

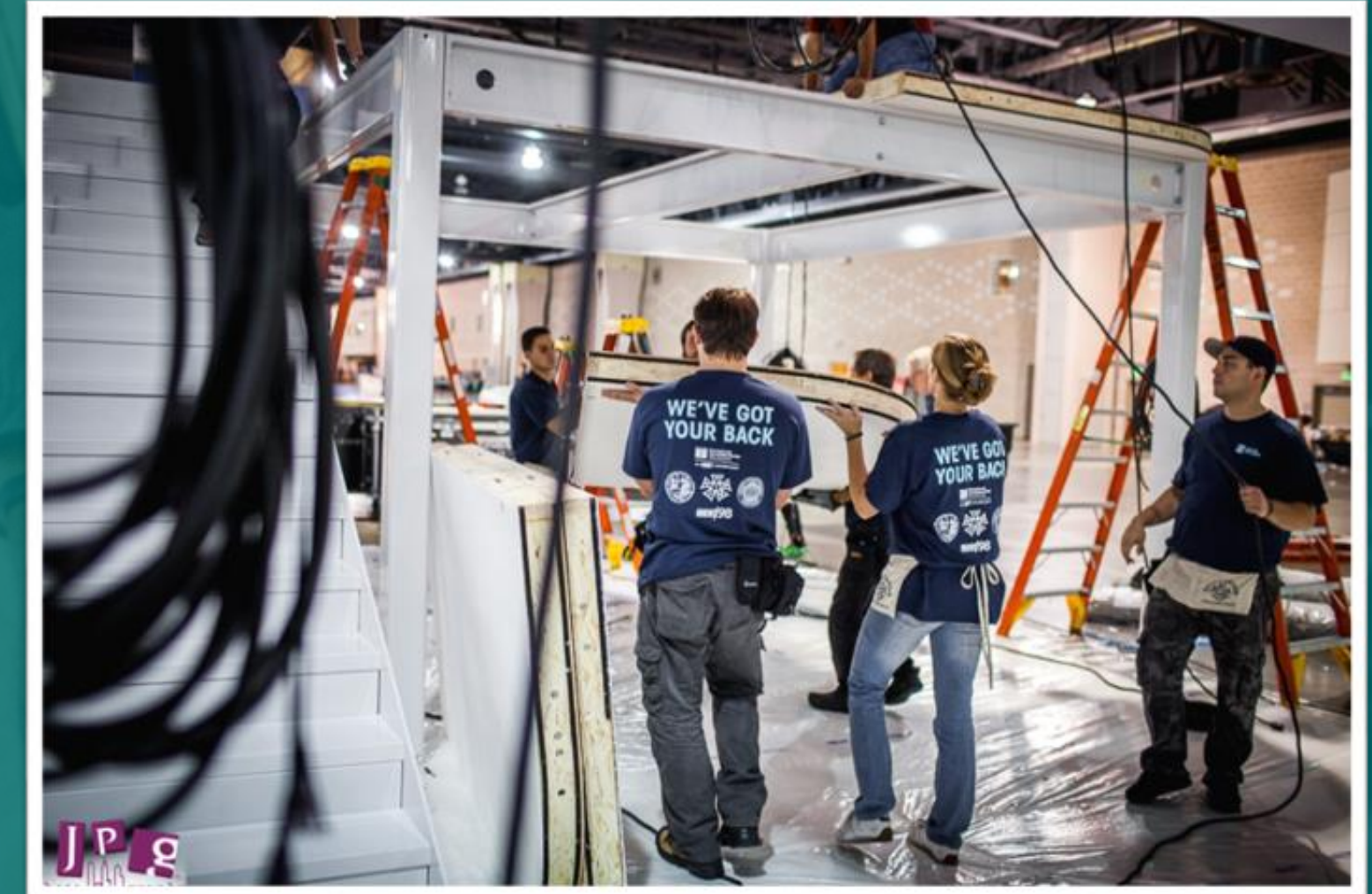
WELCOME

Exhibiting at the Pennsylvania Convention Center



Exhibiting at the Pennsylvania Convention Center

- Exhibitor Appointed Contractor (EAC)
- Personally Owned Vehicles (POVs)
- Booth Safety Guidelines
- Computers
- Exhibitor Rigging
- Internet
- Product and Literature
- Audio Visual
- Food & Beverage
- FAQs
- Exhibitor information can be accessed at any time at:
<https://www.paconvention.com/exhibitors>



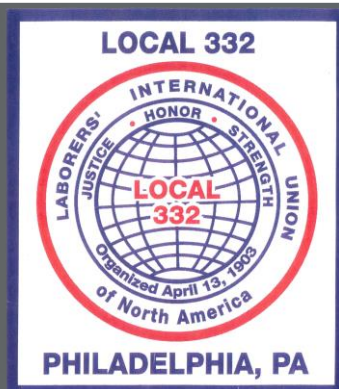
- ✓ **Customer Agreement governs the work rules and expected level of service on all events at the PCC.**
- ✓ **10-year agreement offering labor stability through May 2029 and enables the General Service Contractors and other service providers to partner with labor to improve all areas of the show experience.**
- ✓ **Exhibitor rights have been established in the agreement that allow for unprecedented options for exhibitors not matched in other facilities.**

Labor Agreement



ELECTRICIANS

- Streamlined and efficient jurisdictions that are clearly defined.



LABORERS

- Skilled and capable workforce.



RIGGERS

- Continuous hospitality training.

