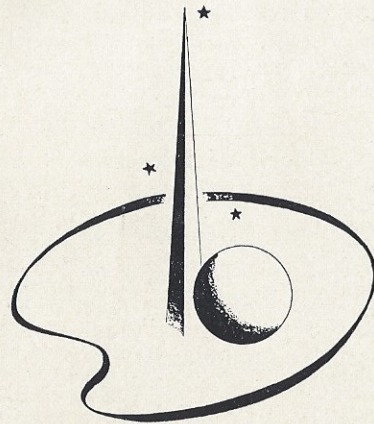


Our Fair



**HAND BOOK OF INSTRUCTIONS & INFORMATION
FOR NEW YORK WORLD'S FAIR EMPLOYEES**

OUR FAIR



Handbook of Instructions and Information
For New York World's Fair Employees

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* Member of Executive Committee

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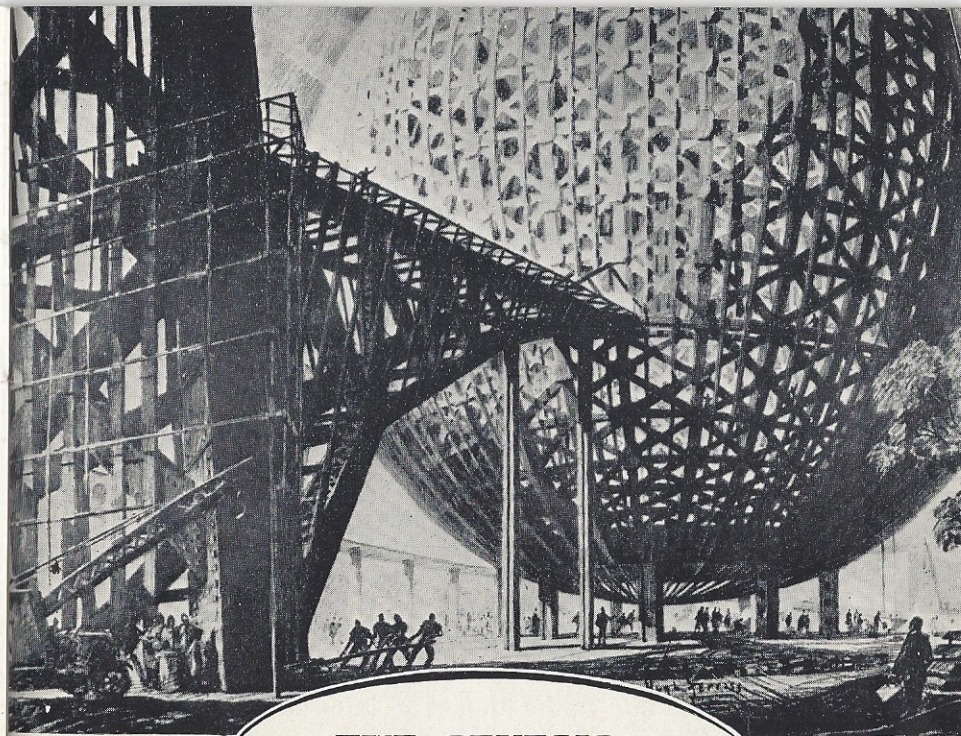
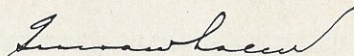
FOREWORD

Every employee of the New York World's Fair Corporation should make the proper and safe operation of the Exposition a matter of personal responsibility.

That, in sum, is my message to old and new employees alike at a moment when the Exposition is about to be opened to the world public. Hundreds of us, of course, have been working years or months in bringing the Exposition into being. No one of us, officer or staff member, has failed to find a profound interest in the Exposition and a sense of responsibility for the success of the entire venture.

The Fair is at once a place of gaiety and profound purpose. Behind it lies the faith of its incorporators, the City of New York, the Nation and almost all the countries of the world. Ahead of it lies its own splendid period of existence and the whole new era which it is bound to produce for mankind.

