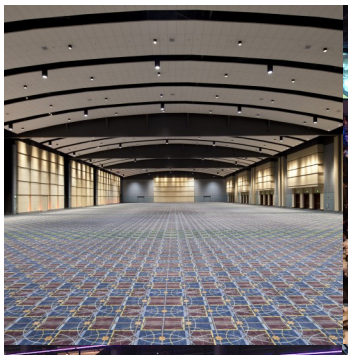
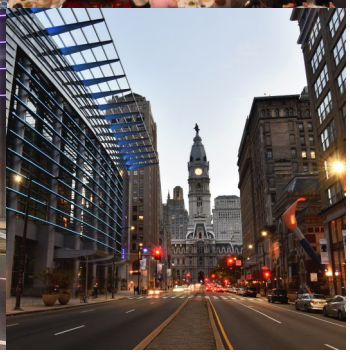








Pennsylvania Convention Center

Plan of Operations

Pennsylvania Convention Center
PHILADELPHIA

AN SMG MANAGED FACILITY



One Convention Center Place 1101 Arch Street Philadelphia, Pennsylvania 19107-2299 D: 215-418-4700 F: 215-418-4747 www.paconvention.com

Welcome to Philadelphia



JOHN J. MCNICHOL
CEO & PRESIDENT, PCCA



KELVIN D. MOORE
REGIONAL GENERAL MANAGER, PCC, SMG

Welcome to the Pennsylvania Convention Center!

We are truly honored that you have selected our state-of-the-art facility as the venue for your event. We've prepared a comprehensive Plan of Operations to provide you with customized information for the most personal experience possible.

Our staff of experienced industry veterans, working under SMG nation's leader in facilities management is ready to serve your needs. We will guide your team through an initial consultation followed by an integrated planning and production process- all culminating in the detailed execution of your special event. And our assistance will not end there.

We will extend our partnership with you for post-conference meetings to ensure billing accuracy through our Contractor Services Department.

Enclosed you will find our Plan of Operations including everything you need to know about the Pennsylvania Convention Center. The Plan of Operations, available on our website, provides important guidelines and helpful tools to facilitate your event as well as descriptions of the many professionally managed services That we offer.

Please contact our team as often as you like. The Pennsylvania Convention Center and our staff are at your disposal and *"Here for the Making"* *of great events.*

John J. McNichol
President & CEO
Pennsylvania Convention Center Authority

Kelvin D. Moore, CMP
Regional General Manager
SMG at Pennsylvania Convention Center



NORTHEAST CORRIDOR, USA

20 MIN From PHL Airport to the Pennsylvania Convention Center via regional rail line

1,000+ Daily non-stop flights in/out of PHL, an American Airlines Hub

2 Subway lines

10 Bus routes within walking distance of the Pennsylvania Convention Center

20 MIN Taxi ride to cover the 7 miles from PHL Airport to Center City

12 Regional rail lines

46 MIL People living within 200 miles of the Pennsylvania Convention Center

MEETPHL.COM • 1-855-MEET-PHL

PHLCVB Philadelphia Convention & Visitors Bureau

Pennsylvania Convention Center PHILADELPHIA
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Pennsylvania Convention Center PHILADELPHIA

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Section 1: Driving Directions and Parking Map

- Driving Directions
- Discount Parking
- Parking Lots and Garages



Driving Directions

Determine which entrance your event is using or which hall you will be exhibiting in. All exhibit material shipped to the Convention Center must be properly labeled including show name and booth/room number. For further instructions on shipping & delivery of exhibit materials, refer to shipping instructions or contact the show's General Service Contractor.

From The Northern and Western Suburbs

Take I-76 East to Exit 344 for I-676 East. Follow signs for Central Philadelphia. Take I-676 East and exit at Broad Street/ Rt. 611 (2nd exit). You will be on Vine Street. Follow Vine Street to 12th Street (4 traffic lights).

From The Pennsylvania Turnpike

Follow Pennsylvania Turnpike to Exit 20 / I-476 (Mid County Interchange). Take I-476 South to Exit 16/ I-76E Philadelphia. Stay on I-76 East for approximately 12 miles. Exit at 344 / I- 676 East. Take I-676 East and exit at Broad Street/Rt. 611 (2nd exit). You will be on Vine Street. Follow Vine Street to 12th (4 traffic lights).

From PA 309

Take PA 309 South to Pennsylvania Turnpike. Follow Turnpike West to Exit Mid County Interchange / 476S Chester. Take I-476 South to Exit 16 / I-76 Philadelphia. Stay on I-76 East for approximately 12 miles. Exit at 344 / I- 676 East. Take 676 East and exit at Broad Street/Rt. 611 (2nd exit). You will be on Vine Street. Follow Vine Street to 12th Street (4 traffic lights).

From US 611

Take US 611 South into Philadelphia (611 South becomes Broad Street). Go South on Broad Street for approximately 8 miles. In Cen-ter City, turn left onto Vine Street / Local Traffic. Follow Vine Street to 12th Street (2 traffic lights).

From New Jersey and Atlantic City Area

Take Atlantic City Expressway to 42 North. Follow 42 North to the Benjamin Franklin Bridge (Rt. 676), crossing into Philadelphia. Follow the signs for Convention Center (this is Vine Street). Go approximately 6 blocks, make a left turn onto 12th Street.

From The New Jersey Turnpike (New York)

Take the NJ Turnpike to exit 4 (Philadelphia / Camden Exit). Get onto 73 North and follow it to 38 West Take 38 West following the signs directing to the Benjamin Franklin Bridge (The Bridge is 30 West), crossing into Philadelphia. Follow the signs for Convention Center (this is Vine Street). Go approximately 6 blocks, make a left turn onto 12th Street..