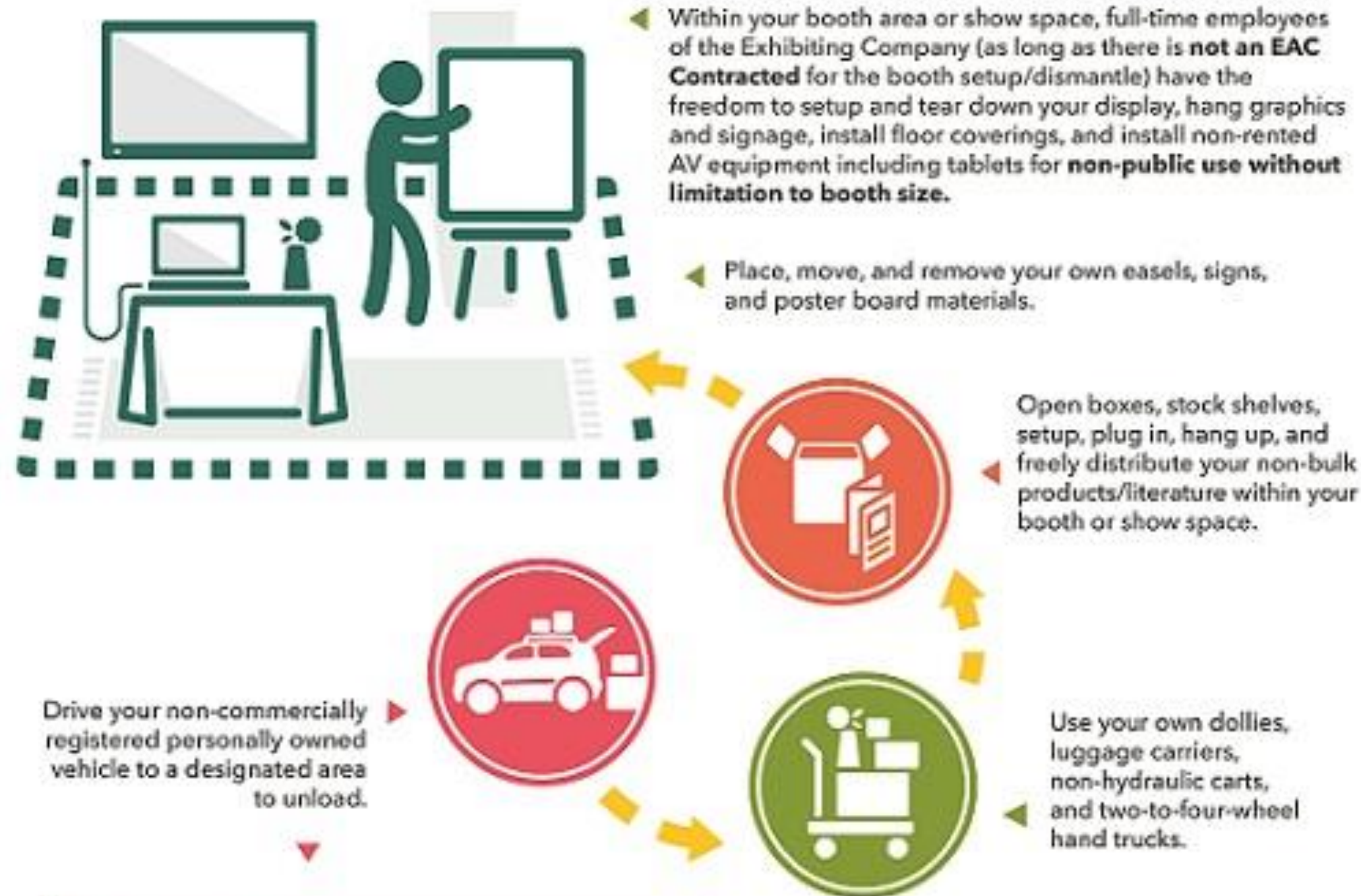


STAGE HANDS

www.tricolift.com

Enhanced Exhibitor Work Rules

Progressive work rules and streamlined services provide our customers with just the right amount of flexibility and independence they need, resulting in greater cost efficiencies and a better overall customer experience.



VEHICLES THAT QUALIFY:			
			
SEDAN	SUV	PICKUP	VAN
VEHICLES THAT DO NOT QUALIFY:			
			
TRAILER	RENTALS	BOBTAIL	STAKEBED

Use your own power tools and ladders (up to 6 feet) to setup and tear down exhibits.



Progressive work rules and streamlined services provide our customers with just the right amount of flexibility and independence they need, resulting in greater cost efficiencies and a better overall customer experience.

Exhibitor Appointed Contractors



Exhibitors may contract with Exhibitor Appointed Contractors (EACs) to supervise the installation and dismantling of the Exhibitor's booth.



Employees of an EAC are NOT exhibitors. Employees of an EAC may not exercise the rights reserved for Customers and Exhibitors as stated in Section V of the Customer Service Agreement. You can access the Customer Service Agreement at <https://www.paconvention.com/assets/doc/PCC-Show-Labor-Jurisdictions-2019-165c92c7df.pdf>



Employees of an EAC are not permitted to wear Exhibitor badges or to perform Show Labor.

Loading Dock & Personally Owned Vehicles



Exhibitors may unload their Personally Owned Non-commercial Vehicle (POV) at the convention center at a designated area to unload.



Exhibitors booth size is irrelevant when unloading a POV.



Exhibitors may use their own equipment, including but not limited to carts, dollies, luggage carriers and 2-4 wheel hand trucks.



No motorized or hydraulic devices will be permitted. Equipment will not be provided to unload POVs.



Show labor may provide cart service to exhibitors who request assistance loading freight in cart and delivering it from a POV to the booth.



Exhibitors have 20 minutes to unload.

PCC Safety Guidelines for Exhibitors

All Booths:

- A ladder up to 6 feet may be used in accordance with the manufacturer guidelines.
- Battery operated tools can be used according to building safety guidelines. Power actuated tools, such as Hilti guns and gas-filled nailers, may not be used under any circumstances.
- Vehicle batteries shall be disconnected and re-connected by electricians regardless of booth size.
- Lasers, rotating or still, shall not be permitted.
- Booths or displays may not block fire equipment. Columns, electrical closets and electrical panels must remain accessible at all times.
- The use of restroom sinks to fill and drain in exhibit halls is prohibited. An order for Water & Drain is required through Exhibitor Services.

Computer Guidelines



Exhibitors may set up and connect personal owned computers and computer components that required low voltage power supply equipment for non-public use.

- This right shall apply to computers and computer components that are owned by the exhibitors and are not supplied by a rental company.



Rental computers would require set up and removal by show labor(Stagehand).

Product and Literature: All Booths



Exhibitors may open boxes, stock shelves, distribute and set, set-up, place, plug-in, hang from hooks product and literature within the booth, excluding the movement of product and literature in bulk.