With these thoughts in mind, I do not hesitate to ask the new employee to adopt the same attitude toward the Fair as has grown upon the older employee. I am confident that every staff member who assumes this responsibility that I recommend, and who devotes his energies and thoughts to the good of the Fair, will shortly find that the Fair returns him pride and joy in achievement.



THE GENESIS OF THE FAIR

The New York World's Fair 1939 was born of hard labor, genius and faith. It represents a happy meeting between things material and a vision of a better future world.

Other expositions have been staged in commemoration of some important historical event; other fairs have carried a message of their own; but none has

had a theme as compelling and as significant as that of the New York World's Fair of 1939: to present the best tools and techniques yet developed by the genius of man in such a way that the average visitor may be helped in building a better life for himself and his community.

Leaders of business and civic life in New York had for many years desired an international exposition for their city. The many material benefits derived by the citizens of Chicago and by American industry from the Century of Progress translated that desire into an active plan. At the same time, other groups were searching for the most appropriate way to celebrate the 150th Anniversary of the Inauguration of George Washington in New York City as the first President of the United States. Out of all these things, the idea of an international exposition for New York in 1939 slowly arose.

On September 17, 1935, at a dinner meeting of more than fifty distinguished leaders of New York life, plans were announced and enthusiastically received. Six days later, on September 23, the project was announced to the public. One month later, on October 22, a non-profit membership corporation, the New York World's Fair 1939 Inc., was formed. More than one hundred of the most distinguished leaders in public life were included among the original incorporators. The Fair was born.

At the first meeting of the incorporators on November 6, 1935, the Board of Directors was elected

and several months later Mr. George McAneny was elected President. A series of Committees was formed to develop the preliminary plans for the Fair itself. In May, 1936, Mr. McAneny resigned as President and became Chairman of the Board of Directors and Mr. Grover A. Whalen was elected President of the Corporation.

By the end of 1936, the staff of the Fair Corporation occupied five complete floors in the Empire State Building. These men and women, experts in many fields, had been drawn together for the staggering task of making the Fair into a living reality.

Until March, 1937, the job was primarily one of planning and preparation. At that time, the exposition definitely entered the active stage of construction, as work began on the first of the major structures to be erected. The Administration Building was, appropriately enough, "Building Project No. 1." On August 16, the Fair staff occupied the building. A little more than one year later, by the first of January, 1939, approximately 2,500 persons were on the payroll of the Fair Corporation. By the same date, the work of transforming the area into the site of a magic city had been virtually completed and the Fair staff was realizing with pride that the expectations of 60,000,000 visitors would be more than fulfilled.

COURTESY

The New York World's Fair is a source of pride to all New Yorkers, especially to those of us who are privileged to help create or be a part of its life. Real courtesy on the part of World's Fair employees will reflect that pride and will do much to enhance the deserved success of the Fair. As hosts to millions of people from every part of the world we are in a position to make more authentic and more compelling the Fair's theme—Building a Better World of Tomorrow. We are emphasizing the message of interdependence and cooperation. Kindness and courtesy extended to our visitors will lend impetus to that message.

Equally important is courtesy to our fellow workers. It is essential to operating efficiency and to harmonious and happy working conditions.

New York World's Fair employees are serving a great and significant project and will be expected to conduct themselves at all times in a manner which will do it honor.

PERSONAL APPEARANCE

We ask and expect that the personal appearance of employees be at all times a credit to the New York World's Fair.

To be dressed smartly and in good taste does not necessarily mean to be dressed expensively for it costs little effort and even less expenditure to be neat and clean and always aware of the small details that are the mark of the well-groomed person.

The Fair itself presents a vital, vivid and sparkling appearance. You will be out of harmony if you yourself do not possess these qualities.

EMPLOYMENT

PERSONNEL POLICIES

All applications for employment with the New York World's Fair 1939 Inc., must be made to the Personnel Department.

It is the policy of the New York World's Fair not to employ relatives of employees.

Employees leaving the Corporation must give at least one week's notice to the Department Head. When an employee terminates his employment, he should report to the Personnel Department for a final interview.

Opportunity is provided for employees to join the Associated Hospital Plan. For further details, consult the Personnel Department.