Pennsylvania Convention Center Entrances:

Main Entrance – 12th & Arch

Halls A, B, C, F, Grand Hall & Ballroom A&B: Once on 12th proceed two blocks to Arch Street.
GPS Address: 1201 Arch Street Philadelphia Pennsylvania 19107

Broad Street Entrance (Broad between Race and Arch)

Halls D, E, G, Broad Street Atrium & Terrace Ballroom: Once on 12th drive two blocks to Arch Street. Make a right onto Arch go three blocks to Broad Street make a right. Entrance is between Arch and Race.
GPS Address: 119 North Broad Street Philadelphia Pennsylvania 19107

Loading Docks:

Docks A, B, C, D, E, Grand Hall & Ballroom A&B:

Access ramp is located East bound on Vine Street between 12th and 11th Streets

GPS Address: 1130 Vine Street Philadelphia Pennsylvania 19107

Dock F: Once on 12th drive one block make a left onto Race Street the loading dock entrance is located half way down the block on the right side.

GPS Address: 1140 Race Street Philadelphia Pennsylvania 19107

Dock G: Once on 12th drive two blocks to Arch Street. Make a right onto Arch Street go one block to 13th Street turn right the entrance is located on the left hand side towards the end of the block.

GPS Address: 151 North 13th Street Philadelphia Pennsylvania 19107

From I-95 Southbound, New York, Northern & Central New Jersey, New England

Take I-95 South to Exit 22 for Central Philadelphia I-676. Stay in the left lane of this exit. Follow signs for 676 West to the 1st exit (Broad Street). This exit brings you up onto 15th St.

From I-95 Northbound, Philadelphia International Airport, Baltimore, Washington and Delaware

Take I-95 North to Exit 22 for Central Philadelphia I-676. Stay in the left lane of this exit. Follow signs for 676 West to the 1st exit (Broad Street). This exit brings you up onto 15th St.

To Pennsylvania Convention Center Entrances via the above I-95 routes

Main Entrance 12th & Arch

Halls A, B, C, F, Grand Hall & Ballroom A&B: Proceed to 2nd light and make a left onto Vine St. East. Take Vine Street to 12th St. make a right on to 12th. Drive straight ahead two blocks to Arch Street.

GPS Address: 1201 Arch Street Philadelphia Pennsylvania 19107

Broad Street Entrance (Broad between Race and Arch)

Halls D, E, G, Broad Street Atrium & Terrace Ballroom: Proceed to 2nd light and make a left onto Vine St. East. Take Vine Street to 12th St; make a right on to 12th. Drive straight ahead two blocks to Arch Street. Make a right onto Arch go 3 blocks to Broad Street make a right. Entrance is between Arch and Race.

GPS Address: 119 North Broad Street Philadelphia Pennsylvania 19107

Loading Docks:

Docks A, B, C, D, E, Grand Hall & Ballroom A&B: (entrance on Vine Street Eastbound between 12th and 11th Street) Proceed to 2nd light and make a left onto Vine St. East. Take Vine Street to ramp which is located East bound on Vine Street between 12th and 11th Streets

GPS Address: 1130 Vine Street Philadelphia Pennsylvania 19107

Dock F: (entrance on Race Street between 12th and 11th) Proceed to 2nd light and make a left onto Vine St. East. Take Vine Street to 12th St. make a right on to 12th. Drive straight ahead one block make a left onto Race Street the loading dock entrance is located half way down the block on the right side.

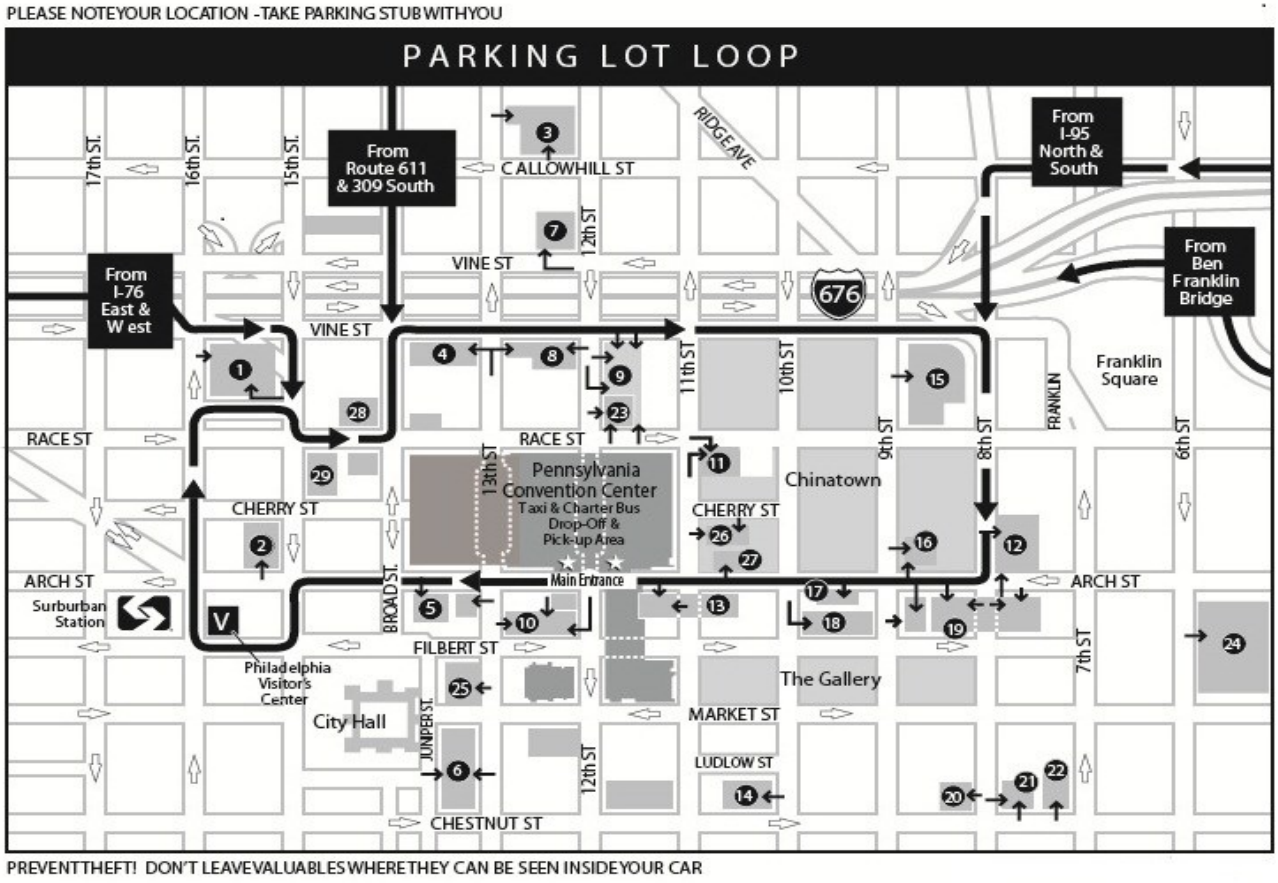
GPS Address: 1140 Race Street Philadelphia Pennsylvania 19107

