

## Palmer House Union Labor Guidelines

The Palmer House is a union jurisdictional facility, to which guests are required to use audiovisual production crews from local unions. (i.e. Projection/Video, Audio, Lighting, Staging.)

**Represented by:** International Association of Theatrical and Stage Employees (IATSE) Local 110 Projectionists and Local 2 Stagehands; International Brotherhood of Electrical Workers (IBEW) Local 1220 Engineers.

**Encore** is a non-union, in-house and fully equipped production company to which can execute your boardroom meetings as well as your complex and technical General Sessions. Encore holds current contracts with the local unions described in this document, to carry out the jurisdictional requirements for the meeting spaces within the Palmer House. Encore has many years of experience on-site with the local unions, and we enjoy a good working relationship. We advise clients engage Encore to manage the technical crew as well as the technology, as our show planning systems are designed to work within the guidelines to deliver the best possible result for our clients.

Encore representatives will work directly with you to create a customized proposal to meet your technical and budgetary requirements. Union Labor charges and requirements include, but are not limited to; crewing levels for detailed tasks, location of meetings, duration of shifts, meal penalties and other AV technical scenarios. Arrangements and coordination for these required services may be made through an Encore representative on property or can be reached at 312-917-3462.

### Projectionists ( I.A.T.S.E Local 110 )

#### Projectionists:

Projectionists are required per union regulation for all set, operation and strike responsibilities for any video display, data slide, and/or video projection equipment.

- **(ONE)** Dedicated Projectionist is required per screen/projector, per room/per day, in any ballroom section(s) utilizing projection or video display equipment.
- **(ONE)** Service Projectionist (aka "floating" Projectionist) is required for every (1-5) NON-ballroom meeting rooms, where projection equipment is being utilized (example: six rooms utilizing projection equipment on our 3rd floor, would require a minimum of **TWO** Service Projectionists).
- Any meetings, programs, events or conventions, employing (6) Projectionists, will require a Working Union Steward. The Working Steward will manage all on-site labor calls, job assignments, working hours, meal breaks, and billing. The Working Steward is billed back to the customer at prevailing hourly rates.
- Any meetings, programs, events or conventions employing (7) or more Projectionists, will require a **NON-Working Union Steward**. The **Non-Working Steward** will handle all the functions of a **Working Steward** and is billed back to the customer at prevailing hourly rates.

#### Minimum Call Times:

- **8-Hour Minimums** for ALL Projectionists & Stewards in General Sessions and Breakout meetings.
- **5-Hour Minimums** for ALL Projectionist **Performance Calls** (Performance Calls are ONLY allowed for NON-ballroom, and/or NON-General Session meetings, that are not more than 2-hours total in duration. A 5-hour Performance Call is only acceptable when the setup, session (2-hours or less), and tear-down time, can ALL be completed within the 5-hour call time. If the Projectionist exceeds the 5-hour call time, an 8-hour minimum is automatically applied & will be billed back to the customer accordingly.

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## Projectionists ( I.A.T.S.E Local 110 )

### Work Hours:

- **Straight Time (ST):**
  - 8:00am-5:00pm; Monday-Friday (Non-Holiday)
- **Over Time (OT):**
  - 5:00pm-Midnight; Monday-Friday (Non-Holiday)
  - 8:00am-5:00pm; Saturday
  - After 8 hours ST worked; Monday-Friday (Non-Holiday)
- **Double Time (DT):**
  - Midnight-8:00am; Monday-Sunday
  - 5:00pm-Midnight; Saturday
  - All Day Sunday
  - All Holidays (see below)
  - After 8 hours of OT worked; Monday-Sunday
  - When work begins prior to 5:00am, all hours are DT until an 8 hour break is given
  - When an 8 hour break is not given from the end of the previous call

**Local 110 Projectionists - Contracted Holidays:** New Year's Day, President's Day, Memorial Day, Independence Day (4th of July), Labor Day, Veterans Day, Thanksgiving Day, Christmas Day and New Year's Eve.

## Stagehands & Riggers ( I.A.T.S.E Local 2 )

### Stagehands:

Stagehands are required per union regulation for all set, operation and strike responsibilities wherein audio, lighting, and/or stage set is part of an outside vendor solution not utilizing onsite union operation team.

- **(ONE)** Dedicated Stagehand (Audio Technician) is REQUIRED in ANY meeting room that utilizes (4) or more audio sources (audio sources include, but are not limited to, microphones, audio playback devices, camera audio feeds, etc.)
- **(ONE)** Dedicated Stagehand (Audio Technician) is REQUIRED in ANY meeting room where an audio recording is taking place.
- ALL third party audiovisual vendors bringing in outside audio equipment (i.e. microphones, mixers, etc.) must also provide external audio systems (powered speakers) for each room where audio is required. Dedicated Stagehands will be required for any/all rooms where external audio systems are present, on a per/room, per/day basis, and at prevailing minimum call times & rates.
- **(Minimum of TWO)** Stagehands are required for the installation and dismantling of all fast-folds, and/or constructed projection screens, larger than 9'x16', as well as pipe & drape, screen-surrounds, spandex, truss-structures (ground-supported), staging, scenic pieces/décor, hard-sets, etc.
- **(ONE)** Dedicated Stagehand (Lighting Technician) is REQUIRED in ANY meeting room that utilizes external lighting fixtures/equipment as well as follow spot features.