WORKING HOURS

Working hours must necessarily be adapted to the requirements of an exposition open to the public every day and evening during the week, including Sundays and holidays. Employees will be required to comply with schedules established by department heads.

Because the Fair is a huge and complex organization catering to a world public, punctuality is of the utmost importance.

Employees unable to report for duty at the time assigned must notify their superiors early enough to allow for substitution before their scheduled reporting time.

PAYING EMPLOYEES

* All employees will be paid by check. Salaries will be paid as follows:

1. Employees on the monthly salary payroll will be paid semi-monthly in their departments.
2. Employees on the office salary payroll will be paid on Friday of each week in their departments. For employees on this payroll, the payroll week begins on Thursday morning and ends the following Wednesday night.

Monthly and weekly salary payroll employees who fail to receive their pay in their departments at the regular pay time, must call at the Disbursements Cashier's window, Administration Building, where payment will be made upon proper identification.

3. Employees on an hourly basis will be paid weekly, according to schedules established in the Treasury Division.

Employees on an hourly basis are paid two days after the close of the week: those paid on Monday will receive pay for the week ending the previous Saturday night; those paid on Tuesday will receive pay for the week ending the previous Sunday night, etc.

The word "night" here includes the hours of shifts ending at midnight.

Employees leaving the Corporation must call at the Disbursements Cashier's window for their final salary checks after having turned in their uniforms and pins to the locker room attendant in charge, or to the Quartermaster's Department, and equipment or tools to their supervisors. Passes must be delivered to the Disbursements Cashier. The Disbursements Cashier will not deliver final salary checks unless certification is presented that these things have been done.

CASHING SALARY CHECKS

The following employees are permitted to cash their salary checks at the paymaster's window in the Disbursements Cashier Section, Administration Building:

1. Office employees located in the Administration Building.

2. Other employees paid after the Manufacturers Trust Company branch is closed for the day.

Paymasters are not permitted to cash salary checks for any other employees.

The Manufacturers Trust Company maintains a branch in the Consumers Building, and will cash all other employees' salary checks upon presentation of identification passes showing photograph and signature.

All employees may cash their salary checks at any one of the Manufacturers Trust Company branches throughout the city. Identification passes must be presented. If it is convenient for an employee to cash his salary check at a nearby Manufacturers Trust Company branch, he should do so. A list of the addresses of these branches may be obtained from the paymaster in the Disbursements Cashier Section.

HEALTH

The New York World's Fair, for the protection of all its employees, and in the interest of the general public, insists that the health of its employees be safeguarded in every possible way.

The Fair Corporation maintains a completely equipped Medical Department where all employees may receive medical attention. There is no charge for services rendered by the Medical Department.

Applicants for positions with the New York World's Fair are required to pass a physical examination before employment.

In case of illness or physical injury on the Fair Grounds, no matter how minor the injury, report at once to the nearest first aid station. Minor injuries, if neglected, often lead to serious complications. If the doctor in charge instructs you to discontinue work, do so at once. He will notify your superior.

Employees returning to work after an illness or injury shall report to the nearest first aid station for examination before starting work. In the event of an extended absence because of illness, it is requested that the employee make periodical reports to his immediate superior so that the Corporation will know the condition and progress of the employee.

Any employee having a contagious disease or

having a contagious disease in his family or living or boarding where there is such a disease, shall report this to the Medical Department and must remain away from work until the New York World's Fair physician is satisfied that there is no danger of infecting other employees.

CHANGE OF ADDRESS

All employees on the monthly or weekly payroll are required to notify their Department Head and the Directory Service of any change of address or telephone number. Employees on an hourly basis shall notify their superior.

ADMISSION TO FAIR GROUNDS

ENTRANCES

Service turnstiles are provided at each entrance and must be used by all Fair employees holding passes. The regular revenue turnstiles are connected with a mechanism which records in a central place all visitors' admissions. It is important for many reasons that the record of paid admissions be kept separate from the record of admissions by passes.

Therefore, ticket takers are under instructions not to permit any one with a pass to enter through a revenue turnstile set apart for visitors presenting paid tickets.

