

Service Manual Stagehand Labor



Cobo Center (CC) is pleased to continue offering exclusive Stagehand (IATSE Local 38) labor to our valued clients. Assistance with initial labor ordering, active on site labor management and prompt invoicing are a few of the services offered.

Attached you will find information and forms you need for planning.

- Please reference following site for current labor rates, Terms and Conditions
 (T&C's) as well as for uploading the Stagehand labor order(s). Credit cards are
 used for deposits and are charged upon receipt of labor order. Any unused
 deposit monies are refunded back within 10 business days of end of event.

 www.cobocenter.com/exhibitors/exhibitor services online ordering/stagehand-labor-orderform
- 2. Stagehand holidays are Thanksgiving Day, Day after Thanksgiving, Christmas Eve and Christmas Day, New Year's Eve and New Year's Day, Martin Luther King Jr Day, Memorial Day, Independence Day and Labor Day. Holidays are paid at the premium rate of pay for all hours worked on these days. Reference "Overtime, Premium & Holiday Pay" in T & C's for additional details.
- 3. All lifts and equipment required for Stagehand use would be obtained from others. There are three (3) on site Vendors that can assist with estimates and questions. Teamsters and Carpenters would also be obtained from one of the three as well.
 - Convention & Show Services: 313-259-7632 Cobo office; Bob Whiting, bobw@convshow.com
 - Elite Showtime Services: 313-706-7907 Nancy Stec, nancy2elite@aol.com
 - Freeman Decorating: 313-393-0250 Bob Baumgart, bob.baumgart@freemanco.com
 - AV Equipment Rental: Premier Event Technology 313.567.1834 Bill Wetherbee, avexhibitcobo@premierav.net

Stagehand labor calls are required to be placed on line no later than five (5) business days prior to labor required on site.

Should you have further questions, please contact Ms. Dawn Hesse, Cobo Center Stagehand Labor Coordinator at dhesse@cobocenter.com or Mr. Claude Molinari, Cobo Center AGM at cmolinari@cobocenter.com.

Thank you once again for your business and we look forward to supporting your Stagehand labor needs at Cobo Center.

Attachments:

Terms & Conditions – Four Pages
Sample On Line Labor Order Form – One Page
Sample Weekly Invoice – One Page
Ballroom Rigging Plan – One Page



ORDERING LABOR:

1. To guarantee labor on site for your event, all labor is to be ordered a minimum of five (5) business days (Monday – Friday excluding holidays) between 9 am-5pm prior to requested start date/time.

<u>Labor order and Wage Rate links</u> –

Event Link: http://www.cobocenter.com/exhibitors/exhibitor-services-online-ordering/stagehand-labor-order-form

- 2. The labor necessary to install, operate and dismantle theatrical lighting, audio, and video equipment must be procured through Cobo Center stagehand labor. Hereinafter referred to as "Stagehand Labor." (Reference "Scope & Jurisdiction" page 3.)
- 3. The minimum charge for labor is four (4) hours per day per worker. The minimum call-back after a meal break shall be two (2) hours. (Reference 9 a. c. below and "Meal & Break Periods" page 4.)
- 4. Labor rates are subject to labor contract effective at the time of the event. Current rates will change on July 1, 2016.
- 5. A non-working steward is required for labor calls that exceed fifteen (15) workers. Labor calls that exceed fifteen (15) hands on any given day will have a non-working steward assigned for the entire set, run and strike of show. For NAIAS, and all large Events that utilize 50% or more of the total meeting rooms, a non-working stewards hours will be prorated across all AV vendors and / or booths that contract labor.
- 6. In the event the exhibitor fails to pick the crew up in a timely manner, labor charges will begin at the start time labor was ordered for and be charged a minimum of four (4) hours at prevailing rate.
- 7. Reductions in labor (changes to an existing order) must be received in writing forty eight (48) hours minimum before the start time of the call. Reductions must be received between 9 am-5pm Monday Friday, excluding holidays as referenced below. (for a Saturday, Sunday or following Monday call, reductions must be received between 9 am-5pm of the Wednesday before). Labor cancelled or reduced without forty eight (48) hours written notice will be charged a four (4) hour cancellation fee per worker.
- 8. Labor hours shall be computed in whole hourly periods. (I.e.: Work 4 ½ hours = 5 hours pay)
- 9. Install, run of show and dismantle an event:
 - a. The minimum call for installing an event shall be a four (4) hour call at prevailing rates.
 - b. The minimum call for dismantling an event shall be a four (4) hour call at prevailing rates.
 - a. The "run of show" crew will also receive a four (4) hour minimum dismantle package beginning after the official "end of show" and starting at the appropriate time. I.e.: Show begins at 8AM and strikes at 11AM. Show time 8AM-11AM = 4 hours (min show run = 4 Hours); 11:00AM 3PM = 4 hours (min strike = 4 Hours)
- 10. A rigging crew consists of two (2) Up riggers and one (1) Down rigger when performing all work in the Grand Riverview Ballroom.
- 11. High Steel riggers are required when beam climbing and / or attachment to high steel points are required for Exhibit Halls.