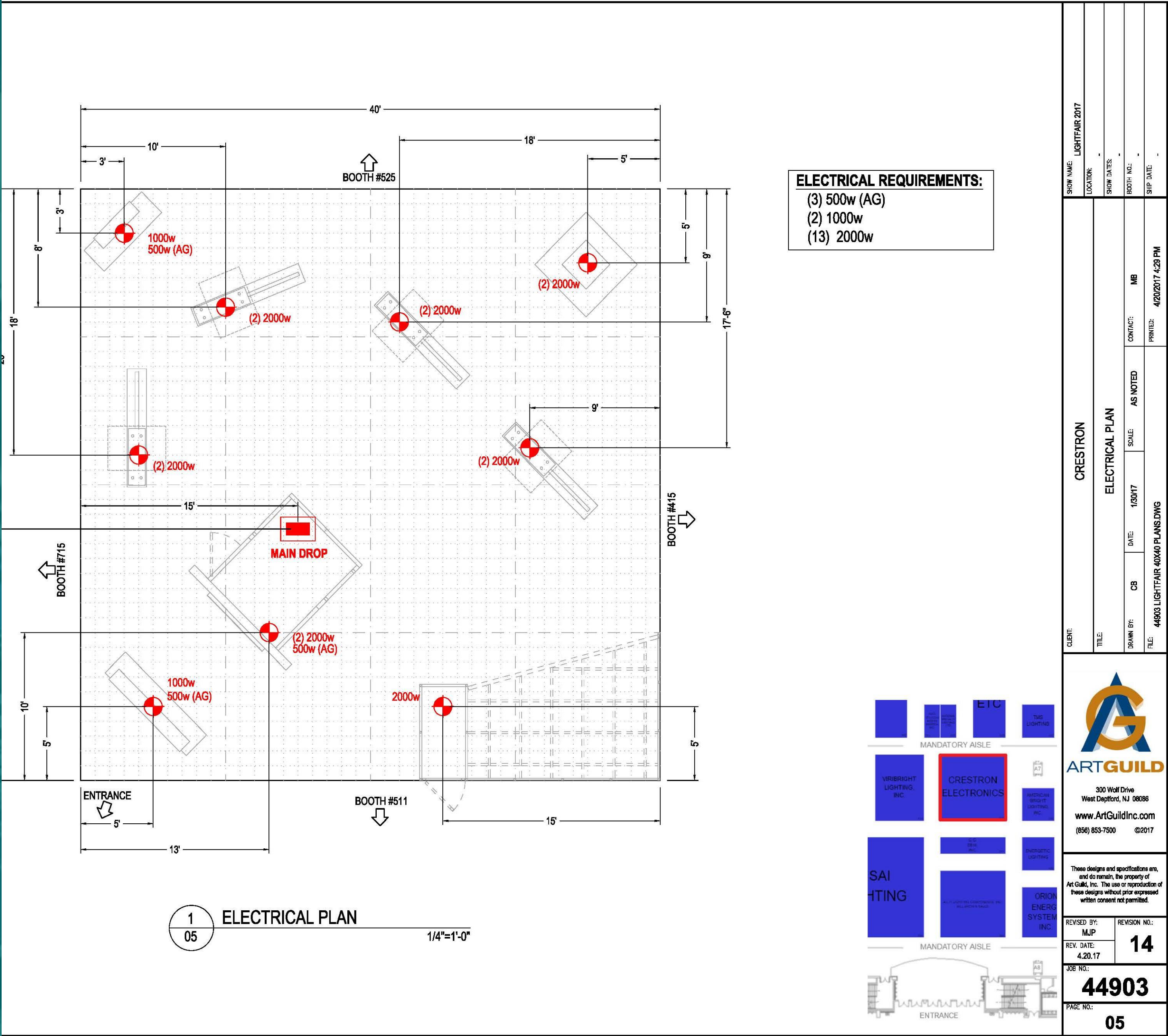
Exhibitors may perform work on their own display equipment after the initial set-up and/or for maintenance. Exhibitors may perform work with their own equipment or machinery, however, the primary power connection shall be provided by the PCC.

Electrical Services

- Electrical Service is not included with booth fee.
- Ordering early saves in costs and improves efficiencies.
 - There is no wait time to start booth build and its many components (floor coverings, etc.) until the electric is installed.
- A rendering and scaled floor plan noting power drop locations in your booth and/or meeting room is recommended.
- All booths where an Exhibitor Appointed Contractor (EAC) or General Service Contractor Labor is utilized, electricians must install all lighting fixtures, lit signage and all other work deemed as electrical jurisdiction.
- Exhibitors are permitted to run cords along drape line and back of booth.
- Exhibitors are NOT permitted to run cords under carpet.
- All exhibitor extension cords within the booth must be grounded 3-wire, 12-guage UL cords.
- No household ungrounded 2-wire extension cords are permitted.

Sample Basic Floorplan with Measurements

- Electrical locations clearly marked.
- Electrical requirements listed. Number of drops and amps (i.e. 500w, 200w, etc.)



- All hard wiring and/or splicing of lights and electrical equipment requires an Electrical Labor Order and Installation by PCCA/ASM Electrician.
- Labor calls for electricians must be selected as “Under Supervision” OR “Without Supervision” and noted as such on the order form.
- If labor will be provided “Under Supervision”, a date and time MUST be provided. “Will Calls” are not acceptable.
- All on-site orders for electric service and labor will be billed at Standard/Show Site Rates and could lead to delays in your booth build.
- Online Exhibitor Ordering can be accessed at:
- https://pcc-web.ungerboeck.com/coe/coe_p1_all.aspx?oc=10&cc=COESOP

<input type="checkbox"/> Unsupervised Installation	<input type="checkbox"/> Supervised Installation by Exhibitor/Name: _____	Cell: _____
<input type="checkbox"/> NO <input type="checkbox"/> YES EAC or I&D Company: _____	On-Site POC: _____	Cell: _____

ELECTRICAL LABOR RATES PER HOUR:

Straight Time: 8am-4:30pm Monday-Friday

Regular Rate: \$127.00 Show Site Rate: \$155.00

Over Time: 6am-8am after 4:30pm Monday-Friday / All Day

Saturday Regular Rate: \$190.50 Show Site Rate: \$232.00

Double Time: All Day Sunday / Recognized Holidays

Regular Rate: \$254.00 Show Site Rate: \$310.00

STANDARD 110v/120v SERVICE

SERVICE ORIGINATES AT THE BACK OF THE BOOTH FOR INLINE AND PENINSULA

QTY	SERVICE	ADVANCED	STANDARD	TOTAL
	500watts	\$120.00	\$165.00	
	1000watts	\$155.00	\$220.00	
	2000watts	\$195.00	\$265.00	
	24HR. 500watts	\$187.00	\$252.00	
	24HR. 1000watts	\$232.00	\$325.00	
	24HR. 2000watts	\$292.00	\$395.00	
	OTHER	CALL	CALL	

Exhibitor Rigging

- Rental of truss and motors (including its equipment) is exclusive to PCC/ASM.
- Installation of all truss, motors and its equipment is performed by ASM Electricians. Labor is not included in the rental price.
- Rental rates are based on one (1) week installments.
- All electrical suspended elements that require electric for lights and/or rotating motors must be installed by ASM electricians.
- All suspended elements that are dead hung (no lights and/or motors) are the General Service Contractor's responsibility.
- Light for truss can be supplied by the exhibitor or 3rd party vendor, installation will be handled by ASM electricians.
- Operating of motor controllers is performed by ASM electricians.
- All booths using an EAC or General Service Contractor supplied labor will require ASM electricians to wire or install booth lighting regardless of booth size.
- All rules apply to dismantle and move out.

