

Helpful Hints for Budget

This document is intended to assist customers of the Pennsylvania Convention Center (PCC) understand the responsibilities not associated with rent. When planning your event, the event manager can walk you through these items and provide a cost estimate at any time. Our goal is to assist you produce a successful event and we want to ensure that we take the surprises out of the planning process. The list below should assist in preparing your budget.

1. ELECTRICAL CHARGES – The PCC has developed a special discount for “show management” electrical requirements.

2. SECURITY & FIRST AID – All major events at the PCC require Security and First Aid coverage. This may include minimum requirements within licensed space, surrounding public space, traffic/shuttle/bus coverage, and additional areas as necessary. Refer to the PCC Security Guidelines for additional information.

3. EXHIBIT HALL TRASH REMOVAL – The PCC provides janitorial service during open show hours in aisles, open spaces, and restrooms. Items designated as bulk trash (e.g., crates, pallets, packing material, booth removal) should be removed by the official service contractor and are the responsibility of the licensee. Items left including floor tape following the license period are subject to a removal fee by the PCC. The PCC provides one complimentary trash haul per exhibit hall, per show. Licensee will be billed \$700.00 per trash haul for all additional trash hauls required.

4. SPECIALTY CLEANING SERVICES – Cleaning of general sessions, sporting events and other unique exhibit hall, Michael A. Nutter Theater or ballroom events are subject to labor fees if services are provided by the PCC. Contact your Event Manager for additional information and an estimate.

5. REKEYING MEETING ROOMS – PCC Access Control will re-program locks for primary show management locations such as the show office, AV Storage Room, etc. Prevailing rates are listed below.

6. EXHIBIT HALL AIR CONDITIONINGS & HEATING – The PCC maintains minimal comfort levels during move in and move out periods as part of the basic rental fee. If the logistical requirements of an event should demand that temperature be maintained within a specific range and additional air conditioning is necessary, the PCC will provide such air conditioning at the rate of \$100.00 per hour per exhibit hall and \$100.00 per hour for ballrooms.

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7. STAGE RISERS – The PCC maintains an inventory of portable staging units (6'x8') and range in height from 16" to 32". Additional, 4'x 8' stage decks ranging from 48" to 72" are available for larger stage requirements. Standard 8'x12' risers to provide a speaker's platform or head table are provided in a meeting room at no charge. Stages used in exhibit hall or to extend existing stages in ballrooms are charged at the prevailing rates listed below. Stage steps and skirting are included at no additional charge. Staging is subject to availability. Should the PCC inventory be exhausted, the customer will be responsible for rental of additional units and show labor associated with install and dismantle from an outside vendor.

8. MEETING ROOM WATER SERVICE – Upon request the PCC will provide head table water for speakers in meeting rooms and General Session. Water coolers can be ordered through Aramark, the exclusive in-house caterer.

9. DANCE FLOOR – The PCC has available wood parquets dance floor that comes in 3'x3' sections. The dance floor is available for receptions, recitals, dances, and similar activities. Prevailing rates are listed below.

10. TABLES/CHAIRS –

Exhibit Halls:

PCC will provide tables and chairs for the following events only:

- General Session
- Food and Beverage events & concession locations
- All other equipment should be ordered through your preferred General Service Contractor

Tables and chairs in exhibit halls used for concession areas where food and beverage will be served are complimentary.

11. ROOM CHANGEOVERS – The PCC will provide the first meeting room set used in any room at no charge. Room set changeovers will be assessed a room changeover fee. The PCC has established pre-determined changeover fees for all meeting rooms. Food function to non-food function-changeover charges will apply. Ballroom and exhibit hall changeovers are charged a per man/per hour fee.

12. SHOW LABOR – The PCC partners with four highly-skilled union trades - Laborers, Riggers, Stagehands and Electricians

13. AUDIO-VISUAL – When selecting in-house or outside AV vendor for service prevailing show labor rates will apply.

14. SHIPPING & RECEIVING – All freight must be managed by the designated general service contractor. The PCC does not have a shipping and receiving department.