IDENTIFICATION PASSES

All employees of the Fair Corporation will be furnished with non-transferable identification passes for their own use in entering the Fair Grounds.

Each pass is numbered and registered. Please make careful note of the number. If your pass is lost notify the Pass Section at once.

A charge of \$2.00 will be made for the replacement of lost identification passes.

After receiving their passes, employees are required to report at once to the nearest photo-

graph booth operated by the Fair Corporation. The attendant on duty will see that the employee's photograph is taken and will attach one print to the identification card portion of the pass and will validate this print. Employees are required to sign the identification card.

Each employee's identification pass is equipped with a pad of coupons, good for the current calendar month. Identification passes will be validated monthly, and at such times coupon pads will be replaced by the Pass Section for the ensuing month.

Whenever an employee enters the Fair Grounds, the pass identification folder must be handed to the ticket taker, who will tear out a single coupon and deposit it in the ticket box. Ticket takers are instructed not to permit employees of the Fair Corporation to pass except in accordance with the foregoing regulations. They are also instructed to pick up any identification pass folder if presented by any one other than the person whose photograph and signature appear thereon.

PACKAGE PASSES

Employees are not permitted to take any equipment, supplies or wrapped packages in or out of any building on the Fair Site unless authorized to do so by a package pass. This does not apply to change fund boxes, revenue control

equipment, tools, kits, etc., assigned to an employee in the performance of duties.

Package Passes may be obtained from the person authorized to issue such passes, as posted at the entrance to each building.

UNIFORMS AND LOCKERS

The Fair Corporation will furnish uniforms to all employees required to wear them but will not supply shoes, hose, and similar accessories. The Corporation will also provide laundry and dry cleaning services for such uniforms. Such employees will observe the following rules:

1. Uniforms may not be worn outside the Fair Grounds. *Exceptions:*

a. Police guards are required to wear uniforms to and from Police Headquarters or at stations outside the entrances, but they are not permitted to wear uniforms when off duty.

b. Employees stationed at the parking fields, boat basin, and terminals are required to wear their uniforms to and from their stations but are not permitted to wear uniforms off duty.

c. Employees stationed at official Information Booths in Manhattan are required to wear their uniforms to and from their stations, but are not permitted to wear uniforms off duty.

d. Employees stationed outside the Fair Grounds but on the Fair Site, such as in the Administration Building, etc., are not permitted to wear uniforms off duty.

2. Lockers are provided, and before going off duty uniforms must be placed in lockers in the manner instructed by the locker room attendants. Employees will retain possession of their own locker keys. A twenty-five cent charge will be made for the replacement of lost keys.

3. Caps, hats or helmets, as the case may be, must be worn at all times while on duty. No deviation from this rule will be permitted.

4. Full uniform must be worn at all times unless specific orders are issued to the contrary.

5. Overcoats, trench coats or raincoats must be worn or taken to the stations in accordance with orders issued during inclement weather.

6. All employees wearing uniforms are required to comply with regulations governing accessories. In general, black shoes of simple style, without fancy toes, are specified with uniforms other than white. Open-toed shoes are not permitted for women; extremely high heels also are not to be worn.

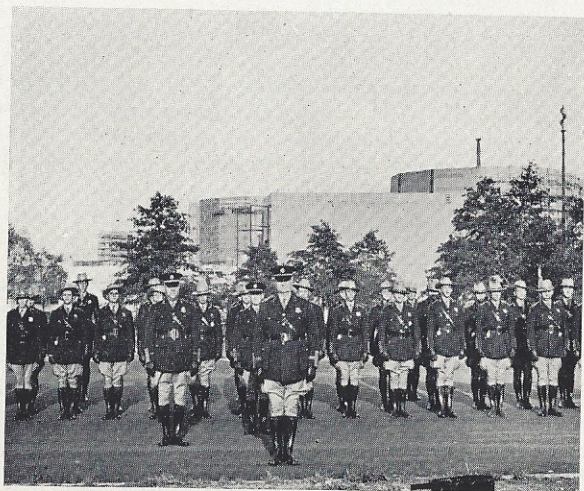
Employees wearing white uniforms must wear white stockings and shoes of simple, standard patterns.