Dock G: (entrance on 13th Street between Arch and Race) Once on 12th drive two blocks to Arch Street. Make a right onto Arch Street go one block to 13th Street turn right the entrance is located on the left hand side towards the end of the block.

Parking

There are many parking options—both garages and lots—conveniently located within blocks of the Pennsylvania Convention Center. Below are just a few options.

Please note that you may need to call ahead to confirm availability and rates.



LOT #	OPERATOR NAME	LOCATION	CONTACT	PHONE	LOT	CAPACITY & CLEARANCE	
1	Realen Gateway	15th & Vine Street	Tom Dunn	215-563-1550	G	1050	7'
2	Phila. Parking Authority	15th & Arch Street	Rocco Morrotto	215-683-9684	L	115	NA
3	DLC Parking Services	12th & Callowhill	Patrick Femia	215-829-8200	L	214	NA
4	EZ Park	Broad & Vine Street	Harvey Spear	215-733-0700	L	150	NA
5	Convention Center Parking	1324 Arch Street	Al Gallon	267-239-0676	G	540	8’
6	Five Star	1300 Market Street	Jeffrey Eckman	215-546-7524	G	650	5'10 "
7	EZ Park	1201 Vine/NW Crn.	Harvey Spear	215-733-0700	L	50	NA
8	EZ Park	12th & Vine/SW Crn.	Harvey Spear	215-733-0700	L	250	NA
9	Parkway	12th & Vine/SE Crn	Zerihum Belay	215-640-3810	L	200	NA
10	Parkway	12th & Filbert Street	Taye Mogus	267-767-6143	G	860	NA
11	Central	11th & Race Street	Chris Sherman	215-563-3650	G	260 Valet	7'
12	Parkway	8th & Arch Street	Zerihum Belay	215-640-3810	L	126	NA
13	Gallery II Garage	11th & Arch Street	Pam Grossman	215-568-4025	G	750	6'2"
14	Phila. Parking Authority	10th & Ludlow Street	Rocco Morrotto	215-683-9684	G	450	7'
15	EZ Park	8th-9th/Race to Vine	Harvey Spear	215-733-0700	L	300	NA
16	Parkway	815 Arch Street	Zerihum Belay	215-640-3810	L	120	NA
17	EZ Park	912-20 Arch Street	Harvey Spear	215-733-0700	L	80 Valet	NA

18	Phila. Parking Authority	10th & Filbert Street	Rocco Morrotto	215-683-9684	G	850	6'2"
19	Central Parking System	8th & Filbert Street	Chris Sherman	215-563-3650	G	1222	6'7"
20	Phila. Parking Authority	801 Chestnut Street	Rocco Morrotto	215-683-9684	L	75	NA
21	Five Star Jeweler's Row	8th & Chestnut Street	Jeffrey Eckman	215-546-7524	G	400	7'
22	Five Star Jeweler's Row	711 Chestnut Street	Jeffrey Eckman	215-546-7524	L	100	NA
23	Parkway*	12th & Race Street	Paul Gotwalkd	215-563-5421	L	275	NA
24	Phila. Parking Authority	5th & Market Street	Rocco Morrotto	215-683-9684	G	656	6'6"
25	Five Star	13th & Market Street	Jeffrey Eckman	215-546-7524	L	162	NA
26	Parkway	11th & Cherry	Zerihum Belay	215-640-3810	L	65	NA
27	Parkway	10th & Arch	Zerihum Belay	215-640-3810	L	40	NA
28	Parkway	Broad & Race	Georges Kango	215-569-8400	G	418	7'
29	Parkway	15th & Race	Zerihum Belay	215-640-3810	G	218	7'
PLEASE CALL THE ABOVE FOR TIMES AND RATES							

*Trucks permitted to park in this 24 hour lot. Pre pay at pay stations for exact number of parking spaces utilized.

Discount Parking

Following is a list of parking lot companies who are offering discounted group parking for events held at the Pennsylvania Convention Center. All arrangements are to be made between the client and the parking lot company.

Central Parking System

11 Penn Center
1835 Market Street
Philadelphia, PA 19103
(267) 324-3609
Contact: JJ DeVinney

Parkway

150 N. Broad Street
Philadelphia, PA 19102
(215) 569-8400
Contact: James Gotwald

Convention Center Parking Facility

1324 Arch Street
Philadelphia PA 19107
(267) 239-0676
Contact: Al Gallon

Bus/Motorcoach Parking*

Callowhill Bus Parking
114 Callowhill Street
Philadelphia PA 19107
215-546-1706
(43) Spaces; $20.00 per space additional $10.00 for overnight parking
*Accept any vehicle which does **not** exceed the length of a motor coach.

Section 2: Rules and Regulations of the Pennsylvania Convention Center



To assist you in planning your event, an Event Manager will be assigned and will serve as your primary contact at the PCC. Your Event Manager will provide you with additional information regarding PCC policies and procedures. Your Event Manager will also supply you with a copy of the Plan of Operations, including the guidelines for developing your Plan of Operation, with suggested deadlines and all other specifications required for your event. If you have any questions, please address them promptly with your Event Manager.

