



Pennsylvania
Convention Center

PLAN OF OPERATIONS

Event Services looks forward to working with you on your upcoming event. As your host, we want to make sure all your needs are met. Our Plan of Operation Packet outlines those details necessary for us to work through together to ensure that your event planning is as efficient and productive as possible. If you have any questions on any material in this packet, please call the event services department at 215-418-4850.

MEETING ROOM SCHEDULE/PRELIMINARY

Please provide for us your projected meeting room schedule. Include general sessions, so that we can begin to become familiar with your event details. Include room numbers, set-up type (theater, classroom, etc.), capacities and overall times of use; whether there will be head tables, podiums, food service, or extensive audio-visual.

A meeting room capacity chart is included in this packet. We can provide CAD drawings of room sets upon request. We will review your schedule to verify inventory requirements and to prepare preliminary schedules for room cleaning/refreshing and "head table" water. We will want to know especially about anticipated changes in room set-ups and/or room airwalls, so that we can schedule appropriate labor and advise you of additional charges.

When considering the use of rounds in your sets, please be aware that if there is not a food and beverage function in the room, PCC Food and Beverage will charge a fee to top these rounds with linen. Our rounds tables have an unfinished wooden surface.

AUDIO / VISUAL

Please provide us with details of your anticipated audio/visual requirements, particularly if you are using an outside audio/visual contractor(s). Include information on load-in/out, proposed set-up schedule, and labor. Please indicate especially any sessions with extensive audio/visual equipment, large stages, rear-view projection, or any items which could reduce the room capacity.

Please note: PCC does not provide microphones in meeting rooms. You should include them in your audio-visual order. Microphones are available for rent from PCC Audio Visual, the non-exclusive audio-visual contractor. There is a per room access fee if you do not use PCC Audio/Visual's microphones, yet choose to utilize the house system.

SECURITY

We recommend you have meeting rooms "recored" when used as show offices, or those with **extensive audio-visual equipment that is left overnight**. There is a charge for this service. Some customers prefer to station guards in area with valuable equipment. Security guidelines and a list of approved companies are included in this packet. Please discuss this with your Event Coordinator.

ELECTRIC/MEETING ROOMS

All meeting rooms are equipped with 120v duplex outlets, which are available for your use. Should you need additional power, over and above the existing capacity, please contact your Event Coordinator for details and applicable charges.

ELECTRIC/EXHIBIT HALL

Power must be installed in Exhibit Halls, whether used for exhibits or general sessions. Please discuss your electrical requirements for General Sessions and Entertainment Productions with your Event Coordinator or with the PCC Client Utilities Manager. We have found that power for sound and for lights is sometimes an expensive afterthought.

TECHNOLOGY SERVICES

Our facility has an extensive wiring infrastructure containing fiber optics, high-speed data and telephone cable giving us the ability to run telephone and multiple data networks to every location in the building. In addition, High-Speed Wireless (802.11B compliant) is available to service your requirements. Please make your event coordinator aware of your technology needs.

FLOOR PLAN

All floor plans must be approved in advance, including those for General Sessions in Exhibit Halls. Please submit *ten (10) copies* to your Event Coordinator with a brief description of your event *AT LEAST four (4) months prior to move-in*. Guidelines for approval are included in this packet. Your Event Coordinator can provide past General Session floor plans if available.

CONTRACTOR LIST

Please provide a list of all pertinent contractors with contact names and phone numbers you have chosen to service your event, including service contractor, event security, audio/visual, registration, florist, etc.. This information is not required separately if is included in other information, such as an Exhibitor Manual, you submit to your Event Coordinator. All contractors must adhere to our requirement and rules of conduct included in this packet.

REGISTRATION FLOOR PLAN REQUEST

A diagram of your proposed registration layout must be submitted in advance for approval. We will review your layout for public safety issues and to insure that all clients occupying the PCC at that time have appropriate space for registration needs.

SHOW GRAPHICS REQUEST

A diagram of your proposed show graphics layout in public areas (if any) must be submitted in advance. We suggest you send it along with the proposed registration plan discussed above. Please include dimensions in this proposal. We will review the plan to insure that the proposed locations do not infringe upon the "common sense" show graphics of other clients occupying the PCC at the same time, and that it is structurally safe to hang in the area in question. The PCC will approve method of hanging.

TRUCK/VEHICLE PLAN AND BUS PLAN

The vehicle plans are required to provide an accurate description of the truck/bus/car traffic that your event will generate around the PCC and in Center City Philadelphia. This information will be shared with the Police Department and local parking operators so that traffic patterns can be anticipated and traffic flow maintained.

OPERATIONAL SCHEDULE

This is specific factual information regarding your event from move-in through move-out. This information will be used to schedule lighting, HVAC, building and loading dock access, overhead door openings, escalator and elevator times and patterns, and other mechanical/security systems. This information is not required separately if is included in other information, such as an Exhibitor Manual, you submit to your Event Coordinator.

IF EXHIBITS ARE PART OF YOUR EVENT, THE FOLLOWING APPLIES:

EXHIBIT HALL CLEANING

Exhibit areas during move in/move out can generate a great deal of trash. There is charge for our housekeeping staff to maintain the aisle during the move in and move out time period. Your Event Coordinator can provide a quote for these services based on a tentative schedule of your exhibit move in/move out hours. There is no charge for maintaining the exhibit area during the hours that the show is open, or maintaining the restroom areas in the exhibit hall. Please refer to the Rules and Regulations document, item # 6, for more details or discuss with your event coordinator. **The PCC can also provide a full service cleaning package for a fee. Please discuss with this option with your Event Coordinator.**

SERVICE ORDER FORMS

Your Event Coordinator will supply you with order forms for all PCC services for inclusion in your Exhibitor Manual. These include Electrical, Plumbing, Telephone, Internet Services and Union Jurisdictions. You may submit the enclosed Request for Exhibitor Services forms to your Event Coordinator *as early as six (6) to nine (9) months* before your event. One set of samples of all forms available is in this packet. Utilities may also be ordered on-line at the PCC web site, www.paconvention.com.

EXHIBITOR MANUALS

Please submit *three (3) copies* of the Exhibitor Manual to your Event Coordinator. These will be used by the Event Services Department and the Utility Services Department as general reference for your event.

EXHIBITOR LIST

Please submit *complete copies* (alphabetical with addresses, and booth number) of your exhibitor list to your Event Coordinator. These details will be used by, PCC Utility Services, Event Services, and our exclusive contractors only.