

Frequently Asked Questions-Show Management

100 Percent Customer-Focused, Cost Effective

Loading and Unloading

If I drive to the Pennsylvania Convention Center (PCC), will I be permitted to unload my car?

- Yes, Exhibitors, Show Management and Customers may unload their Personally Owned Vehicle ("POV") from the Convention Center loading dock area, but not the loading dock. An Exhibitor's booth size is irrelevant when unloading a POV. Facility management will designate areas where Exhibitors, Show Management and Customers may load and unload. Exhibitors, Show Management and Customers may make as many trips as necessary to unload a POV, however they must make every effort to load and unload POVs quickly and remove the POV from the site. Exhibitors can then work in their booths after the vehicle is removed. Exhibitors, Show Management and Customers 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 allowed. Exhibitors, Show Management and Customers will not be provided any equipment (dollies, hand truck, etc.) to unload POVs. However, Show Labor Workers may provide cart service to Exhibitors, Show Management and Customers who request assistance loading up freight in a cart and delivering it from a POV to the booth.

Computers

We own our registration computers; can my staff set them up ourselves?

- All registration computers must be unpacked & set up by electricians. After set up they may be removed daily and reconnected in the morning by your staff. At the close of show electricians would be required to disconnect and pack your equipment. Exception; Show Management may install 1 or 2 personally owned laptops with a fulltime employee for registering guests or attendees.
- This includes iPads and any new or emerging technological devices.

Can we set up our own computers in our show office?

- Show management may set up personally owned computers in non-public work areas such as offices. Rental computers would require set up and removal by electricians.

Volunteers

What can our volunteers do?

- Volunteers may register and direct attendees, exhibitors and guests throughout the PCC. They may stuff giveaway bags and carry them to registration.

Signage

Can we, as show management, place our own signs?

- Any full-time employee of show management may place, move and/or remove all easels and signs. Show management may also place up to (6) pop up signs.

Product

Can we open boxes and place our own literature in meeting rooms and our work area?

- Show management may open boxes, stock shelves, distribute literature excluding the movement of product and literature in bulk.

Audio Visual

I have an event with a DJ coming into the PCC. Will they be permitted to set up?

- A D.J. is permitted to unload their own equipment providing they do not have a commercial vehicle. They can set up their personally owned computer, D.J. coffin and speakers. If any additional equipment needed such as lighting or elaborate mixers, etc. will be needed please consult with labor services. If they are using a 3rd party A/V company or rental equipment they would need to secure labor for set up.

I have an event at the PCC which will be recorded, what rules pertain to videotaping?

- Full time staff of show management may record their event with a personally owned, self-contained camera. Media camera personnel may record short news clips with a self-contained camera without labor. However, if external lighting, cabling or mics are need, labor will be required. If the recording will be used for a show or program, labor will also be needed.

Frequently Asked Questions-Show Management (continued)

I am recording my session with a small video camera set on my fixed tripod. Will I need to hire labor?

- This would be permitted if the tripod will not be moved during your recording and no panning or adjustments take place.

Can I set up my personally owned screen and laptop for a demonstration?

- Yes, you may setup your tripod screen and computer, however a fast fold screen will require labor.
- Any sound systems such as microphones, mixers, etc. will also require labor.

We have a band performing at our event, will labor be required?

- The band may unload their instruments providing it is not a commercial vehicle. They will not require labor to set up unless they are using rented equipment. If so, they will need labor to unload and set up. In most cases a band will not need labor unless they have A/V and lighting needs.

What other needs shall I discuss with my Contractor Services Manager?

- The following is a list of AV assignments that should be discussed with the labor services manager for your event:

- 1) Audience Response-Turning point
- 2) Videography
- 3) Third party recording companies
- 4) Any media or network coverage
- 5) DJ's
- 6) Hearing impaired equipment
- 7) Teleprompters
- 8) Live streaming
- 9) Outside entertainment or bands
- 10) Traveling staff intentions
- 11) Spyder operations