



# Building Requirements for Show Contractors

---

## **Contractor Rules of Conduct**

All contractors shall adhere to the attached PCC Contractors Rules of Conduct.

## **Lift Equipment**

When not in use, all lift equipment (fork lift, scissors etc.) shall be properly stored outside the building. During inclement weather, with the PCC approval, lift equipment may be stored in the loading dock corridor. Lifts stored on the loading dock or other areas inside the building must have all fuel tanks removed. All lift equipment shall be removed from the building within 24 hours after the completion of move-out. Lift equipment used in public areas must have wrapped wheels to protect carpeted and terrazzo surfaces.

## **Motorized Carts/Vehicles/Equipment**

Motorized equipment and carts are not permitted on carpeted areas unless wheels are wrapped. Use is limited to move in / move out or when approved by PCCA.

### **Grand Hall**

The use of motorized equipment is restricted on the Grand Hall terrazzo floor. Fork lifts may be used to bring freight / equipment to the Grand Hall but, may not be driven on the terrazzo floor. Pallet jacks may be used on the terrazzo to distribute material. Proper protection measures must be taken to protect the terrazzo floor during move in / out. Check with Event Services for approval. Any motorized equipment used in the Grand Hall must be approved in advance.

## **Fuel Cylinder Storage**

By order of the Philadelphia Fire Department storage of any type of fuel in the building is prohibited. All empty propane cylinders must be removed from the building. All fuel cylinders must be removed from the premises within 24 hours of after the completion of move-out.

## **Rigging**

The PCC Engineering Department must approve all rigging prior to the move-in of an event. All drawings should be submitted four (4) weeks prior to the first day of move-in. The Event Services Department can provide building drawings in various formats. Rigging limitations are printed on the PCC's drawings. No rigging can commence until a complete set of drawings have been reviewed and approved by our Engineering Department. Please contact your Event Services Representative for specific details on the Grand Hall/Ballroom which have specialized requirements.

## **Meeting Rooms**

All meeting rooms are to be accessed from the back of house corridors. All doors and carpeting must be protected to prevent damage. Empty storage in the back of house corridors must be approved by the Event Services Department prior to event.