EQUIPMENT, TEAMSTERS & CARPENTERS:

Cobo Center does not provide equipment. (I.e.: Audio Visual, rigging / trusses, motors, boom lift, scissor lift, fork lift, etc). It is the responsibility of the AV contractor/ exhibitor/ show management to rent any needed equipment. In house vendors that can assist with Equipment Rentals, Teamsters and Carpenters are as follows:

- Convention & Show Services 313-259-7632 Mr. Bob Whiting, bobw@convshow.com
- Elite Showtime 313-706-7907 Mrs. Nancy Stec, nancy2elite@aol.com
- Freeman Decorating 313-393-0250 Mr. Bob Baumgart, bob.baumgart@freemanco.com
- AV Equipment Rental: Premier Event Technology 313-567-1834 Mr. Bill Wetherbee, avexhibitcobo@premierav.net

GENERAL RULES:

- 1. There are no patch fees for events using Cobo Center's in-house sound system in the meeting rooms. All inputs to Cobo in house sound are "mic level." Line to mic transformers must be provided by AV contractor.
- 2. There are no charges to use the rigging points in the Ballroom. However, all clients are to abide by the loading limits of each point and use Cobo Center Stagehands for install and dismantle of equipment from points. (Reference attached Ballroom Plan)
- 3. All rigging points / chains in Ballroom are to be wrapped at top 3 feet or use Gakflex to prevent damage to ceiling treatment and lighting fixtures.
- 4. All rigging equipment, including, but not limited to motors, hardware, truss, or other structures must meet OSHA/ANSI specifications for overhead use. Nuts and bolts must be rated. Wire rope clips, eyebolts, and other hardware must be forged, and/or rated for overhead use. Sealed structural engineering documents are required for custom built truss and other structures.
- 5. All rigging systems used in Cobo Center must be inspected regularly and certified for use prior to delivery. OSHA requires annual inspections as does the ANSI/ASME hoist standard (B30.16).
- 6. All AV equipment delivered to Cobo Center's loading docks must be unloaded and reloaded by Teamsters union personnel. Teamsters will unload / reload trucks and deliver the equipment to each exhibit booth on show floor and to a storage / distribution area on each floor for the meeting rooms / ballroom.
- 7. Electricity will be provided (at prevailing rates) by Cobo Center's Electrical Service provider in the exhibit halls, ballrooms, and meeting rooms (a limited amount of convenience wall outlets are available in the meeting rooms). Contact Cobo Electric at 248-413-9442 for Building Electrical needs and assistance.
- 8. Stagehand labor is required for all audio-visual installation and dismantling under the supervision of the AV contractor/ exhibitor/ show management for exhibit halls, ballrooms and meeting rooms. The AV contractor/ exhibitor/ show management shall maintain a minimum stagehand crew, A2, L2 and projectionist (as applies) to accomplish changeovers and equipment trouble shooting during the run of the show and to handle any last minute requests and any other labor needs that should arise.
- 9. All camera operators must be procured from Cobo Center's Stagehand personnel. Jib cameras must have a cable grip hand assigned when jib is scheduled to be trucked during performance(s). Assignment includes rehearsals and run of show.
- 10. The AV contractor/ exhibitor/ show management may use their own full-time employees in key positions (sound board & lighting board) during the run of the show without shadows. A2, L2 and projectionist (as applies) shall be stagehand labor.
- 11. Stagehands are required for back drops that are part of the theatrical truss system. Any other drape, aisle carpeting, stage carpeting, stage skirting, table skirting, or hanging signs are under the jurisdiction of other labor providers.
- 12. Cobo Center has limited quantities of 4'x8' staging sections with adjustable heights (32", 36", 40" & 48") and 8'x12' staging sections with adjustable heights (48" to 72") and must be set by Cobo Center staff. If the AV contractor/ exhibitor/ show management brings in their own staging, stagehands will be required to assemble the units.

