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SKILLED AND UNSKILLED LABOR

Setup Department	Section 5, Page 1
Sound And Special Lighting Department	Section 5, Page 1
Electricians	Section 5, Page 3
Pipefitters	Section 5, Page 3
Housekeeping.....	Section 5, Page 3

The Indiana Convention Center & RCA Dome uses union labor exclusively to provide services to our clients. There are certain rules and regulations by which all parties must abide and may not always be clear. The purpose of the information below is to explain some everyday practices in order to help our clients better understand facility procedures. Current Indiana Convention Center & RCA Dome labor rates are available upon request.

Semi-skilled teamster labor and/or skilled craft labor (stagehands, electricians, pipefitters, etc.) needed to move in, set up and/or tear down exhibit material must be arranged in the following manner:

- Skilled craft labor must be hired through the Indiana Convention Center & RCA Dome.
- Installation and Dismantling (I&D) is a labor pool of part-time teamsters who are employees of the Indiana Convention Center & RCA Dome and are contracted out to local and national pre-qualified decorators and pre-qualified exhibitor-appointed contractors. Their role is to assist in the set up and tear down of shows and exhibits. These workers perform tasks such as mark floors, lay carpet, skirt and drape tables, set tables and chairs, assemble display booths, unload and deliver freight and anything else to prepare the show for opening. At the conclusion of a show, they tear everything down, prepare merchandise and load trucks for shipment.

SETUP DEPARTMENT

(Teamsters Union, Local #135)

Labor is provided by the Teamster Union for this department. The set-up department is responsible for providing the physical room set with the requested furniture and other non-technical equipment per the client's requests. The client may not move any furniture in the room. This is performed by

union labor only. In order to avoid additional charges, it is important that the correct information is communicated to your Event Coordinator in advance.

Teamster labor is scheduled to set the rented space in a timely fashion which is normally one to three (1-3) days prior to the first contracted date for that particular space depending on prior occupancy. Any changes that occur after these rooms are set will result in additional labor charges, which in turn will be billed to the client. **Any major changes that occur three to twelve (3-12) days prior to the first contracted date may also result in additional charges.**

Since space is pre-set prior to each event, major or substantial changes requested on the day of the event may not take place. We realize that changes are sometimes unforeseeable. Therefore, we like to give the client the opportunity to hire "contracted labor". This labor is allocated to the client and event only and the client deals directly with the labor hired on last minute changes and/or additions and other needs within the teamster jurisdiction. Consult your Event Coordinator for regulations and current rates.

The first room set is included in the room rental. If an event is in a specific room for more than one (1) day and the set changes from one day to the next, the client will be responsible for payment for the labor to make these changes.

SOUND AND SPECIAL LIGHTING DEPARTMENT

(Stagehands – IATSE, Local #30)

- 1) Clients and users of the Indiana Convention Center & RCA Dome, including their employees, agents, may perform the following work:
 - Load, unload, move in, install, operate, and take out video recording equipment and other visual recording equipment and accompanying portable lighting.
 - Load, unload, move in, install, operate, and take out tape

- recording equipment and other equipment such as phonographs, audio disc machines, turntables, radios, and accompanying portable sound recording and reproduction equipment. If the Center's centralized recording bays are used, union stagehands employees will perform the recording work.
- Load, unload, move in, install, operate and take out crowd control barricades or similar devices and choir risers for use by a high school, college or church choir or chorus.
 - Load, unload, move in, install, operate and take out band or orchestra instruments, flags, batons, banners not attached to the building, directors' stands, costumes, music stands, stand lights and other similar equipment necessary for the performance of a small dance band or a marching band.
 - Disc jockeys and auctioneers may load, unload, move in, install, operate, and take out phonographs, audio disc machines, turntables, radios, and accompanying portable sound equipment if the systems are self-contained.
- 2) Customers and users of the Center, including their employees and any contractors regularly servicing an event, may load, unload, move in, install, operate and take out projection equipment and related audio/visual equipment, including video projection equipment. Otherwise, union stagehands employees will do the aforementioned work. "Any contractor who regularly services a specific event" is for these purposes a contractor who has been retained by the customer for a minimum of one year.
 - 3) Clients and users of the Indiana Convention Center & RCA Dome are not permitted to employ, contract with, or use agents or employees of non-union, third-party stagehand companies to perform the traditional work of stagehand labor.
 - 4) Anything that needs to be attached to the building in some shape, way or form will be performed by union stagehand labor (e.g. banners, signs). Please communicate all specifications to your Event Coordinator for prior approval. Labor and lift charges for installation and removal are the client's responsibility. For signage regulations, please go to Section 1, Page 1.
 - 5) Union stagehand labor is hired for a four-hour minimum. They can work for five (5) consecutive hours, after which a 60-minute unpaid break is due. A penalty fee will be charged starting at the fifth hour until the break occurs.
 - 6) Any sound, special lighting, and audio-visual equipment brought in a straight truck or larger vehicle will be unloaded and loaded by union stagehand labor.
 - 7) The unload, assembly, placement, moving, tear down, and load of any stage decor and props are performed by stagehand labor.
 - 8) Halls A-B-C-D-E-F-G, RCA Dome, Sagamore Ballroom, 500 Ballroom, Wabash Ballroom and White River Ballroom: An Indiana Convention Center & RCA Dome stagehand operator is required for operation of sound and special lighting equipment. EXCEPTION: no operator is required if one microphone is used for paging purposes only. However, the client must sign a microphone release form assuming all responsibility.
 - 9) Meeting Rooms: If a microphone is used (for speaking purposes only) a union stagehand employee is required to install and dismantle. In any meeting room, a sound operator is required for more than three wired microphones and cassette, CD, or video inputs into the house system. Consult the current "Supplemental Labor and Equipment Rental Information" for prevailing stagehand labor rates.
 - 10) The Indiana Convention Center & RCA Dome maintains an inventory of audio-