The rules and regulations contained in this manual are a binding part of the License Agreement between the Licensee and the Pennsylvania Convention Center. This document cannot be altered in any way without a written agreement signed by the Authority.

Access by Authority Personnel
Access by Minors
Animals
Audio-Visual and Show Services Department
Advertising, Banners and Signage
Box Office and Ticketing
Cell Phone Usage
Cleaning, Maintenance and Waste Removal
Common Areas
Contractor Services
Damages
Decorations
Digital Signage
Elevators and Escalators
Emergency Evacuation Plan
Emergency Medical Services (EMS or First Aid)
Equipment Inventory
Fire and Safety Regulations
Fireworks (Pyrotechnic Displays)
Floor Marking
Floor Plans and Exhibit Seating
Food and Beverage Services (ARAMARK)
Floor Protection
Freight Deliveries
Grand Hall Use
Helium Balloons
Insurance
Keys and Locks Changes (“Re-Cores”)
Labor Supplier (Elliott Lewis)
Licenses and Taxes
Lighting, Heating, Ventilation and Air Conditioning
Loading Docks
Lost and Found
Microphones and Paging
Motorized Equipment and Powered Vehicles
Pallets
Parking
PCC Logotype, Trademarks and Symbols
Plan of Operation
Pre Event Meetings
Propane Tank Storage
Rigging
Right of Entry
Room Set Ups
Rope and Stanchion
Safety and Security
Smoking
Tips and Gratuities
Traffic Management
Two Story Booths
Union Labor
Utilities
Vehicle Displays
Walls and Partitions
Waste Removal-Hazardous
Weight Loads and Floor Rigging Restrictions

Access by Center Personnel

Authority personnel and their designees have full access to licensed areas at all times in the performance of their duties, provided that the Authority will take such reasonable measures not to disturb or interfere with the Event, except as may be required under the terms of the License Agreement. The management of the Authority has the right to remove any person(s) from the PCC when necessary to ensure the safe and orderly operation of all or any part of the PCC, its equipment or an event.

Access by Minors

In accordance with Pennsylvania state law, children under the age of sixteen (16) are not permitted on the exhibit floor or any area of the PCC where scaffolding or heavy equipment is in operation during move-in and move-out periods. The Licensee is responsible for ensuring that exhibitors, all hired contractors and others servicing the event comply with this important safety regulation.

Animals

Animals are not permitted on the premises of the PCC, with the exception of guide, signal or service animals or animals approved for use in conjunction with an exhibit, display or performance. Animals that are approved must be on a leash, within a pen or under similar control at all times. No animal exhibits are permitted on the carpeted areas of the PCC. The Licensee, exhibitor or owner is responsible for obtaining all relevant permits and for attending to the sanitary needs of the animal(s). The Licensee, exhibitor or owner is also fully responsible for the animal(s) while on the premises of the PCC.

Audio-Visual and Show Services Department

The Authority's Audio Visual and Show Services Department, the in-house production and presentation provider, exclusively operates the permanent sound systems and lighting in the Ballroom and the Michael A. Nutter Theater (Room 114). All other audio-visual services are provided by the Authority's Audio Visual Services Department on a non-exclusive basis. Please contact the Authority's Audio Visual Services Department for system access and for A/V equipment rental, such as microphones. If you choose to rent microphones from another source or if you need to arrange recording patches, there is a per diem access fee per room section.

Please provide us with details of your anticipated audio/visual requirements, particularly if you are using an outside audio/ visual contractor(s). Include information on load-in/out, proposed set- up schedule, and labor required. Please indicate any sessions requiring extensive audio/visual equipment, large stages, rear-view projection, or any features which could reduce the room capacity.

Please note: PCC does not provide microphones in meeting rooms. Please include requirements in your AV order. Microphones are available for rent from PCC Audio Visual Department, our in-house provider. There is a per room access fee should you choose to use a third-party vendor.

Advertising , Banners and Signage

Advertising, banners, signs, notices or any form of advertisement or promotion may be placed only in locations and by methods approved by the Authority. The Authority will determine the duration and location of all approved signage based on the event activity in the building. Licensee is required to submit renderings, identifying all advertising and sponsorship locations thirty days prior to the event commencement. Advertising and sponsorship fees are located in Exhibit II: Rate Schedule(s).

Escalator clings and center runners are permitted. No advertising on escalator treads is permissible. There is a $1,500 fee per set of escalators payable to the PCC. Please contact your Event Manager for specific information.

Box Office and Ticketing

PCC will handle over-the-counter day-of-event sales for Licensee at the Facility ticket offices. The PCC ticket manager will be responsible for properly depositing all monies, preparing box office statements and other reports as are necessary and required. All tickets must be approved by the Convention Center and ordered from a bonded ticket printing company. The PCC box office staff will check all tickets against the show manifest to ensure accuracy prior to opening the sale of tickets to the public. The PCC box office will maintain control of ticket distribution, box office operations and ticket sales personnel. A final statement will be provided by the box office at the end of the event, which will detail ticket sales. Customer is responsible for providing documentation of advanced and internet ticket sales at close of show.

Show management is responsible for payment of all applicable state and local taxes from gross sales of all tickets sold onsite as well as in advance. Our Box Office representative can give you current tax rates.

Licensee shall pay the PCC all indirect and direct costs of the accounting, auditing and sales of tickets. Ticket printing, the scale of the house and configuration of the seating shall be arranged through and subject to the approval of the PCC. ALL SEATING WILL BE RESERVED, unless stipulated otherwise by the PCC. No funds shall be released from the Box Office receipts prior to settlement. If for any reason said License Fee and Expenses as set forth in this agreement are not paid, it is agreed that any box office receipts in the possession of the PCC or ticket revenues collected by the Licensee during the event may be applied to the payment of said License Fee and Expenses and Licensee waives all rights to the portion of the box office receipts and collected revenues necessary to pay said License Fee and expenses. PCC retains the right to demand full payment of the Licensee Fee and estimated Expenses at any time prior to the event regardless of the amount of box office receipts in its possession.

