Pennsylvania Convention Center
PHILADELPHIA

DECORATOR/CONTRACTOR OPERATIONS PLAN

THIS FORM MUST BE SUBMITTED 3 MONTHS PRIOR TO FIRST DAY OF MOVE-IN

EVENT INFORMATION

Event Name:	**Event Dates:**	**Decorator:**	
Submitted By:	**Phone #:**	**Email:**	
	Fax #:		
# of Exhibitors:	**# of Booths:**	**NSF:**	**Date:**

OPERATIONAL DETAILS

Registration Counter Installation: (Date & Time)	**Registration Counter Removal:** (Date & Time)	
Show Management Freight Arrival: (Date & Time)	**Set Show Offices:** (Date & Time)	
Exhibitor Advance Freight Arrival: (Date & Time)	**Set Show Mgmt Booth and/or Assn Booth:** (Date & Time)	
Exhibitor Carpet Roll Out: ☐ Yes ☐ No	**Set Service Desks:** (Date & Time)	
Heavy POV's: ☐ Yes ☐ No	**Install Booth Carpet:** (Date & Time)	
Marshalling Yard Usage: ☐ Yes ☐ No	**Carpet Cleaning Contracted by Decorator:** ☐ Yes ☐ No (If yes, please include dates/times in activity section below.)	
Aisle Carpet Drop: (Date & Time)	**Trailer Drop:** (Date & Time)	**Number of Trailers:**
Show Cleaning Vendor:	**Is Carpet Wall to Wall?** ☐ **Yes** ☐ **No**	

DAILY OPERATIONS SCHEDULE

	Date & Time:	Activity: Floor Marking, Pipe/Drape Set, Freight Load In, Exhibitor Move In, Move out, Carpet Cleaning, etc.	Exhibit Hall Location: Hall A, B, C, D, E, F, G	Lights ON – OFF (24 hrs)	Interior / Exterior Doors needed & time opened:	Dock Hours Open & Close Times:
Day 1						
Day 2						
Day 3						
Day 4						
Day 5						
Day 6						
Day 7						
Day 8						

RETURN TO: **Event Manager**
Pennsylvania Convention Center Authority
Event Services Department
FAX: 215.418.4823 or **e-mail: EM e-mail**

CC: Event Technology Services, Utilities Services, Security Services, Contractor Services; Set Up & Housekeeping, Command, Event Manager

DECORATOR/CONTRACTOR OPERATIONS PLAN — CONTINUED

Event Name: _____ **Event Dates:** _____

DAILY OPERATIONS SCHEDULE — ADDITIONAL DAYS

Day	Date & Time	Activity (floor marking, freight, move-in/out, cleaning, etc.)	Exhibit Hall Location	Lights ON / OFF (24 hrs)	Interior / Exterior Doors & Times	Dock Open / Close
Day 9						
Day 10						
Day 11						
Day 12						
Day 13						
Day 14						
Day 15						
Day 16						
Day 17						
Day 18						
Day 19						
Day 20						

Additional Notes:

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