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- 15. FREIGHT MANAGEMENT** – The PCC does not have wheeled carts, pallet jacks, dock plates or other equipment for moving freight or other equipment throughout the facility. These items can be arranged through the designated general service contractor or the UPS Business Center.
- 16. PARKING** – The PCC does not have parking on the premises. There are several paid parking facilities located near the convention center. See the accompanying parking map.

EQUIPMENT

Additional Key Request.....	\$10.00 per key card
Sponsorship Fees.....	See attached rate sheet
Bike Rack (8' x 43"h).....	\$20.00 each
Chair(s)-Exhibit Hall, Grand Hall.....	\$1.25 each
Construction & Demolition Dumpster Fee.....	\$800.00 per dumpster
Dance Floor (3' x 3').....	\$5.00 per square
Key Card Access.....	\$60.00/Door (includes 2 key cards)
Lecterns (Exhibit Hall only).....	\$50.00/flat rate
Linen (room set in rounds– no F&B-direct bill from Aramark).....	\$15.00 per linen
Lost Key Charge.....	\$60.00 each
Power/Data.....	See order forms
Performance Staging (48"-72"(h)-4' x 8' sections).....	\$30.00 each
Recycling Dumpster Fee.....	\$350.00 per dumpster
Rope & Stanchion (Tensor-4'section).....	\$10.00 each
Room Changeover-Meeting Rooms	See changeover rate sheet
Room Changeover-Ballroom.....	\$41.00 ST/\$61.50 OT
Staging (16", 24", 32"(h)-6' x 8' sections).....	\$20.00 each
Ticket Booth.....	\$200.00 each/flat rate
Trash/Landfill Dumpster Fee.....	\$700.00 per dumpster

All prices subject to change.

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Labor Rates Effective May 1, 2023 thru April 30, 2024

ELECTRICIANS-(No minimum labor call)			
Straight Time(M-F)	\$	137.00	
Show Site Rate(M-F)	\$	163.00	
Overtime: M-F/6am-8am & after 4:30pm, All-day Saturday	\$	205.50	
Show Site Rate(Sat)	\$	244.50	
Double-Time(Sunday & Recognized Holidays)	\$	274.00	
Show Site Rate(DT)	\$	326.00	
TRAFFIC-(4 Hour Minimum Labor Call)			
Straight Time(M-F)	\$	72.97	
Overtime after 8hrs M-F & all-day Saturday	\$	92.66	
Double-time (Sunday & Recognized Holidays)	\$	115.85	



	ST First 8 hrs regardless of start time (M-F)	OT Any work performed in excess of (8) hrs a day (M-F) or all day on Saturday	DT Sunday & Recognized Holidays
LABORERS-(4 Hour Minimum Labor Call)			
Journeyman	\$ 74.00	\$ 97.00	\$ 121.00
Foreman	\$ 75.00	\$ 99.00	\$ 124.00
General Foreman	\$ 79.00	\$ 106.00	\$ 133.00
Steward	\$ 75.00	\$ 99.00	\$ 124.00
STAGEHANDS-(4 Hour Minimum Labor Call)			
Journeyman	\$ 90.50	\$ 135.75	\$ 181.00
Steward	\$ 99.00	\$ 148.50	\$ 198.00
Foreman	\$ 95.00	\$ 142.50	\$ 190.00
General Foreman	\$ 97.00	\$ 145.50	\$ 194.00
Rigger	\$ 97.00	\$ 145.50	\$ 194.00
RIGGERS-(4 Hour Minimum Labor Call)			
Journeyman	\$ 94.50	\$ 133.00	\$ 172.00
Foreman	\$ 97.00	\$ 136.50	\$ 176.50
General Foreman	\$ 98.50	\$ 138.50	\$ 179.50

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