**SILVER TRUSS
ALL LENGTHS AVAILABLE**



BLACK TRUSS AVAILABLE



**STANDARD MOTOR RENTALS
1/4 TON, 1/2 TON &
1 TON**

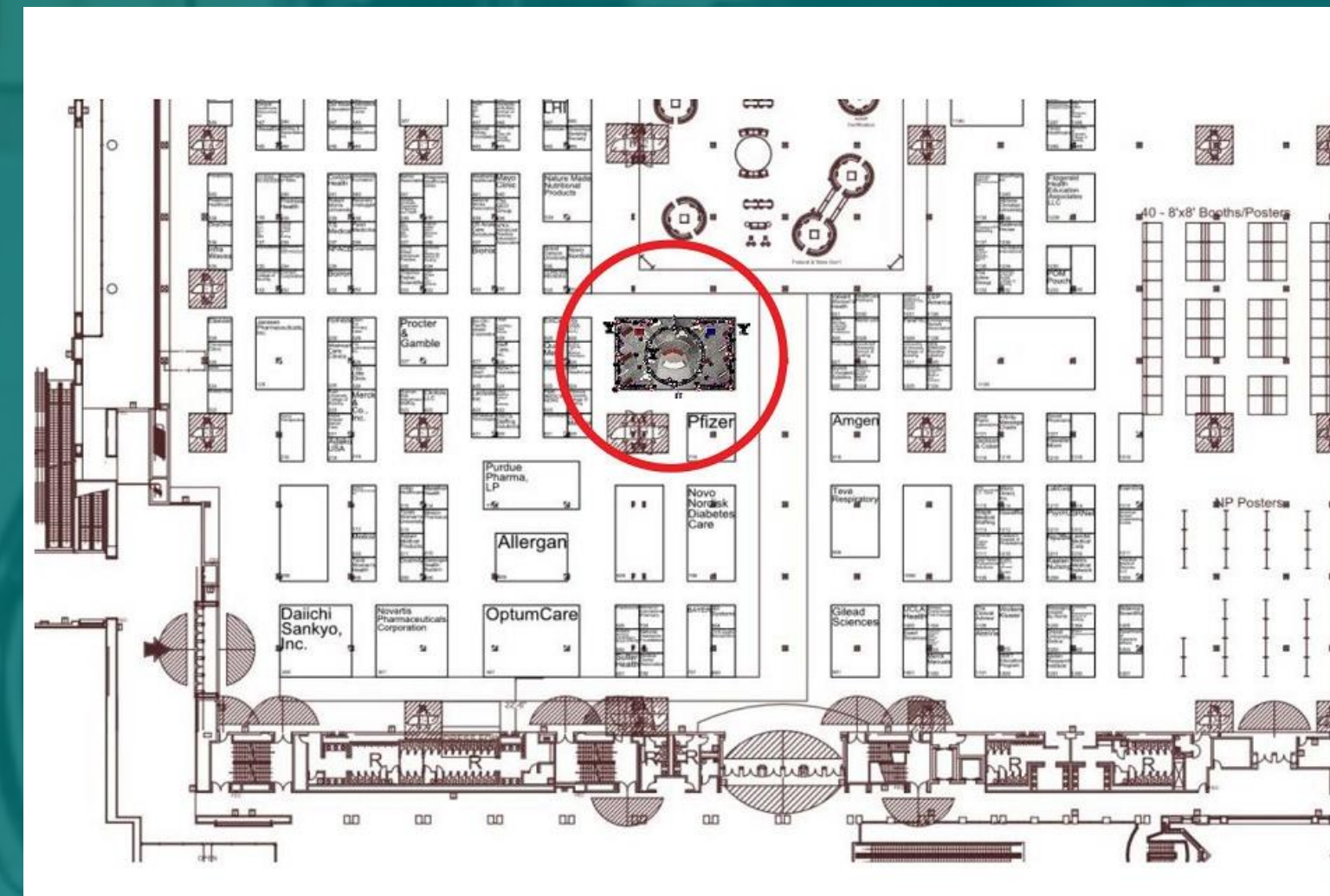
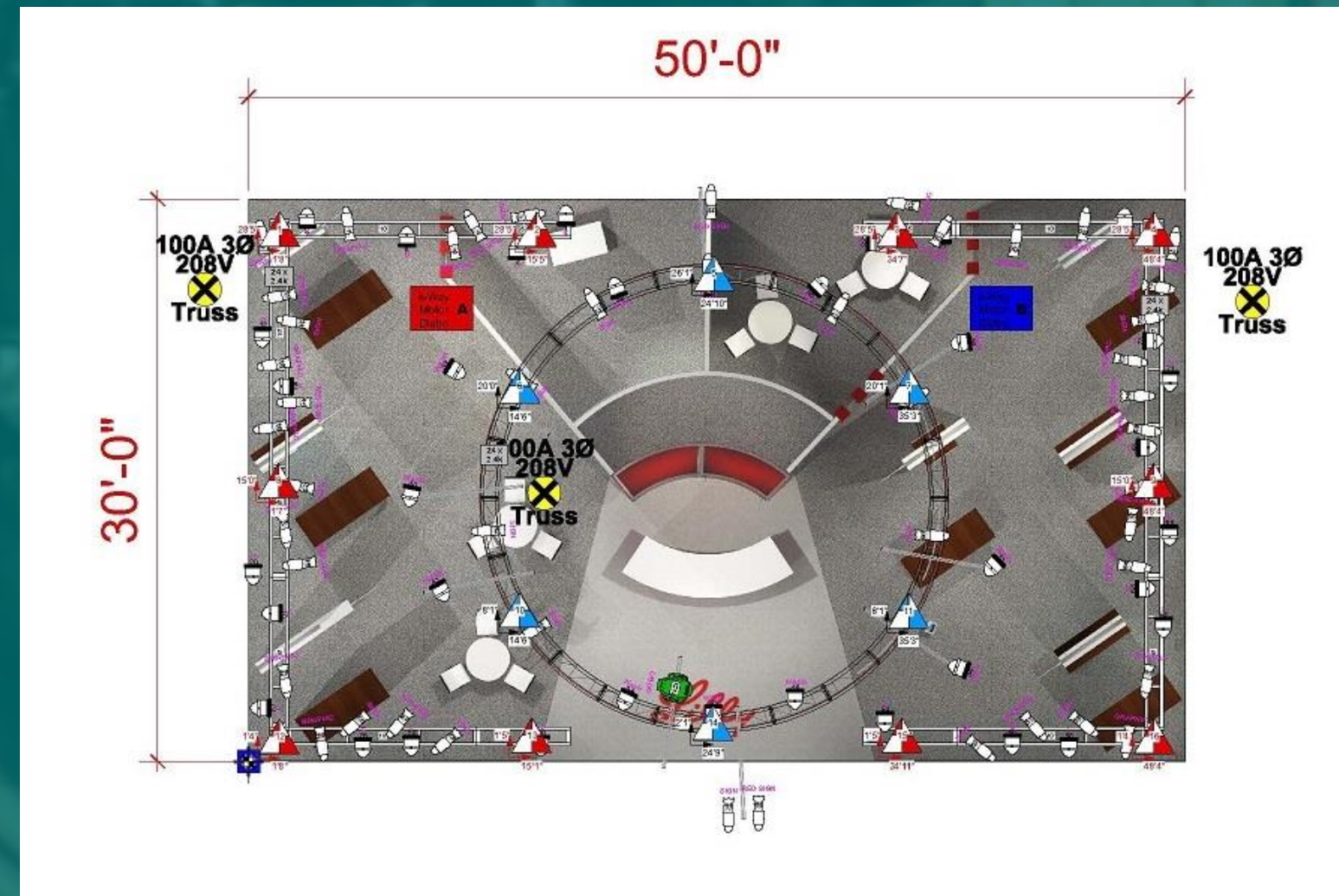


ROTATING MOTOR



**CUSTOM RIGGING ESTIMATES ARE PREFERRED
AND PROVIDED UPON REQUEST TO
EXHIBITORSERVICES@PACONVENTION.COM
WITH RENDERING AND/OR RIGGING PLANS**