- 13. All AV contractor/ exhibitor/ show management companies must provide their own projector stands in meeting rooms and are responsible for providing power to the lecterns provided by Cobo Center.
- 14. House lights: Induction lighting is available in all the halls. Hall D, Hall C & Hall B are also equipped with incandescent lighting. Induction lighting is controlled in rows and the incandescent lighting can be controlled in bays only. Grand ballroom has LED lighting and decorative sconce lighting controllable by house light panel. Ballroom lighting may be controlled from a DMX control board provided by AV contractor. All lighting is computer controlled from Cobo Center's Control Room. Any adjustments to the lighting other than described above must be made by Cobo Center's Electrical Services provider.
- 15. All floors (carpeted and/or tiled) in meeting rooms, ballrooms, pre-function spaces must be protected at all times during set-up and teardown. Lift and transport equipment must have non marking tires and fluid containment diapers.

SCOPE & JURISDICTION:

Stagehands jurisdiction extends to, covers and includes all such work performed in normal "set up" and "running" and "dismantle" of meetings, shows, events and attractions, including installation and maintenance, repair, upkeep, setting, striking, dismantling, operation, movement and/or handling of the following (including but not limited to all audio, video, stage carpentry, rigging, electrical, properties and other related work recognized as traditionally falling within the jurisdiction of the Stagehands):

- 1. All chairs, stands, platforms, risers, acoustical shells and draperies which are part of the production.
- 2. All electric fixtures, motors, generators, and dimmer fuses, lamps, spotlights, control boards, patching panels, sound systems and projection systems used in connection with production. Also, all special effects for lighting, sound and visual, whether by electronic, optical or mechanical means. This will also include any and all electronic equipment, film, video and audio recording devices, and cameras. Filming or taping for news broadcast is specifically excluded.
- 3. All staging of theatrical accessories such as scenery, properties, soft goods, travelers, platforms, risers, turntables, traps, stage elevators, stage rigging, movie screens and stage floor.
- 4. In addition, the jurisdiction of the Stagehands shall also include any work covered by these Terms and Conditions on or in connection with any equipment, apparatus, devices or processes, whether manual, optical, electrical, electronic or otherwise thereafter used which may substitute for, augment, be an improvement upon or operate or control any of the foregoing.
- 5. None, other than employees under the Terms and Conditions, shall perform any of the work coming within the jurisdiction of the Stagehands as described above.
- 6. When stagehands are sent home before the completion of a minimum call, the unworked hours shall be paid at the prevailing rate.

WORK HOURS:

- 1. A work day consists of 8 hours of straight time (Mon-Fri) between the hours of 6am to 10pm.
- 2. One and one-half times the regular pay rate shall be paid for all time worked in excess of 8 hours in any single day. All hours worked on a Saturday will be charged at one and one-half times. Sundays & Holidays are charged at premium time. If after working eight (8) hours or more, a worker resumes work for the same contractor with less than eight (8) hours between work periods, that worker shall be paid appropriate overtime rate until a rest period of at least eight (8) hours has been given.
- 3. Work crew personnel shall not be changed or stagehands substituted to avoid overtime pay.

WAGE SCALES:

For the purpose of clarifications, the Heads of Department rate shall apply to Scenic, Lighting, Property, Video and Audio.