Box Office and Ticketing continued

The Convention Center may require an off duty police officer and or officers to be stationed at box office locations and to escort box office staff while transporting ticket monies. The decision to utilize police staffing will be made by the Convention Center's Director of Public Safety and will be based on location of the ticket sales and anticipated attendance and sales.

Cell Phone Usage

The use of cell phones while operating equipment or vehicles is strictly prohibited. It is the responsibility of the parties, and their respective hired contractors and/or designees to comply with this important safety measure.

Cleaning, Maintenance and Waste Removal

The Authority will provide the following janitorial services as part of the License Agreement:
During the course of an event the Authority will provide janitorial services for the PCC public concourses, restrooms, meeting rooms and all common areas that are not used as exhibit space.

In the exhibit halls and spaces used for exhibits, the Authority will clean and maintain restrooms, empty PCC trashcans, and attend to spills on the concrete floor. These services will be provided during move-in, show days and move-out. In addition to rent, Licensee shall pay for all services, equipment and personnel ("Services") not specifically included in the License Agreement.

The Authority, on behalf of the Licensee, will arrange for trash removal from the PCC. The Authority will bill the Licensee for trash removal at prevailing rates.

The Licensee shall be responsible for the following additional services:

1) In the exhibit halls and spaces used for exhibits, the Licensee shall be responsible for maintaining the aisles prior to carpet installation, vacuuming carpeted aisles, emptying trashcans supplied by the General Service Contractor or others, removing trash from the exhibit floor and taking trash to the dumpsters and compactors.
2) The Licensee shall be responsible for cleaning show management and exhibitor booths.
3) The Licensee shall be responsible for removing trash generated by the Customer and its agents, contractors, employees and exhibitors during the event such as boxes, crates, pallets, packing materials, lumber, and all tape adhesives, remnants and residue.
4) It is the Licensee's responsibility to return exhibit halls and meeting rooms to the same condition in which they were received. The use of Licensor's services for any of the above will result in additional charges, in accordance with the applicable provision of the License Agreement.

The Licensee may hire the Authority to provide the services listed under 1- 4 or the Licensee may hire a cleaning contractor for these tasks. In either case, prevailing rates will apply.

Additionally, the Licensee is responsible for the removal of all hazardous and medical waste generated by Licensee and its agents, contractors, employees and exhibitors during the event in compliance with all applicable laws. The Licensee may also be responsible for the cost of removing an inordinate amount of trash generated by Licensee and its agents, contractors, employees and exhibitors during the event.

Please contact your Event Manager for additional information.

Common Areas

All common areas of the PCC (including but not limited to the exterior, the entrances, public concourses, the Bridge, loading docks, marshaling facilities, etc.) that the Authority makes available to the Licensee may also be made available to others for concurrent access and use as required by the event activity. The Authority will coordinate and schedule the use of the common areas in order to best accommodate all parties involved.

Contractor Services

The PCC Contractor Services Department is a resource provided to the Licensee and their contractors to aid in estimating labor staffing needs, facilitating planning meetings, managing customer expectations and checking final labor billings.

Damages

All damages caused by the Licensee and its agents, contractors, employees and exhibitors during the event, except normal wear and tear, are ultimately the responsibility of the Licensee. Please contact your Event Manager to schedule a "walk-through" on the first day of move-in to verify the condition of the facilities. The Licensee will be informed of any damages that occur during the event via written reports and photographs (if possible) as soon as discovered. A final "walk -through" with your Event Manager is also advised at the completion of move-out. A written list of damages will be submitted along with the final invoice.

The Authority further reserves the right to charge for the cleanup and removal of decorations and special effect items.

Decorations

Decorations may not be taped, nailed, tacked, stapled, or otherwise fastened to ceilings, painted surfaces, columns, fabrics, doors, windows or walls. Glitter is not permitted in the PCC. Adhesive backed decals/stickers (except for name tags) may not be used or distributed on the premises. Decorations may not block exit doors, fire extinguishing equipment, sprinklers, or emergency lighting systems. All decorating materials must be constructed of flameproof material or treated with an approved flame proofing solution.

The Authority and/or the Philadelphia Fire Department may conduct safety tests, provided that the Authority and/or the Philadelphia Fire Department will take such reasonable measures not to disturb or interfere with the event.

Digital Signage

Video monitors for show information and advertising are located throughout the Convention Center. Please contact the Show Services Department for further information and rates regarding programming and use of the signage during your event.

Elevators and Escalators

The PCC has several freight elevators available for transportation of equipment. Public elevators and escalators are for passenger use only. Access to any elevator or escalator may not be blocked at any time. Freight elevators must be accompanied by an operator for heavy production and/or move-in/move-out usage.

Emergency Evacuation Plan

In the event of an emergency evacuation, please follow the direction of security personnel or a staff member of the Authority who is wearing appropriate identification.

Emergency Medical Services (EMS or First Aid)

The Authority strongly recommends that the Licensee provide, at the Licensee's expense, certified first aid personnel during an event. Further, the Authority reserves the right to require the Licensee to provide first aid, at the Licensee's expense, based on the type of event.

The Licensee must select an EMS provider from the PCC's approved list. All emergency medical service providers must be licensed by the Commonwealth of Pennsylvania and comply with all applicable City of Philadelphia ordinances, rules and regulations pertaining to special event emergency medical services. All personnel and equipment of said EMS providers must meet all state and local requirements and standards.

Equipment Inventory

The PCC equipment inventory (e.g., chairs, tables, etc.) is usually adequate to accommodate several simultaneous events. However, when PCC inventory is exhausted, the Licensee is responsible for making arrangements for additional equipment at the Licensee's expense. Special equipment such as staging and dance floors can be made available for an additional fee. There is also a charge for equipment used in exhibit areas. Elevated seats may be used in Exhibit Halls A, B, C, D, and E only. Please contact your Event Manager for details.

Please note: The Authority may restrict the use of its equipment if it deems that the intended use could present a personal safety hazard or result in damage.

