Marshaling Yard Guidelines

MARSHALING YARD OPERATING REQUIREMENTS

- Contractors will be responsible for keeping a staff employee on site at the marshaling yard while it is opened per your schedule. This schedule is to be submitted to the Security Services at least two (2) weeks in advance.
- The representatives who will be on site at the marshaling yard should be equipped with a cell phone. The phone number is to be submitted to the Security Services.
- The representative is responsible for only permitting someone working for your specific show to stage vehicles.
- All incidents must be reported to the Command Station and Security Services immediately so that we can dispatch a security guard to take a report. The phone number is (215) 418-4911.
- The representative must call the Command Station at (215) 418-4911 when they are stationed at the marshaling yard and they must call when they are ready to leave. They must also wait until security arrives to secure the gate.
- There may be a time when you share the marshaling yard with another show.
- Contractor must submit an insurance form covering the PCC at the marshaling yard at least two (2) weeks in advance. This form is to be submitted to the Security Services. The address for the marshaling yard is 711-35 Vine Street, Philadelphia, PA, 19107.
- No freight is permitted in the marshaling yard unattended. We require only empty trailers be stored on site overnight.
- The primary use of the marshaling yard is for staging vehicles.
- Traffic will need to be scheduled for vehicle movement to and from the Marshaling Yard. Prevailing rates apply.

A completed Marshaling Yard Agreement must be submitted to the Pennsylvania Convention Center for review and approval prior to the first day of move-in. All contractors requesting use of the Marshaling Yard must obtain approval in advance.

Download the Marshaling Yard Agreement here.