



## Electrical Service Checklist

- ✓ Electrical service is not included with the rental of your booth space or meeting room.
- ✓ Each electrical drop within the booth must be a minimum of 500 watts. This requirement is in place to protect all equipment being connected, ensure the safety of exhibitors and attendees within the booth, and prevent over-current interruptions during the show.
- ✓ Electrical service will be turned off one hour after the close of show and restored one hour prior to show opening each day. *24HR service is available upon request* for perishables, refrigeration, electronics, pumps, etc. at an additional cost.
- ✓ Exhibitors are **NOT PERMITTED** to run cords under carpet.
- ✓ Exhibitors are permitted to run cords along the drape line **ONLY**.
- ✓ All exhibitor extension cords must be grounded 3-wire 12-gauge UL listed approved cords. (household un-grounded cords are NOT permitted).
- ✓ All equipment provided by the exhibitor shall be UL listed and approved. Equipment must be compliant with the National Electrical Code, Philadelphia Building Codes, Fire Marshal, and PCCA/PCC Global safety standards.
- ✓ Exhibits found to be non-compliant will receive notification and be expected to correct the infraction. If not corrected, additional charges may be incurred.
- ✓ In all booths where an Exhibitor Appointed Contractor (EAC) or decorator is utilized, PCC electricians must install all light fixtures, lit signage, hardwiring, and all other work deemed as electrical jurisdiction.
- ✓ Vehicle batteries (including electric vehicles) shall be disconnected and reconnected by PCC electricians per the Philadelphia Fire Marshal.
- ✓ All electrical equipment and installations are subject to inspections. Any installed equipment found presenting a hazard will be subject to removal or the exhibitor will be responsible for any charges incurred due to corrections.
- ✓ Electrical distribution panels in the back of booths MUST remain accessible at all times. Exhibitors are PROHIBITED from accessing panels and PCCA electrical connections.
- ✓ Labor calls for PCC electricians must be selected as "Under Supervision" or "Without Supervision" and noted as such on the Electrical Installation & Labor Order Form. **"Will Calls" are not acceptable.**
- ✓ It is recommended that you supply the Utilities Department with a rendering and scaled floorplan noting power drop locations in your booth and/or meeting rooms.
- ✓ All on-site orders for electric service and electric labor will be billed at Standard/Show Site Rates and could lead to delays in your booth build.
- ✓ Separately derived electrical systems are **NOT PERMITTED** to be used in the building.