Fire and Safety Regulations

The Authority and the Licensee, and their hired contractors, exhibitors, and others attending the event must comply with all applicable federal, state and local fire and building codes as well all PCC rules, regulations, policies and procedures. The Authority will strictly enforce all fire and safety regulations, including the playing of required public service announcements.

The Authority requires prior written authorization for the following:

1) Operation of any heater, barbecue, heat-producing or open flame devices, candles, lanterns, welding equipment, smoke-emitting devices, etc.
2) Use of lasers or X-ray equipment.
3) Use of any compressed gases (e.g., L.P., propane, oxygen).
4) Use, handling, storage and disposal of hazardous materials and waste in accordance with all federal, state and local regulations pertaining to hazardous materials.
5) Drone usage.

For more information regarding fire and safety, please consult your Event Manager.

Fireworks (Pyrotechnic Displays)

The use of pyrotechnic displays, such as fireworks, is prohibited.

Floor Marking

The official show contractor must use the standard chalk or 3M tape when marking the exhibit floor. Liquid chalk, water, paint or other liquids are expressly forbidden. The Authority requires that all booth number stickers, carpet tape and tape residue be removed from the exhibit floor before the completion of move-out. Residue left behind will result in additional charges in accordance with the applicable provision s of the License Agreement. Please contact your Event Manager for more information.

Floor Plans and Exhibit Seating

Detailed floor plans are required for exhibit halls, registration areas, meeting spaces and special activities scheduled in the PCC. Preliminary floor plans should be submitted for approval prior to confirming exhibit space sales to avoid unnecessary confusion later. Preliminary floor plans should be submitted to the Authority at least ninety (90) days in advance of the first move-in day. At least (30) days before any material containing the floor plan for the Event is published or distributed. Licensee must submit all preliminary floor plans for Fire Marshal approval prior to confirming exhibit space use. Please refer to the Floor Plan Approval Guidelines included in the Plan of Operations. Your Event Manager can also assist you if you have questions.

All floorplans must be approved in advance, including those for General Sessions in Exhibit Halls. Please submit ***ten (10) copies using 1/16" scale*** to your Event Manager with a brief description of your event at least four (4) months prior to move-in.

Food and Beverage Services (ARAMARK)

All food and beverage services in the PCC, including the operation of the Food Court, all concession stands and coat check are provided through ARAMARK, the Authority's exclusive food service provider. All catered food and beverage services must also be ordered from ARAMARK.

When considering room set options, a linen table top fee will be assessed when "rounds" are requested without food and beverage. Please contact your Event Manager for further details.

Floor Protection

The PCC Floor Protection Policy is included in the Plan of Operations provided by your Event Manager. This policy details the actions required to protect the PCC carpet, marble, tile and terrazzo floor surfaces. This policy specifically addresses the methods of conveyance, materials and equipment required to protect the PCC front of house flooring. Additional fees will apply if floor protection is not installed.

Failure to comply with proper floor protection may result in additional fees as a result of damages.

Freight Deliveries

The Authority does not accept shipments of event-related freight or materials. All freight must be delivered to the official show contractor or directly to the Licensee during the term of the License Agreement only. Under no circumstances will the Authority accept C.O.D. deliveries. For additional information, please refer to the Deliveries document included in the Plan of Operations or contact your Event Manager.

Grand Hall Use

The Grand Hall is one of the most dramatic locations for events in our complex and is often the site of high profile social or meeting functions. Due to the proximity of the Grand Hall to the Market Street entrance and the Marriott Hotel Bridge, the Authority may require Licensee assistance in permitting, limiting, or restricting access through the Grand Hall to accommodate persons attending other events and to ensure the safety of all guests. For these reasons, the Authority will coordinate and schedule the use of the Grand Hall. The use of the Grand Hall for exhibits is prohibited unless prior written approval is granted by the Authority.

Helium Balloons

Helium balloons may not be distributed in the PCC. However, Helium balloons may be used if permanently attached to authorized displays and approved through your Event Manager. If helium balloons become detached from the display, the labor cost to retrieve the balloons will be charged to the Licensee. A deposit may be required prior to installation.

Insurance

Verification of insurance is required by your License Agreement and must be provided to the center at least thirty (30) days before the first day of move-in. Failure to provide evidence of appropriate insurance may result in a delay or cancellation of the event.

Keys and Lock Changes ("Re-Cores")

Key cards are available and locks can be changed for most meeting rooms upon the Licensee's request. All requests for key cards should be made through your Event Manager and all key cards must be returned by the last day of move-out. **There is a per room charge for this service.** $60.00 per recore includes (2) keys; each additional key/keycard is $10.00 per card/key.

Licenses and Taxes

All producers of events as well as individual exhibitors and/or other vendors, who conduct sales during an event, are responsible for obtaining the appropriate business license(s) and for paying all applicable state and local taxes.

State Tax & Licensing contact:
PA Department of Revenue District Office
Licensing Specialist
110 N. 8th St., Suite 204 A & B
Philadelphia PA 19130
215-560-2484

City Tax & Licensing contact:
City of Philadelphia Department of Revenue
Municipal Services Building
1401 John F. Kennedy Blvd
Concourse Level
Philadelphia PA 19102
215-686-6600

General Business Tax contact:
PA Dept of Revenue
Taxpayer Services & Information Center
717-787-1064

Online business tax information: www.revenue.state.pa.us
Online business license/tax application: www.pa100.state.pa.us

Lighting, Heating, Ventilation and Air Conditioning

Generally, full house lighting, electricity in meeting rooms, and adequate levels of heat, ventilation, or air conditioning will be provided during show days from one hour prior to the published start time of the event until closing each day. Energy conservation is of prime concern. Practical and reasonable levels of lighting, ventilation, heart or air conditioning will be maintained during move-in and move-out periods. A utility charge may be assessed for special requests beyond the times noted here.

Loading Docks

The management of the Authority, in its discretion, will allocate dock space as necessary to best accommodate all event activity. All PCC Building Policies, including but not limited to Damages, Fire & Safety Regulations, Smoking Restrictions, Propane Tank Storage and Pallets & Recycling must be adhered to.