7. Upon termination of services, employees are required to turn in uniforms to the locker room attendant in charge or to the Quartermaster's Department, as may be instructed, and to obtain a receipt. Final salaries will not be paid until such receipts are presented.

A charge will be made for any lost articles furnished by the Fair Corporation.

SAFETY REGULATIONS

All employees shall familiarize themselves and shall at all times comply with the provisions of the World's Fair Special Safety Code, copy of which is furnished to each employee.



New York World's Fair Police Guards

TELEPHONES and TELEPHONING

TELEPHONES

All personal telephone calls over the New York World's Fair switchboard are strictly prohibited. Necessary personal calls must be made from the pay booths.

Emergency telephone messages will be delivered to employees. They will not be permitted to answer incoming personal telephone calls.

TELEPHONING

Since the efficient use of telephones is very important in the conduct of business, the following rules shall be carefully observed:

1. When the telephone rings, respond promptly and courteously, giving the name of the department, office or post and the person speaking.
2. All employees should answer their own telephones. A caller should not be required to talk with more than one person before being connected with the party with whom he wishes to speak.
3. Do not ask the caller to hold the wire for a long period of time. Suggest that you will call him back as soon as you get the desired information.
4. When making an inter-organization call, announce your name immediately after your call is

acknowledged; for example, "This is Mr. ———, May I speak to Mr. ———?"

5. Except in the case of department heads, inter-organization calls should be made by the person who is to talk and not by an assistant.

6. Do not transfer inter-organization calls. If it is necessary to transfer an incoming call, flash the operator slowly two or three times on the extension on which the call *originated*. Operators will not transfer calls handled in any other manner.

7. When an employee is temporarily away from his desk or post, he should make arrangements within his department to have his telephone covered. He should not ask the operators to transfer his calls temporarily to another extension. At no time during the working hours should a telephone be left unattended.

8. Keep a pad and pencil available so that you will not have to ask the person calling to wait while you get them.

9. Employees are not permitted to ask operators to look up outside numbers as this interferes with prompt service.

GENERAL INSTRUCTIONS

SMOKING

Smoking while in uniform is strictly prohibited.

DRINKING

Drinking of alcoholic beverages while on duty or in New York World's Fair uniform is forbidden. Any infringement of this rule is subject to instant dismissal.

TIPPING

A policy of the Fair Corporation, strictly enforced, forbids employees to accept tips or gratuities.

DIRECTING VISITORS

Visitors seeking information or directions should be directed to the nearest information booth where trained information attendants are available. Acquaint yourself now with the location of these booths. Employees must not give incorrect or incomplete information to visitors.

GIVING INFORMATION TO THE PRESS

Employees are cautioned against granting interviews to representatives of the press or answering questions regarding methods, systems, plans,

policies, and personnel of the New York World's Fair. The Press Department will give out all information to the members of the press.

PARKING FIELDS

Employees using their personal automobiles to come to and from work are required to use the regular parking fields at the same rates as charged to the general public.

PURCHASES AND COMMITMENTS

No one is authorized to make any purchase or to commit the Fair Corporation to any liability for commodities or services except as authorized in executive orders issued by the President. In cases of doubt, consult your Department Head.

LOST AND FOUND ARTICLES

The loss or finding of personal property should be reported immediately to the Police Department. Although we cannot be responsible for personal effects lost, we will exert every effort to find and restore lost articles.

DESKS

All desks, cabinets and other furniture and equipment in departments must be locked before an office unit is closed for the day. Documents or papers of any kind must not be left on desks, tables or cabinets when the office is closed.

SUBPOENAS

Any employee who receives a subpoena to appear for examination or to produce any books or records before any court or other public agency on a matter relating to the New York World's Fair must report such a matter to his Department Head promptly who will notify the Legal Department immediately.

SERVICES FOR EMPLOYEES

CAFETERIA

A cafeteria for the employees is provided in the Administration Building. Meals will not be served or eaten in the offices.