visual rental equipment. Please refer to the current Supplemental Labor and Equipment Information included in your sales packet.

ELECTRICIANS

(IBEW Local #481)

Facility electricians will coordinate with the show's exhibitors to establish electrical and/or telephone requirements. A utility desk is conveniently located within exhibit areas for exhibitors' last-minute requirements or questions. Consult your Event Coordinator for regulations and current rates. Electricians responsibilities include:

- 1) Installation and activation of power per utility order forms and monitor for confirmation of all applicable codes.
- 2) Calculate electrical loads so correct amperage is provided to client.
- 3) Installation of telephone lines.
- 4) Provide telephone handset(s), if required.
- 5) Provide cellular phones per orders.
- 6) Provide and connect any power cords and/or quad boxes, in addition to original orders.
- 7) Connect registration desks, decorator labor desks, temporary offices, computer stations, lighted signs, and other miscellaneous electrical equipment for clients and decorators.
- 8) Deliver, set, energize, and aim stanchion lights.
- 9) Install any fiber optic orders used for computer interconnects, internet access, and video teleconferencing.
- 10) Locate and tape down power cords. Make safe by using "tunnel tape" and/or thresholds.

PIPEFITTERS

(Plumbers & Steamfitters, Local #440)

Pipefitters will assist in connecting any compressed air, water supply, natural gas, and/or drainage per exhibitors' utility order forms. Requests for additional needs may be made at the labor desk. Consult your Event Coordinator for regulations and current rates.

- 1) Air supply and hook-up 100 psi.
- 2) Water supply and hook-up.
- 3) Drain line and hook-up 3" line.
- 4) Welding emergencies (equipment is **not** included).

HOUSEKEEPING

(Teamsters Union, Local #135)

Housekeeping is provided throughout the convention and includes clean up between sessions as schedule permits and complete clean up each night.

For trade shows utilizing booths, housekeeping is provided in non-carpeted aisles, open spaces, and restrooms during show hours with one thorough cleaning daily during non-show hours. **Booth space is not included.** Booth trash cans will be emptied only if placed in the aisles.

The Indiana Convention Center & RCA Dome encourages recycling for all events. Show management should make arrangements with their event coordinator for any special recycling requests, including white office paper and aluminum cans.

Show management is responsible for excessive trash removal (crates, lumber and packing materials) necessitated by move-in and move-out activities of the show. The removal of bulk trash is applicable to exhibition halls, meeting rooms and pre-function areas; e.g., registration, show offices. Excessive trash is defined as all trash, boxes, packing materials and other items not easily removed by a standard push broom or vacuum. Any costs incurred by the Center for

trash not removed will be the responsibility of show management at the prevailing rate.

Grease barrels are available for exhibitors' use. These 55-gallon drums are located on the docks for exhibit hall events and in the southwest airlock for events held in the stadium. Contact your event coordinator for further information and pricing.

The Facility provides one dumpster per hall for each show. Additional dumpsters or additional trash hauls will be billed at the prevailing rate.

It is show management's responsibility to properly dispose of any hazardous or bio-related materials.