



**DAVID L. LAWRENCE**  
CONVENTION CENTER  
PITTSBURGH



**Work Rules with Union Jurisdictions  
and  
Material Handling Policies and  
Procedures**

**An ASM Global managed facility**

The staff of the DLCC is proud of the working relationship that it has with the various local unions serving Pittsburgh. The unions are proud to provide to user 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:

- A credentialed full time employee of the booth may erect, crate and uncrate a display no larger than 400 square feet with the use of battery operated power tools. this shall include the installation of floor covering as needed. Exhibitors may not borrow tools, ladders or other equipment from the Exhibit facility and or contractors.
- Install custom fit, logo skirting on booth 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 sue of material handling equipment. This does not include briefcases or luggage
- Unload and reload their own vehicle at the loading dock, in the area as specific by the service contractor
- Unload and reload their own materials using their own non-mechanized cart. Carts will not be provided
- Unload and reload their materials provided the vehicle is no larger than a cargo van in the designated POV lane.
- U-hauls and box trucks must be unloaded by the Service Contractor

## Main entrance procedures for material handling

- Exhibitors and speakers are able to hand-carry materials into the building, without the use of material handling equipment.
- If the exhibitor requires the use of a dolly or cart, the exhibitor must unload in the loading dock at the designated POV area
- The Westin Hotel Bell staff are permitted to assist speakers and/or exhibitor in bringing materials to the convention center. The bell staff may take *speaker* materials from the ballroom elevators to a meeting room. The bells 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 on the exhibit floor.
- 10th Street drop off lanes are designated as a "no loading" zone and as such are not for POV use.

Union labor is intended to maintain 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.

Teamsters (Freightmen): DLCC exclusive service

The freightmen unload and transport equipment, crates, and other materials from the loading dock in the DLCC. Once the crates are empty, the freightmen will remove the crates/empties and place in the storage area. They will transport equipment throughout the DLCC.

Carpenters/Floor Covers/Banner Riggers

The carpenters provide labor for installation of booths. They also provide labor for installation and dismantle of floor coverings including booths, aisles, sport courts, springboard flooring and marley flooring. Other services are: floor marking, pipe and drape mantling/dismantling, booth sets.

Audio Visual Labor: DLCC exclusive service

Provide all audio visual labor for events including set up, operations, and dismantle of all audio visual and theatrical sets, theatrical rigging, spotlight and camera operation (for IMAG and purpose of live production routing/streaming only) stage sets, screens, LED walls, and microphones.

Telecommunication: DLCC exclusive service with showNets

Provides all labor for installation fiber connectivity, internet, and telephone lines.