Sample Lighting Plot for Booth Rigging Including Motors and Truss



DRAWING NOTES
Any notes can go here

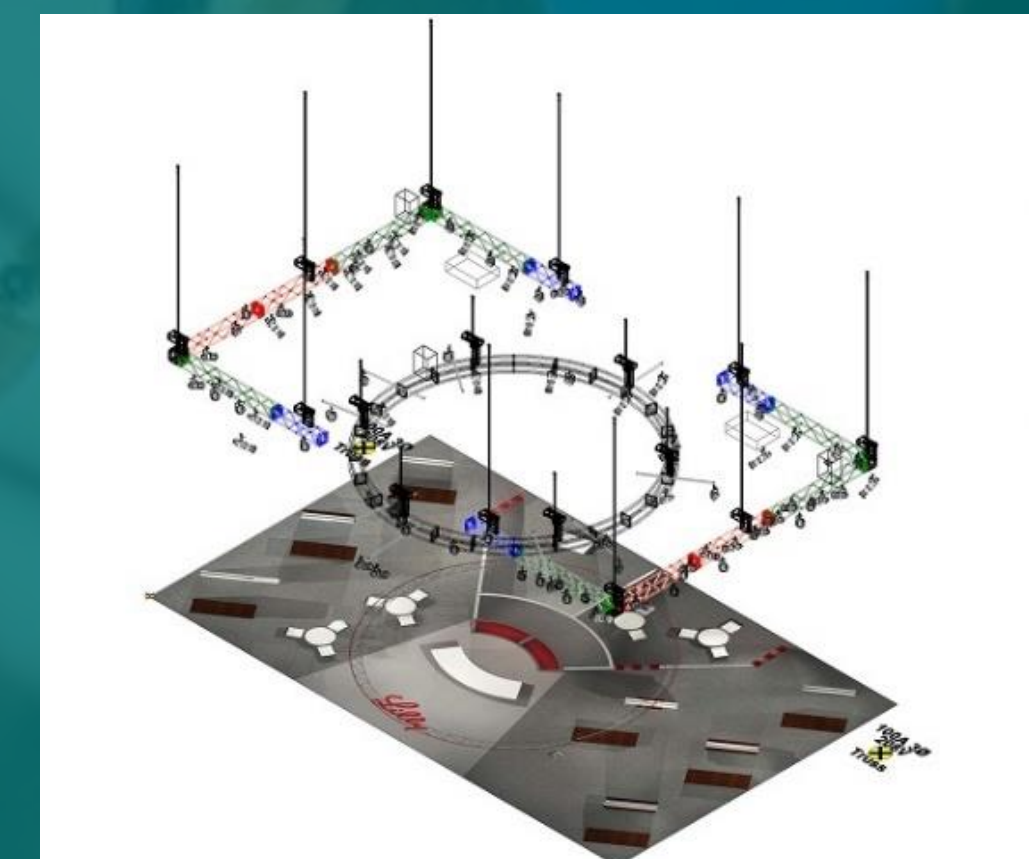
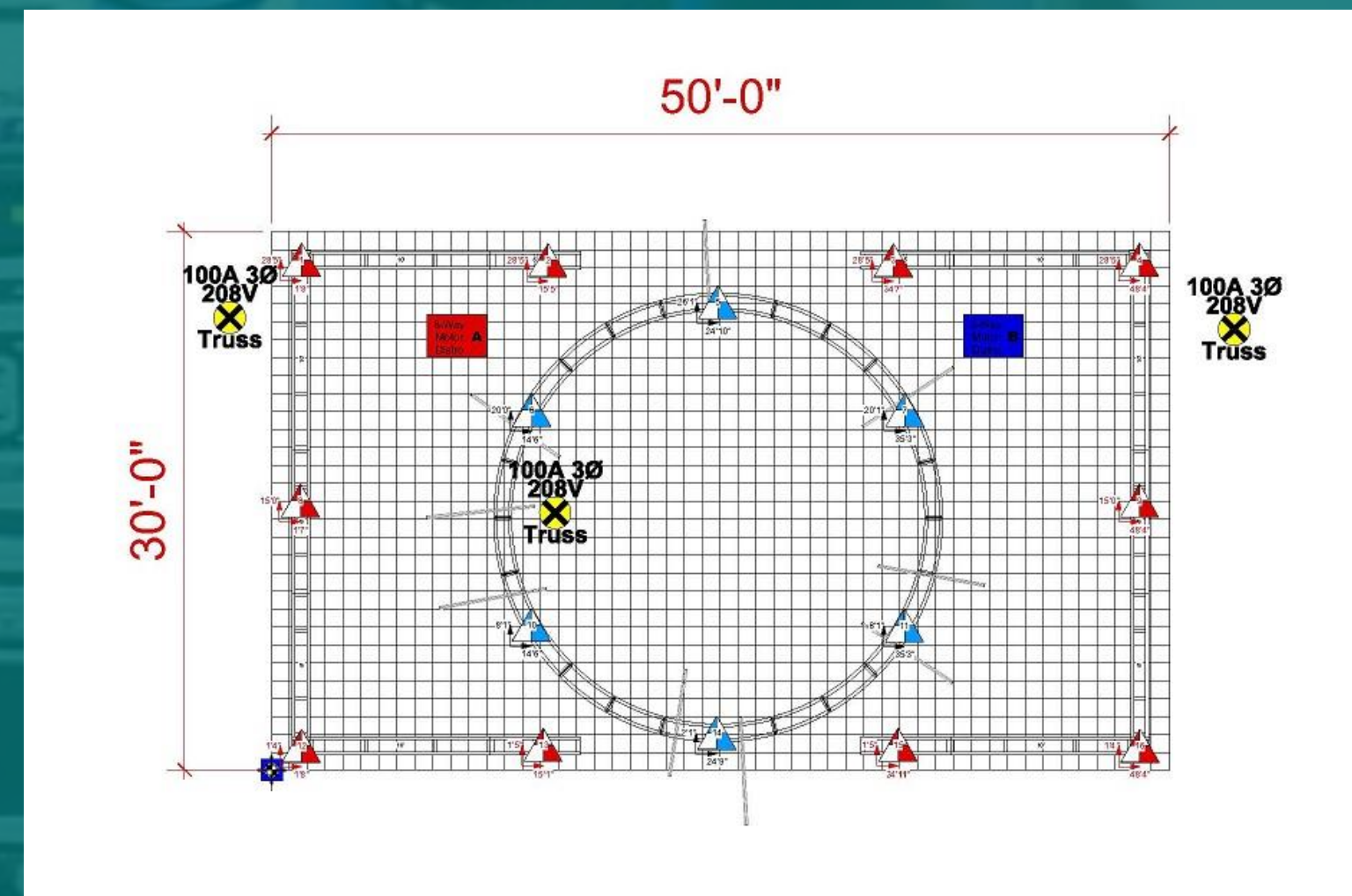
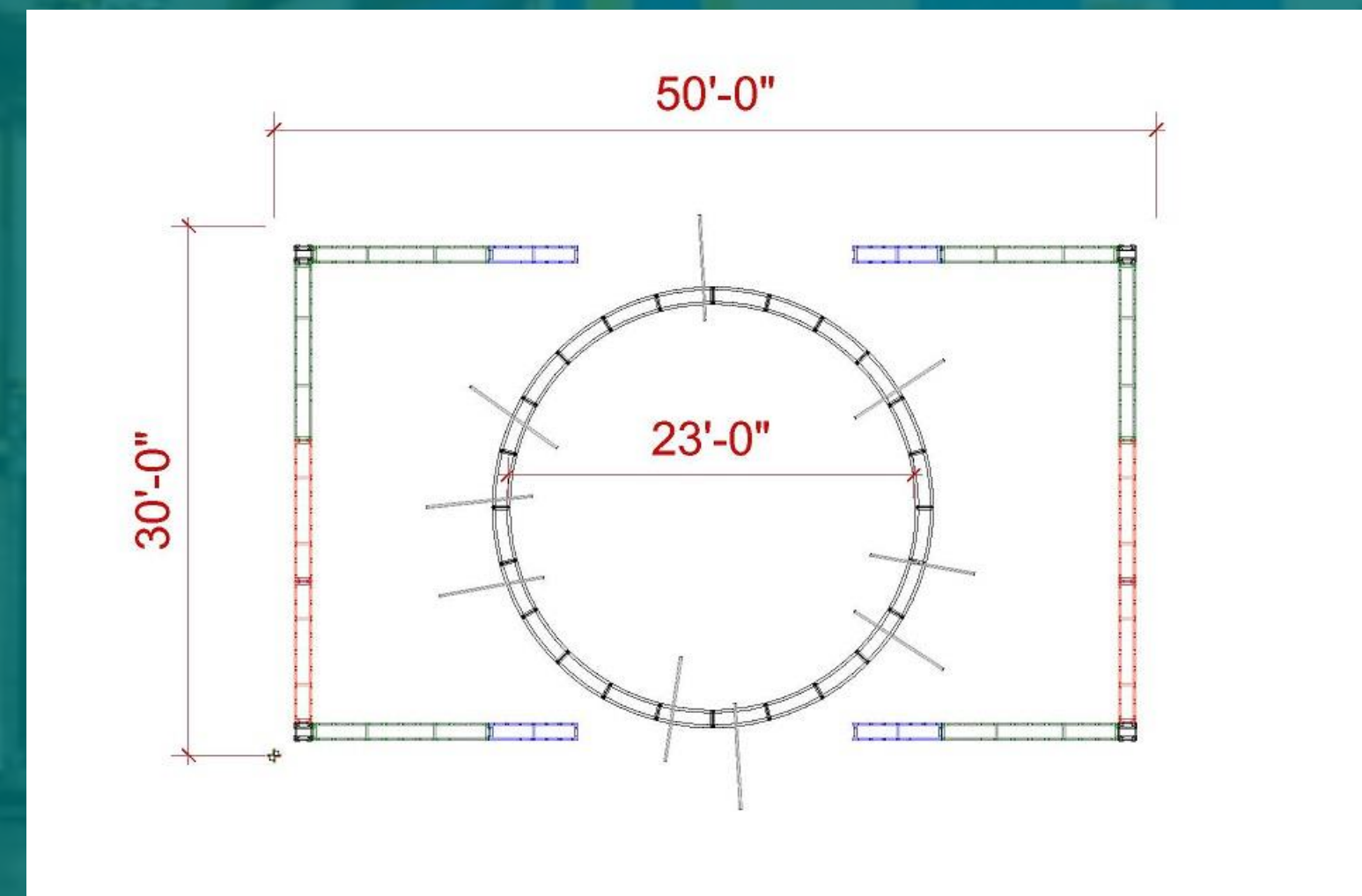
POWER
3 @ 100A 208V 3Ø
2 @ 30A 208V 3Ø
(TEMP HOIST POWER)