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## Stagehands & Riggers ( I.A.T.S.E Local 2 )

### Riggers:

Certified Union Riggers are required for anything installed in the Grand Ballroom and must be hired by Encore. Encore has exclusive jurisdiction, from the chain-motor up, over the pre-installed Rigging Hang Points in the Grand Ballroom, and charges a per-point/per day Rigging Hang Point Package fee, based on consumption/usage.

- **(Minimum of TWO)** Riggers are required for all Rigging calls.
- The **Rigging Hang Point Package** consists of (1) Chain-Motor with control & cable, (2) Rigging GAC Flex, (2) Rigging Shackles, & (1) Rigging Hang-Point.
- 20' Scissor Lifts are available for rental, on a first-come, first-serve basis for the Load-in/Setup & Tear-down/Strike.
- A CAD/.DWG file, complete with number of hang-points needed/required, AND load/weight calculations PER POINT, must be submitted for approval, via the Encore Rigging Advance Form (see web link to Rigging Advance form below), at least 21-days prior to any structure/equipment being flown in the International Ballroom.
- The Encore Rigging Advance Form can be completed by clicking on the web link below.

<https://encoreglobal.com/rigging-prtal/>

### Minimum Call Times:

- **8-Hour Minimums** for ALL Stagehands; Audio Operators, Lighting Technicians, Teleprompter Operators, & ALL Riggers

### Work Hours:

- **Straight Time (ST):**
  - 8:00am-5:00pm; Monday-Friday (Non-Holiday)
- **Over Time (OT):**
  - 5:00pm-Midnight; Monday-Friday (Non-Holiday)
  - 8:00am-5:00pm; Saturday
  - After 8 hours ST worked; Monday-Friday (Non-Holiday)
- **Double Time (DT):**
  - Midnight-8:00am; Monday-Sunday
  - 5:00pm-Midnight; Saturday
  - All Day Sunday
  - All Holidays (see below)
  - After 8 hours of OT worked; Monday-Sunday
  - When work begins prior to 5:00am, all hours are DT until an 8 hour break is given
  - When an 8 hour break is not given from the end of the previous call
- **Meal Penalties:**
  - Union operators require a one-hour meal break not less than 3 hours and not more than 5 hours after the initial call time or meal penalties will apply.

**Local 2 Riggers & Stagehands - Contracted Holidays:** New Year's Day, President's Day, Memorial Day, Independence Day (4<sup>th</sup> of July), Labor Day, Columbus Day, Presidential Election Day, Veterans Day, Thanksgiving Day, Christmas Day and New Year's Eve.

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## Video Engineers & Video Camera Operators (Local 1220)

### Video Engineers & Video Camera Operators:

Video Engineers & Video Camera Operators are required per union regulation for all set, operation and strike responsibilities of video recording, production camera recording, video image magnification (IMAG) and satellite/webcasting video feeds.

- **(Minimum of ONE)** Video Engineer is REQUIRED in ANY meeting room that utilizes live video recording, video image magnification (IMAG) and satellite/webcasting video feeds.
- **(Minimum of ONE)** Video Camera Operator is REQUIRED in ANY meeting room that utilizes live video recording and video image magnification (IMAG). Camera Operators can be provided by the Palmer House through Local 134 or by Encore through Local 1220.

### Minimum Call Times:

- **8-Hour Minimums** for ALL Video Engineers & Video Camera Operators

### Work Hours:

- **Straight Time (ST):**
  - 8:00am-5:00pm; Monday-Friday (Non-Holiday)
- **Over Time (OT):**
  - 5:00pm-Midnight; Monday-Friday (Non-Holiday)
  - 8:00am-5:00pm; Saturday
  - After 8 hours ST worked; Monday-Friday (Non-Holiday)
- **Double Time (DT):**
  - Midnight-8:00am; Monday-Sunday
  - 5:00pm-Midnight; Saturday
  - All Day Sunday
  - All Holidays (see below)
  - After 8 hours of OT worked; Monday-Sunday
  - When work begins prior to 5:00am, all hours are DT until an 8 hour break is given
  - When an 8 hour break is not given from the end of the previous call
- **Meal Penalties:**
  - Union operators require a one-hour meal break not less than 3 hours and not more than 5 hours after the initial call time or meal penalties will apply.

**Local 1220 Video Engineers & Video Camera Operators - Contracted Holidays:** New Year's Day, Martin Luther King Day, Memorial Day, Independence Day (4th of July), Labor Day, Veterans Day, Thanksgiving Day, Christmas Eve (after 6pm), Christmas Day and New Year's Eve (after 6pm).