HAIR DRESSING SHOP AND BARBER SHOP

A hair dressing shop and a barber shop are maintained in the Administration Building for salaried employees on the weekly payroll who may patronize it during business hours with the consent of their Department Head and when it will not interfere with their duties. The time so absorbed must be made up.

Appointments should be made by telephone. Tipping is not permitted.

HOUSING INFORMATION

There is available in the Housing and Welfare Department a list of houses, apartments and furnished rooms which may be consulted by employees of the New York World's Fair who are interested in securing housing accommodations.

LIBRARY

A reference library is maintained for the use of employees. The complete history of the New York World's Fair and past fairs will be found here.

INFORMATION MANUAL

The Office Manager's Department issues an Information Manual which may be considered a basic encyclopedia of the Fair. A copy will be found in each department for the general reference of all interested employees.

INFORMATION BULLETINS

The Department of Research issues Information Bulletins which are primarily for the use of the members of the Fair staff and for persons who are lecturing or writing on the Fair; but they are also designed to answer many of the more serious inquiries from the general public.

AWARD OF MERIT

An Award of Merit has been created for the purpose of giving enduring recognition to employees other than department heads of the New York World's Fair who may render distinguished, courageous and meritorious services to the Corporation.

The basis for selection is as follows:

1. Distinguished Service — outstanding creative effort or performance combined with a background of continuous meritorious service.
2. Courageous Service — performance which involves physical or moral courage in action beyond the scope of normal duties, particularly in emergencies not covered by instructions.
3. An exceptionally meritorious action.

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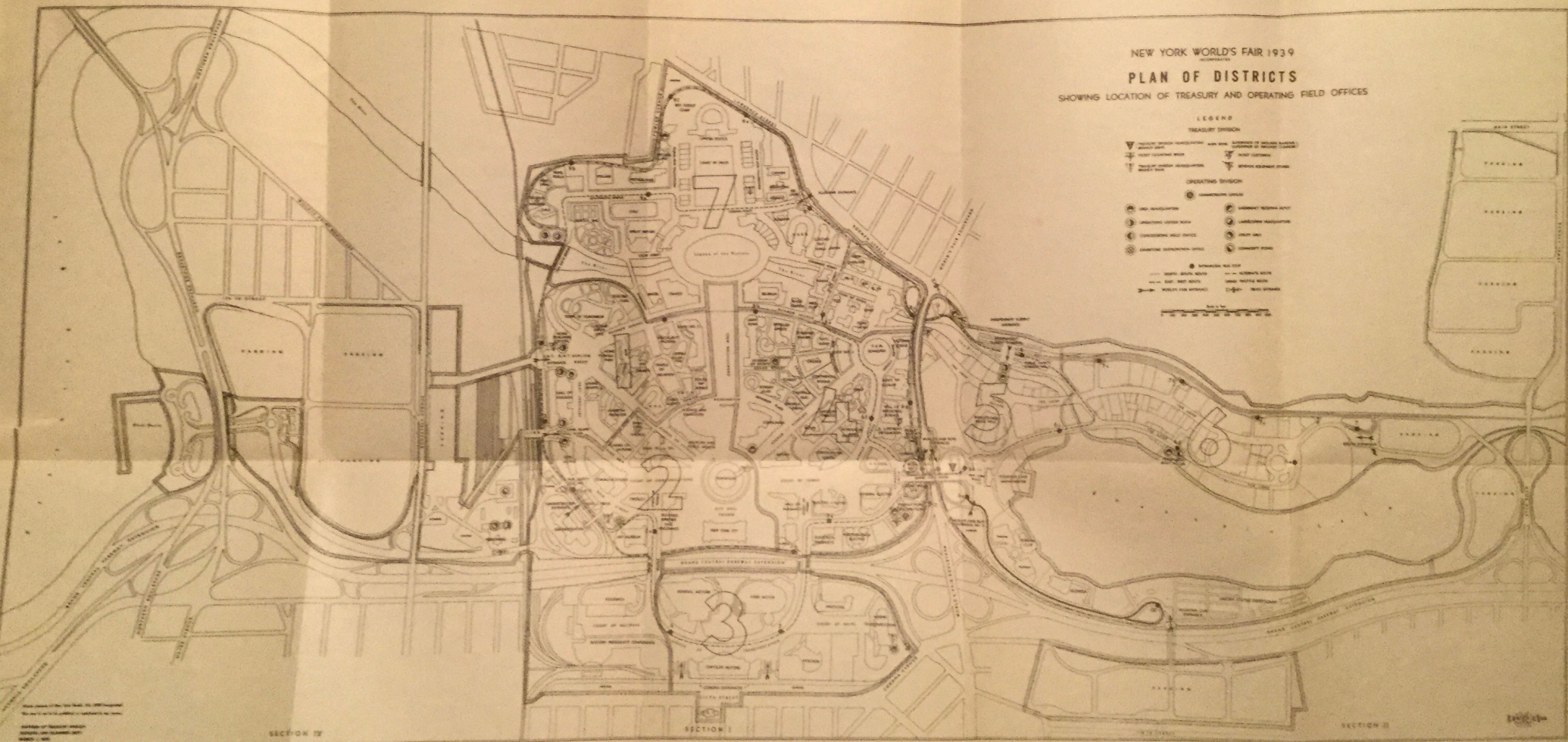
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NEW YORK WORLD'S FAIR 1939
PLAN OF DISTRICTS
 SHOWING LOCATION OF TREASURY AND OPERATING FIELD OFFICES