RIGGING

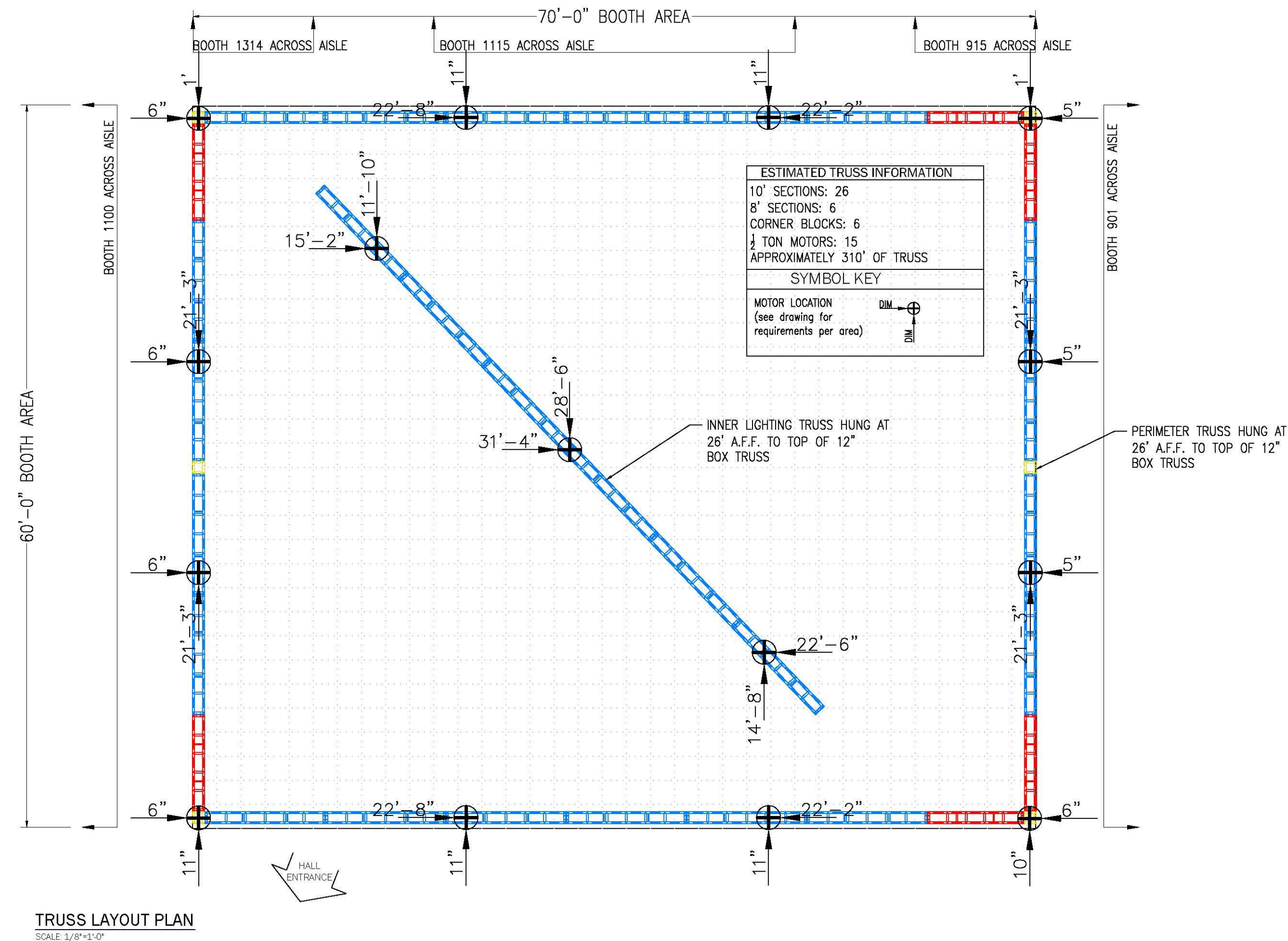
4- 12"x12" Corner (NDML)
4- 5"x(2"x12" (NC5W)
4- 5"x12"x12" (NC5Q)
6- 10"x12"x12" (NC5M)
1- 12x12"x12" Curved Truss - 24" ID
10- 2" Pipe - Length: 6' (NJFF)
20- Swivel Cheesebouroughs (NKEI)
15- 1/2 Ton Motors (NNDE)
3- 3 Way Motor Distro (NNIM)