Lost and Found

Licensee's are encouraged to maintain their own Lost and Found. Upon the closing of each event, all unclaimed articles may be turned over to the Authority. Any item left on the premises over thirty (30) days will be disposed of by the Authority.

Microphones and Paging

The Authority's Show Services Department exclusively operates the permanent sound systems on the Authority's behalf. Please contact the Authority's Show Services Department for sound system access and for A/V equipment rental such as Microphones or projectors. If you choose to rent microphones from another source or if you need to arrange recording patches, there is per diem access fee per room section. For more information please refer to the Audio-Visual section of this document or contact your Event Manager.

Motorized Equipment and Powered Vehicles

As noted in the PCC Floor Protection Policy provided in the Plan of Operations, motorized equipment and powered vehicles are prohibited in the entrance vestibules, meeting rooms, 300-Level concourse and the Food Court./Overlook Café. The policy specifically addresses the methods of conveyance, materials and equipment required to protect the front of house flooring (i.e., PCC carpet, marble, tile, and terrazzo floor surfaces) and the actions required by the Licensee, hired contractors and/or designees. For more information regarding the PCC Floor Protection Policy, please contact your Event Manager.

Noise Level

The Pennsylvania Convention Center reserves the right to require any group whose noise levels disturb another group within the facility to reduce their sound to a reasonable level that does not disturb any other group. If you feel that your event will have high noise levels at any time (including bands, loud music for dancing, shouting, singing or other noise), please plan with your Sales Manager and Event Manager to ensure that no other group will be in close proximity of your event.

The Pennsylvania Convention Center is not responsible for losses or damages associated with sound level requirements.

Pallets

All pallets must be stored in an empty trailer or removed from the building. This applies to the exhibit halls, behind the exhibit halls, behind restrooms, behind meeting rooms and interior and exterior of the docks. If pallets are found, the building will immediately discard them.

Parking

No parking is permitted in loading dock areas or any location posted, "No Parking." Unauthorized vehicles will be removed at the owner's expense. Limited parking may be available for Licensee use. Please consult your Event Manager.

PCC Logotype, Trademarks and Symbols

Prior written approval is required for the use of the logotype, trademarks, symbols or names associated with PCC or the Authority, either directly or indirectly, in connection with any production, promotion, publication, public statement, public discussion, public service announcement or advertisement. For more information, see the Banners and Signage section of this document and the Photography and Logo Policy included in the Plan of Operations Packet provided by your Event Manager. Notwithstanding the foregoing, Licensee shall have the right to use the PCC name to notify attendees of the location of the Event.

Plan of Operation

As stipulated in the License Agreement, the Licensee is required to provide the Authority, at least thirty (60) days before move-in, a Plan of Operation relating to the use of licensed areas in the PCC. The Plan of Operation must include all pertinent information necessary for the Authority to successfully service the event. Your Event Manager will provide you with this information to include guidelines for developing the Plan of Operation for your event.

Pre-Event Meetings

The Authority recommends a pre-event meeting for most events. The pre-event meeting is an opportunity for the Licensee to meet with the PCC staff and the in-house contactors who will be responsible for servicing the event. The General Service Contractor and other vendors hired by the Licensee should also attend this meeting. The Authority may require a labor pre-event meeting(s) based on the type of event.

Propane Tank Storage and Pallets

Storage of any type of fuel in the facility is prohibited. All propane tanks must be stored on the propane racks outside of Hall B, Hall F and Hall G. Each decorator/production company must designate a representative who is responsible for checking their area at the end of each day to ensure that all tanks are removed from the halls, behind meeting rooms and the interior and exterior of the docks. If the tanks are not removed, the building will take possession of each tank. Several of the racks outside of B-Dock have the capability to be padlocked. You can provide your own padlock to secure the tanks. The padlock must be removed once the event concludes. If the padlock is not removed, the PCC will remove the padlock.

When not in use, all lift equipment (forklift, scissor lifts, etc.) shall be properly stored outside of the facility. During inclement weather, with Security Services approval, lift equipment may be stored in the interior loading dock corridor. Lifts stored in the interior loading dock corridor must have all fuel tanks removed and placed outside in the Cages. Refueling must occur outside of the building. Empty cylinders must be placed back in the storage rack immediately.

Rigging-Exhibitor

The Authority's Production Services Department must approve all rigging prior to the move-in of an event. All drawings should be submitted four (4) weeks prior to the first day of move-in. Client Utility Services can provide building drawings in various formats. Rigging limitations are printed on the PCC's drawings. No rigging can commence until a complete set of drawings have been reviewed and approved by Client Utility Services. Please contact your Event Manager for more information. Rigging CADs are located on our website at https://www.paconvention.com/meeting-professionals/floor-plans.

The Authority's Personal Fall Protection Policy has also been included in the Plan of Operations. This policy has been implemented to ensure the safety of all people working at the PCC. The Licensee, exhibitors, hired contractors and all personnel working on-site must comply with this important policy.

Rigging—Production/Sports

All rigging (hanging truss) is exclusively provided by the Authority. The Authority's Rigging Services must approve all rigging prior to the move-in of an event. All drawings should be submitted four (4) weeks prior to the first day of move-in. PCC can provide building drawings in various formats. Rigging limitations are printed on the PCC's drawings. No rigging can commence until a complete set of drawings have been reviewed and approved by PCC. Rigging fees are located in Exhibit II: Rate Schedule(s). Please contact your Event Manager for more information. Rigging CADs are located on our website at https://www.paconvention.com/meeting-professionals/floor-plans.

Ground supported truss structures: Truss structures 12' tall or greater must be safe-tied to the ceiling or use outriggers on the uprights. **Note:** Safe-tieing to the ceiling is only permitted in Ballrooms and Exhibit Halls.

Right of Entry

Acceptance of the Right of Entry terms and conditions is a mandatory requirement to work at the PCC. All contractors, including those acting as a contractor, must read, understand, sign and obey the Right of Entry to work at the PCC. Working at the PCC is a privilege.