- LEGEND**
- TREASURY DIVISION**
- ▲ OFFICE OF THE COMMISSIONER OF THE FAIR
 - ▲ OFFICE OF THE SUPERVISOR OF THE FAIR
 - ▲ OFFICE OF THE ASSISTANT SUPERVISOR OF THE FAIR
 - ▲ OFFICE OF THE CHIEF CLERK OF THE FAIR
 - ▲ OFFICE OF THE CHIEF ACCOUNTANT OF THE FAIR
 - ▲ OFFICE OF THE CHIEF ENGINEER OF THE FAIR
 - ▲ OFFICE OF THE CHIEF ELECTRICIAN OF THE FAIR
 - ▲ OFFICE OF THE CHIEF MECHANIC OF THE FAIR
 - ▲ OFFICE OF THE CHIEF LABORER OF THE FAIR
 - ▲ OFFICE OF THE CHIEF PORTER OF THE FAIR
 - ▲ OFFICE OF THE CHIEF CLEANER OF THE FAIR
 - ▲ OFFICE OF THE CHIEF GARDENER OF THE FAIR
 - ▲ OFFICE OF THE CHIEF BAKER OF THE FAIR
 - ▲ OFFICE OF THE CHIEF BUTCHER OF THE FAIR
 - ▲ OFFICE OF THE CHIEF FISHERMAN OF THE FAIR
 - ▲ OFFICE OF THE CHIEF FARMER OF THE FAIR
 - ▲ OFFICE OF THE CHIEF MINER OF THE FAIR
 - ▲ OFFICE OF THE CHIEF MANUFACTURER OF THE FAIR
 - ▲ OFFICE OF THE CHIEF ARTIST OF THE FAIR
 - ▲ OFFICE OF THE CHIEF MUSICIAN OF THE FAIR
 - ▲ OFFICE OF THE CHIEF DANCER OF THE FAIR
 - ▲ OFFICE OF THE CHIEF SINGER OF THE FAIR
 - ▲ OFFICE OF THE CHIEF ACTRESS OF THE FAIR
 - ▲ OFFICE OF THE CHIEF COMEDIAN OF THE FAIR
 - ▲ OFFICE OF THE CHIEF CLOWN OF THE FAIR
 - ▲ OFFICE OF THE CHIEF JESTER OF THE FAIR
 - ▲ OFFICE OF THE CHIEF MAGICIAN OF THE FAIR
 - ▲ OFFICE OF THE CHIEF TIGHTROPE WALKER OF THE FAIR
 - ▲ OFFICE OF THE CHIEF BALLET DANCER OF THE FAIR
 - ▲ OFFICE OF THE CHIEF OPERA SINGER OF THE FAIR
 - ▲ OFFICE OF THE CHIEF THEATRE MANAGER OF THE FAIR
 - ▲ OFFICE OF THE CHIEF CIRCUS MANAGER OF THE FAIR
 - ▲ OFFICE OF THE CHIEF CARNIVAL MANAGER OF THE FAIR
 - ▲ OFFICE OF THE CHIEF AMUSEMENT MANAGER OF THE FAIR
 - ▲ OFFICE OF THE CHIEF CONSTRUCTION MANAGER OF THE FAIR
 - ▲ OFFICE OF THE CHIEF MAINTENANCE MANAGER OF THE FAIR
 - ▲ OFFICE OF THE CHIEF SECURITY MANAGER OF THE FAIR
 - ▲ OFFICE OF THE CHIEF PUBLIC RELATIONS MANAGER OF THE FAIR