LIGHTING

1 - HES Hog PC Laptop (MWNH)
3 - 24X2.4k Dim Rack (NTJO)
48 - S4 Leke (MMQJ)
38 - S4 26" Leke (MMRT)
10 - S4 50" Leke (MMRR)
35 - S4 PARhel (MRQS)
1 - Mac Viper Profile (MWSJ)

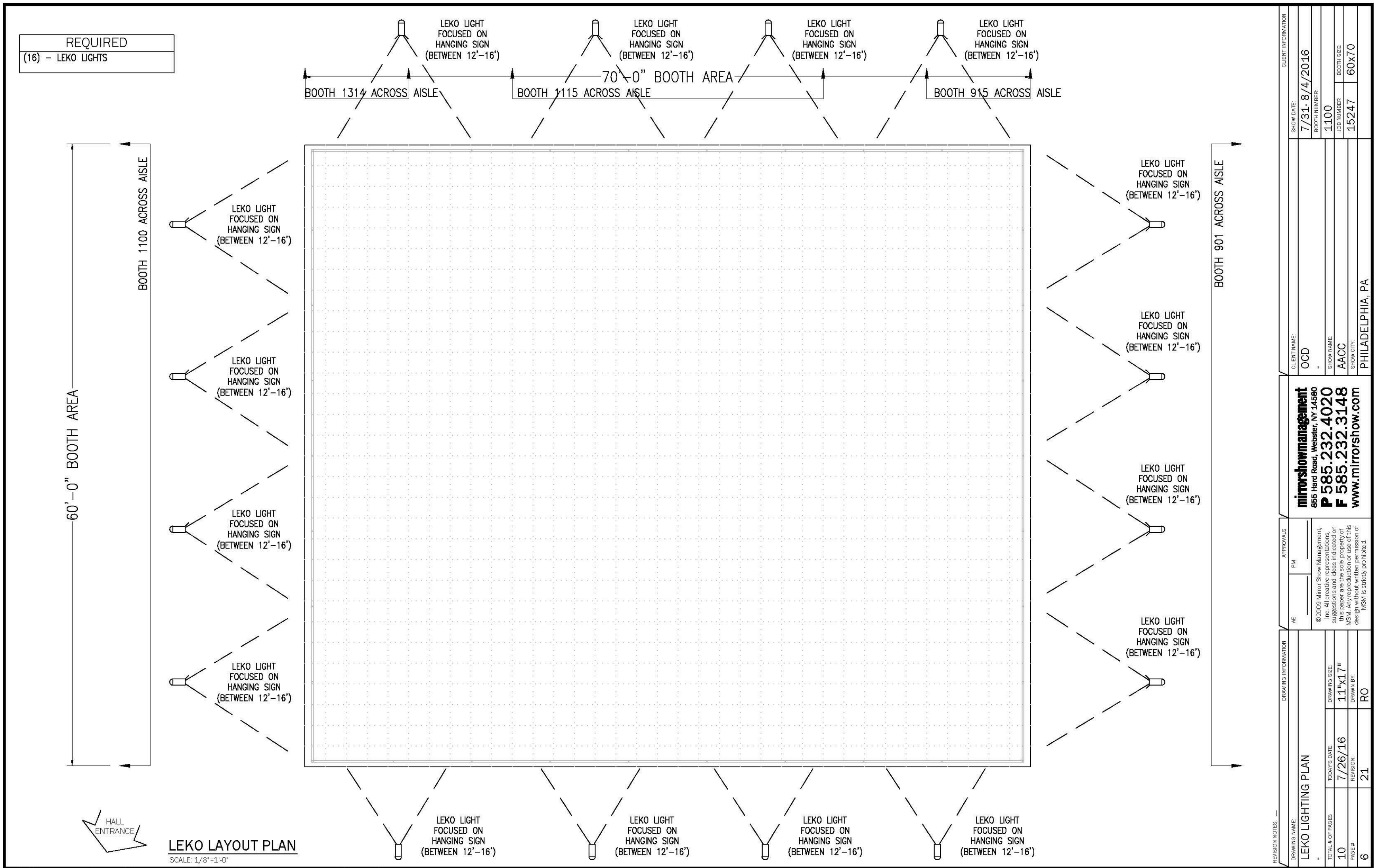


Rigging Truss & Motors








REVISION NOTES: —		DRAWING INFORMATION		APPROVALS		CLIENT INFORMATION	
DRAWING NAME TRUSS LAYOUT PLAN		DATE 7/26/16		AE PM		CLIENT NAME OCD	
TOTAL # OF PAGES 10		TODAY'S DATE 7/26/16		©2009 Mirror Show Management, 855 Highway 14880, Mirrorshow, PA 15080		SHOW DATE 7/31 - 8/4/2016	
DRAWING SIZE 11"x17"		DRAWING BY RO		F 585.232.4020 P 585.232.3148 www.mirrorshow.com		BOOTH NUMBER 1100	
REVISION 4		DRAWN BY RO		www.mirrorshow.com		JOE NUMBER 15247	
PAGE # 4		RO		MSM is strictly prohibited.		SHOW CITY PHILADELPHIA, PA	