1. The Key rate shall apply to stagehands called on to operate and or execute key functions and/or equipment in performance. Specifically, the key rate shall apply to, projectionists, electronic equipment operators including spotlight operators, teleprompter operators and pyrotechnicians. Individuals working as keys shall be available to work all calls on a given event, including set up and tear down.

OVERTIME, PREMIUM & HOLIDAY PAY:

- 1. Hours worked between 6:00 am and 10:00 pm Monday thru Friday shall be paid at the straight time rate, hours worked between the hours of 10:00 pm and 6:00 am Monday thru Friday and all hours on Saturday shall be paid at the time and one half rate, and hours worked on Sunday and recognized Holidays shall be paid at the Premium Pay Rate of one point nine zero (1.90) times the regular hourly rate of pay.
- 2. A call starting before 6:00 am will remain at the overtime rate until an eight hour break is received. Once an employee has reached a higher rate of pay they shall remain at the higher rate for all hours worked until they receive an eight (8) hour rest period.
- 3. Time and one half shall be paid after 40 straight time hours have been worked in a week.
- 4. Stagehand holidays are Thanksgiving Day, Day after Thanksgiving, Christmas Eve and Christmas Day, New Year's Eve and New Eve Day, Martin Luther King Jr Day, Memorial Day, Independence Day and Labor Day. Holidays shall be paid at the premium rate of pay (1.9 x regular rate of pay) for all hours worked on these days.
- 5. Holidays that fall on Sunday, the following day Monday shall be considered the holiday and paid holiday pay. Holidays that fall on Saturday will be recognized on that day and not the preceding Friday.

MEAL & BREAK PERIODS:

- 1. Stagehands will be given one unpaid thirty (30) minute meal break no less than three (3) hours and no more than every five (5) hours after start time. If this is not possible the overtime rate will be paid until a meal period is given.
- 2. After a thirty (30) minute meal break, the minimum callback shall be two (2) hours.
- 3. There shall be one (1) scheduled fifteen minute paid break in the first half of the shift and one (1) scheduled fifteen minute paid break in the second half of the shift.
- 4. All subsequent meal periods are on the clock and shall be scheduled no less than three (3) hours and no more than every five (5) hours after the completion of the first meal period of the day. The break times and meal period times identified herein shall be assigned and supervised by the Employer or its designee.

PAYMENTS & BILLING:

- 1. Method of payment MUST BE PROVIDED WITH ORDER (Visa, MasterCard, American Express).
- 2. Invoices will be calculated based on actual hours worked / signed for and correct classifications of workers used.
- 3. Claims/adjustments will not be considered unless filed by the exhibitor prior to the close of the show.
- 4. NAIAS Labor Orders:
 - a. Credit cards will be processed in installments for charges incurred prior to the show opening and through the show move out.
- 5. All other Show Labor Orders:
 - a. Payment in full (150% of estimated costs) must be rendered five (5) business days prior to start of work.
 - b. Any unused deposit monies are refunded to the same credit card as was charged within ten (10) business days of end of event.



STAGEHAND ORDER FORM

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Event:	(Name of Event H	Name of Event Here)					Contact cell #:									Monday through Friday - 10 P.M. to 6 A.M.					•		
				Tec	Technical Contact: *				(On Site Tech Director Here)					Monday through Friday - over 8 daily hours OT			ОТ		\$94.81				
Client:	(Name of AV Contractor or Your Client Here)						Contact cell #:									Saturday	ys						
David 7 20 45 - 7 24									(Meeting Location Here)					Sundays	and Holidays - (Premium	Time)			PT		\$120.09		
Date(s): 7-20-15 >7-21												All calls are four (A) hour minimums. Labor is ordered and hilled in whole hour increments					. All "La	bor Terms and					
Version: Version 1						*Please select "AUTH" from drop down after name (column V) if Contact is author payroll sheets and make adjustments to labor calls.					orized to sign Conditions" apply to order. Download T & C's at: www.cobocenter.com/exhibitors/exhibitor_services_online_ordering/stagehand-labor-order-form												
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Weekly Stagehand Billing Summary



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NOTES: GRAND TOTAL

Updated: 7/22/15