 - ▲ OFFICE OF THE CHIEF TICKET MANAGER OF THE FAIR
 - ▲ OFFICE OF THE CHIEF CONCESSION MANAGER OF THE FAIR
 - ▲ OFFICE OF THE CHIEF RESTAURANT MANAGER OF THE FAIR
 - ▲ OFFICE OF THE CHIEF HOTEL MANAGER OF THE FAIR
 - ▲ OFFICE OF THE CHIEF TRANSPORTATION MANAGER OF THE FAIR
 - ▲ OFFICE OF THE CHIEF MARINE MANAGER OF THE FAIR
 - ▲ OFFICE OF THE CHIEF AIRCRAFT MANAGER OF THE FAIR
 - ▲ OFFICE OF THE CHIEF RAILROAD MANAGER OF THE FAIR
 - ▲ OFFICE OF THE CHIEF BUS MANAGER OF THE FAIR
 - ▲ OFFICE OF THE CHIEF TAXI MANAGER OF THE FAIR
 - ▲ OFFICE OF THE CHIEF TRAM MANAGER OF THE FAIR
 - ▲ OFFICE OF THE CHIEF STREET CAR MANAGER OF THE FAIR
 - ▲ OFFICE OF THE CHIEF SUBWAY MANAGER OF THE FAIR
 - ▲ OFFICE OF THE CHIEF FERRY MANAGER OF THE FAIR
 - ▲ OFFICE OF THE CHIEF BOAT MANAGER OF THE FAIR
 - ▲ OFFICE OF THE CHIEF SHIP MANAGER OF THE FAIR
 - ▲ OFFICE OF THE CHIEF AIRCRAFT MANAGER OF THE FAIR
 - ▲ OFFICE OF THE CHIEF RAILROAD MANAGER OF THE FAIR
 - ▲ OFFICE OF THE CHIEF BUS MANAGER OF THE FAIR
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 - ▲ OFFICE OF THE CHIEF BOAT MANAGER OF THE FAIR
 - ▲ OFFICE OF THE CHIEF SHIP MANAGER OF THE FAIR
- OPERATING DIVISION**
- OFFICE OF THE CHIEF OF POLICE
 - OFFICE OF THE CHIEF OF FIRE
 - OFFICE OF THE CHIEF OF HEALTH
 - OFFICE OF THE CHIEF OF SANITATION
 - OFFICE OF THE CHIEF OF PUBLIC SAFETY
 - OFFICE OF THE CHIEF OF MARINE POLICE
 - OFFICE OF THE CHIEF OF AIRCRAFT POLICE
 - OFFICE OF THE CHIEF OF RAILROAD POLICE
 - OFFICE OF THE CHIEF OF BUS POLICE
 - OFFICE OF THE CHIEF OF TAXI POLICE
 - OFFICE OF THE CHIEF OF TRAM POLICE
 - OFFICE OF THE CHIEF OF STREET CAR POLICE
 - OFFICE OF THE CHIEF OF SUBWAY POLICE
 - OFFICE OF THE CHIEF OF FERRY POLICE
 - OFFICE OF THE CHIEF OF BOAT POLICE
 - OFFICE OF THE CHIEF OF SHIP POLICE
- SCALE**
- 1" = 100' (1" = 30.48m)



SECTION IV

SECTION I

SECTION II