Rigging Parcan Plan

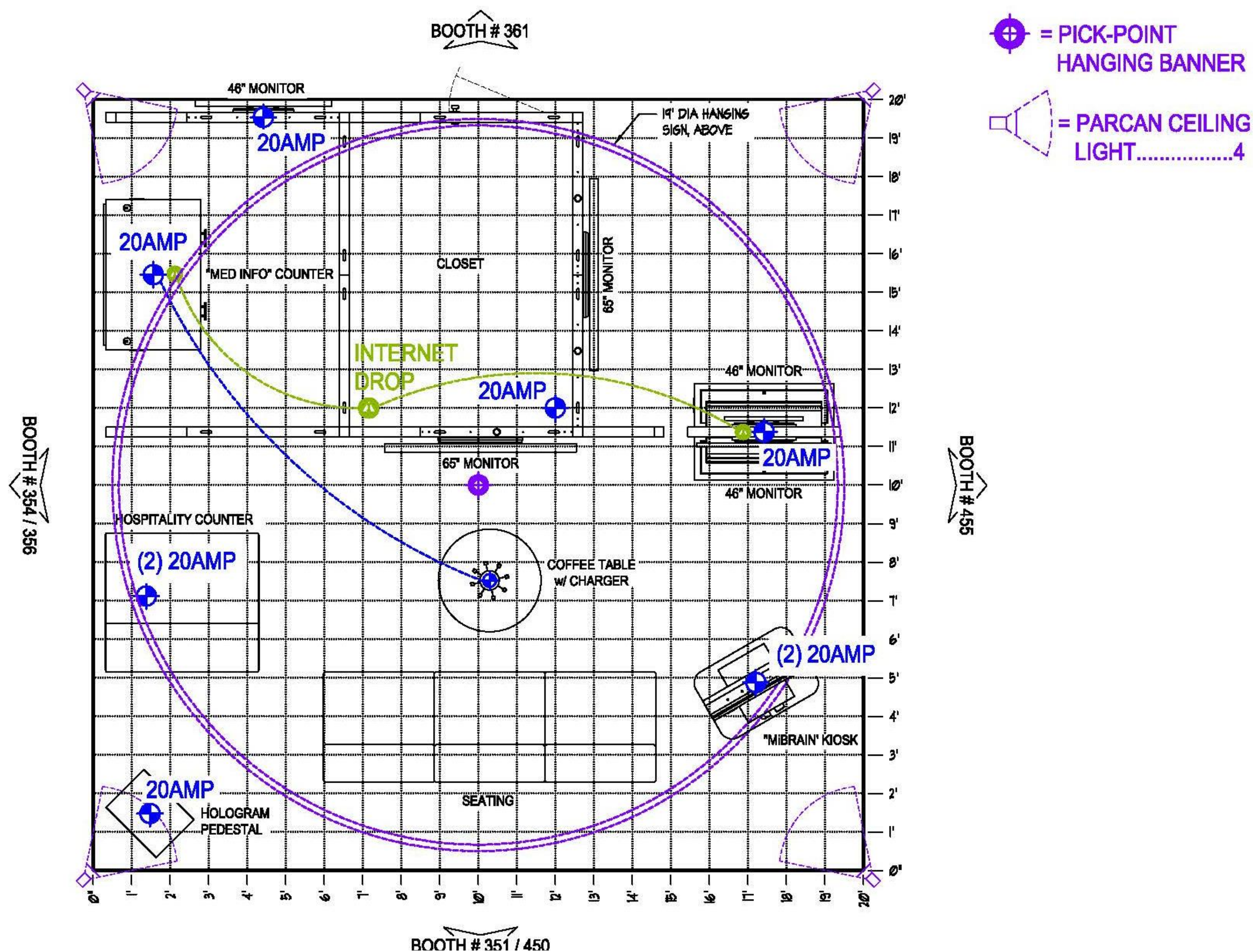


Internet

-  Free Wi-Fi is available in all public areas of the PCC. It is not available in the exhibit hall. A wired internet drop will need to be ordered if internet access is required in the booth.
-  Exhibitors can bring their own wireless router to attach to the hardwire internet drop.
-  Any additional cabling (spider cabling) from the main hub will be run by ASM Electricians.
-  It is recommended that you supply the Exhibitor Services Department with a rendering and scaled floor plan noting internet drop locations in your booth and/or meeting room.
See booth rendering sample
-  Online Exhibitor Ordering can be accessed at
[. https://pcc-web.ungerboeck.com/coe/coe_p1_all.aspx?oc=10&cc=COESOP](https://pcc-web.ungerboeck.com/coe/coe_p1_all.aspx?oc=10&cc=COESOP)

Advance Rate Deadline

Sample Plan with Internet Drop Locations



CLIENT AMGEN	
DESCRIPTION 20x20	
SHOW AANP 2017	
LOCATION PHILADELPHIA, PA	
SHOW DATES 06/21/17	
BOOTH NUMBER 355	
SCALE 1/4" = 1'-0"	
DATE 06/07/17	DRAWN BY PE
REVISIONS 06/07/17	
CAD FILE NAME 61798_S1	
DRAWING NUMBER	

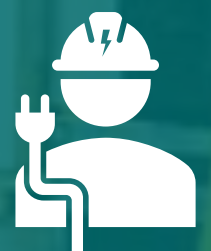
Audio Visual



Exhibitors may install and remove audio/visual equipment within the booth, excluding rental equipment.



If an exhibitor needs to rent audio-visual equipment or computers and displays for their booth, direct them to use the appointed Audio/Visual vendor.



The rental price will be comparable to an outside company however the appointed AV vendor, as the contracted show provider of AV, will have technical personnel on property to troubleshoot any equipment-related issues an exhibitor may have in their booth and the labor cost associated with setting and striking your booth equipment will be significantly lower.

Food and Beverage



Aramark is the exclusive food and beverage provider within the PCC.



All F&B arrangements should be made directly with the catering office-this includes concessions stands and any food or beverage related prizes or giveaways.



If approval is granted to bring food or beverage that is not supplied by Aramark, a corkage fee will apply.



Aramark requires that an Aramark/SFS to bartender dispense all alcoholic beverages. Labor fees apply.



Individually wrapped chocolates, candies, or mints are acceptable in small bowls, however corkage fees are applicable for large candy displays.

Exhibitor FAQs

<https://www.paconvention.com/exhibitors/faqs-exhibitors>

Can I set up my personally owned 40" monitor with DVD player?

Exhibitors can install monitors and AV equipment that is not rented as long as you are a full-time employee of the booth without limitation to booth size.



Can I use a step ladder and a screw gun in my booth?

Subject to building safety guidelines exhibitors are permitted to use ladders up to 6' and power tools (including battery operated) in their booth without limitation to booth size.



Exhibitor FAQs

<https://www.paconvention.com/exhibitors/faqs-exhibitors>



My booth will have stem lighting, can I install them myself?

Exhibitors have the right to install your own lighting without booth size limitation and have not hired an EAC. Lights must be installed by a full-time employee of the booth and they cannot be provided by a rental company or 3rd party. Rental lighting must be installed by electricians. They must be UL/NEC compliant.



Can I also work in my booth if I hire stagehands to install my booth?

Yes, as long as they are full-time employees of the company for more than 6 months and have an exhibitor badge.



Can I unload my own vehicle?

Yes, regardless of booth size and as long as it is not a commercially registered vehicle.

PCC Contact Information



Exhibitor Services – Electric, Plumbing/Compressed Air, Internet, Telecom and In-House Audio Visual Services

Phone: 215-418-4815

Email: exhibitorservices@paconvention.com



Contractor Services

Phone: 215-418-4900

Email: contractorservices@paconvention.com



Event Services

Phone: 215-418-4850

Email: eventservices@paconvention.com



Aramark - Food & Beverage

Phone: 215-418-2243

