the DLCC or your show's Service Contractor.



David L. Lawrence Convention Center, 1000 Ft. Duquesne Blvd. Pittsburgh, PA 15222. Phone 412-565-6000. Fax 412-565-6008



UNION JURISDICTIONS

To provide a uniform standard for labor, charges, and services, union labor is required at the David L. Lawrence Convention Center. Union labor is intended to encourage consistent levels of quality service for meeting planners, show managers and exhibitors. Below are the different local unions that work in the building, and the service they provide. If there are more specific labor questions, please contact your Event Manager.

Teamsters – Local #249 - An exclusive services at the DLCC.

The teamsters unload and transport equipment, crates, and other materials from the loading dock to the exhibitors' booth or to the proper location. Once the crates are empty, the teamsters will remove the crates/empties (after empty sticker affixed on crate) and place in boneyard or back on trailer. They will also provide any transporting of equipment throughout the center. These labor calls are to be given to the Labor Superintendent of the convention center or may be coordinated through your Event Manager no later than 2 weeks prior to the first move-in date of your show.

Floor coverers/Banner Riggers-- Local #1759, Greater PA Regional Council of Carpenters, 412-922-6200--

The floor coverers provide all carpet laying, whether it is for a specific booth or aisle carpeting. Other services provided through this union is the floor marking, pipe and drape mantling/dismantling, booth sets (tables). Labor calls are to be made by your General Contractor directly with the local union house.

Carpenters – Local #'s142, 165, 211, 1160, 462, 541, 1010, 230- Greater PA Regional Council of Carpenters, 412-922-6200 –

The carpenters provide labor for installation of booths requiring power tools. They also provide labor for mantling/dismantling of booths that are bigger than a 10x10 booth. Labor calls are to be made by your General Contractor directly with the local union house.

Electricians – Pittsburgh Building Trades – Exclusive services at the DLCC

Provides all electrical work for events. In-house electricians supplemented by IBEW Local 5 as needed. Please refer to the Electrical Service Order Form for available services.

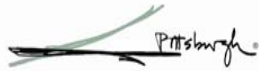
Pittsburgh Building Trades – Electricians and Audio Visual Labor – Exclusive services at the DLCC.

Provides all electrical work and audio visual labor for events. In-house electricians supplemented by IBEW Local 5 as needed. Please refer to the Electrical Service Order Form for available services. Provides all Audio Visual labor including set up, rigging, spotlight operations, camera operation, stage sets, screens, microphones and strike. All labor calls are to be provided to the Event Manager no later than 2 weeks prior to the first move-in date of your show.

Telecommunications – Smart City – Exclusive services at the DLCC.

Provides all labor for installation of fiber connectivity, internet, telephone lines. Please refer to the telecommunication Service Order Form for available services.





MATERIAL HANDLING POLICIES & PROCEDURES

To make the experience at the Convention Center a positive one, the following policies have been set to assist with move in and move out of materials:

Loading Dock Procedures

During move-in and move-out hours, there must be at least two (2) teamsters hired for a POV (personally owned vehicle) lane to be set up. If this requirement is met, full-time exhibitors may:

- 1) Unload and reload their own vehicle at the loading dock, in the designated POV area as specified by your show contractor. It is limited to one trip to the loading dock area with unlimited trips to and from the vehicle.
- 2) Unload and reload their own materials provided they use their own non-mechanized dolly and/or cart. No dollies, carts, or material handling equipment will be supplied to exhibitors by the convention center or hired show contractor.
- 3) Unload and reload their materials provided the POV is no larger than a Sports Utility Vehicle (SUV). i.e.: No U-hauls, box trucks, etc
- 4) The drop off lanes on 10th Street are designated as a “no loading” zone and as such are not for POV use.

Main Entrance Procedures

- 1) Exhibitors and speakers are able to hand-carry materials into the building, without the use of material handling equipment, in one trip. Briefcases and/or luggage are exempt from this policy.
- 2) If the exhibitor requires the use of a dolly or cart, the exhibitor must unload, in the loading dock, at the designated POV area.
- 3) The Westin Hotel Bell Staff are permitted to assist speakers and/or exhibitors in bringing materials to the convention center. The Bell Staff may take *speaker* materials from the Ballroom elevators to a meeting room. The Bell Staff may assist *exhibitors* in bringing materials to the convention center and may bring the materials to the entrance of the exhibit floor. Bell Carts may not be brought onto the exhibit hall floors.