Room Set-Ups

Capacities:

Please see the meeting room capacities chart located on pg. 20. The numbers listed reflect maximum amount of seating allowed in each room. Capacities decrease with the addition of staging, dance floors, and/or audio/visual equipment. Check with your Event Manager to confirm room capacities prior to preparing room specifications for your event.

Room Sets:

Meeting Rooms: Licensee shall receive a (1) time basic set-up from the existing inventory of equipment of the Licensor and breakdown is included in the rental of each meeting room. You may choose between theater, classroom, conference, hollow-square, U-shape, or banquet style (5' or 6' Rounds). Also included in the rental are: the use of one (1) lectern; up to two (2) pieces of riser staging (16"-32" high); head table; skirted display table; and one (1) registration table. Should a room set change or additional inventory be required, Licensee will be invoiced at prevailing rates. For this regulation, Inventory" refers to chairs, tables, lecterns, risers and easels. Any changes to the initial setup will result in a changeover charge. Classroom seating includes the first row skirted. All tables used for exhibitors and sponsors are at an additional charge per table.

Exhibit Halls:

Additional costs will be incurred for use of the PCC's equipment on the exhibit floor, excluding any food and beverage areas. Additional costs may also be incurred for changes or additions to the first set-up requested. Consult your Event Manager or Sales Manager for additional information.

Rope and Stanchion

The Authority requires that rope and stanchion be set-up to create a protected walkway to ensure the safety of pedestrians in the Grand Hall or any public area of the Pennsylvania Convention Center. Please contact your Event Manager for additional information or assistance.

Safety and Security

The Authority maintains 24-hour security and internal patrols of the public areas and perimeter of the PCC. Exterior doors are controlled by the Authority and must not be propped open by anyone for any reason. The Licensee is responsible for controlling and providing security for the licensed areas and for the entrances and exits to the licensed areas (including but not limited to the exhibit halls, meeting rooms, registration areas, loading dock areas, marshalling yard, ramps, etc.). Security firms, hired by the Licensee, must be selected from the PCC Approved Security Contractor List. Please refer to the Security Guideline Requirements also included in the Plan of Operations.

The PCC recommends you implement key card access in rooms when used as show offices, or those with **extensive audio-visual equipment that is to be stored overnight**. Please discuss this with your Event Manager.

Please note: Firearms are prohibited on the premises of the PCC, inside the building and the surrounding grounds, except for use by authorized law enforcement personnel.

Smoking:

The Pennsylvania Convention Center is a smoke-free facility.

The Authority will strictly enforce all fire and safety regulations, including the playing of required public service announcements. No smoking will be permitted in any loading dock areas including the Vine Street ramp. Smoking is only permitted 25 feet from the exterior doors. Electronic cigarettes are not permitted in/on the facility.

Tips and Gratuities

As stipulated in the Code of Conduct, Authority personnel, contractor employees and all union labor are not permitted to accept tips, loans, gifts, or any gratuity from the Licensee, exhibitors, hired contractors or anyone attending an event.

Traffic Management

The Authority is responsible for traffic management at the facility and freight marshaling yard. The Contractor Services Department may, at its' discretion, designate traffic management staffing as it deems necessary to insure the safe and proper management of the event. The Licensee is responsible for the fees and expenses associated with the traffic management staffing. Contact the Contractor Services Department for estimates and labor quotes.

Two Story Booths

The Authority requires that plans for all two story exhibits (double-deckers) be submitted for approval prior to installation. All such plans must bear the stamp of a registered structural engineer and/or certified architect and be accompanied by a letter from the engineer and/or architect stating that the exhibit conforms to the current Philadelphia Building Code. Please contact your Event Manager for more information.

Union Labor

The Authority requires that certain tasks involving the set-up and/or breakdown of events be performed by union labor, also referred to as show labor. Elliott Lewis is the labor supplier authorize to provide show labor at the Pennsylvania Convention Center. Any questions regarding the need or use of union labor should be brought to the attention of your Contractor Services Manager or your Event Manager. Please also refer to the Labor Supplier section of this document for more information.

Utilities

Electrical Installations:

Electrical services are provided on an exclusive basis through the Authority. All electrical equipment must meet applicable National Electrical Codes and City of Philadelphia requirements. Electrical fixtures and fittings must be UL listed and so marked. Terms and conditions governing electrical work are listed on the Electric Services & Electrical Labor Installation Order Form, which are included in the Plan of Operations.

Plumbing:

Plumbing services in the exhibit halls for booths and displays (including water, drain, and compressed air), are provided on an exclusive basis through the Authority. Please refer to the Water and Compressed Air Service Order, which is included in the Plan of Operations. Please see your Event Manager if you require additional information.

Telephones:

Telephone services are provided on an exclusive basis through the Authority. Please refer to the Telephone Service Order, which is included in the Plan of Operations. Please contact your Show Services Manager if you require additional information.

Technology Services

Internet access, networking and wireless services are available on an exclusive basis by the Authority. Please refer to the PCC Internet Services Order Form, which is included in the Plan of Operations. Please see your Show Services Manager if you require additional information.

Vehicle Displays

Any vehicle used in a display or exhibit must have all battery cables disconnected, ends taped and gas caps locked. Fuel tanks and fill openings are closed and sealed to prevent tampering. The disconnection of vehicle battery falls under the jurisdiction of the electricians. The vehicle may only contain a maximum fuel level of one quarter (1/4) tank or 5 gallons (19L) whichever is least. Fuel applies to gasoline, diesel, CNG, LPG, etc. Tanks cannot be refueled or emptied inside the PCC. The flooring under the vehicle must be protected from any leakage, spillage or other potential damage. During non-show hours the vehicle should be locked with an extra set of keys left with your Event Manager. Vehicle locations must be shown on Floorplans submitted for Fire Marshal approval. Please refer to the guidelines for Display of Motor Vehicles and the PCC Floor Protection Policy provided by your Event Manager.

Walls and Partitions

Only authorized personnel may operate portable walls and moveable partitions in meeting rooms and exhibit halls. Please contact your Event Manager for details.

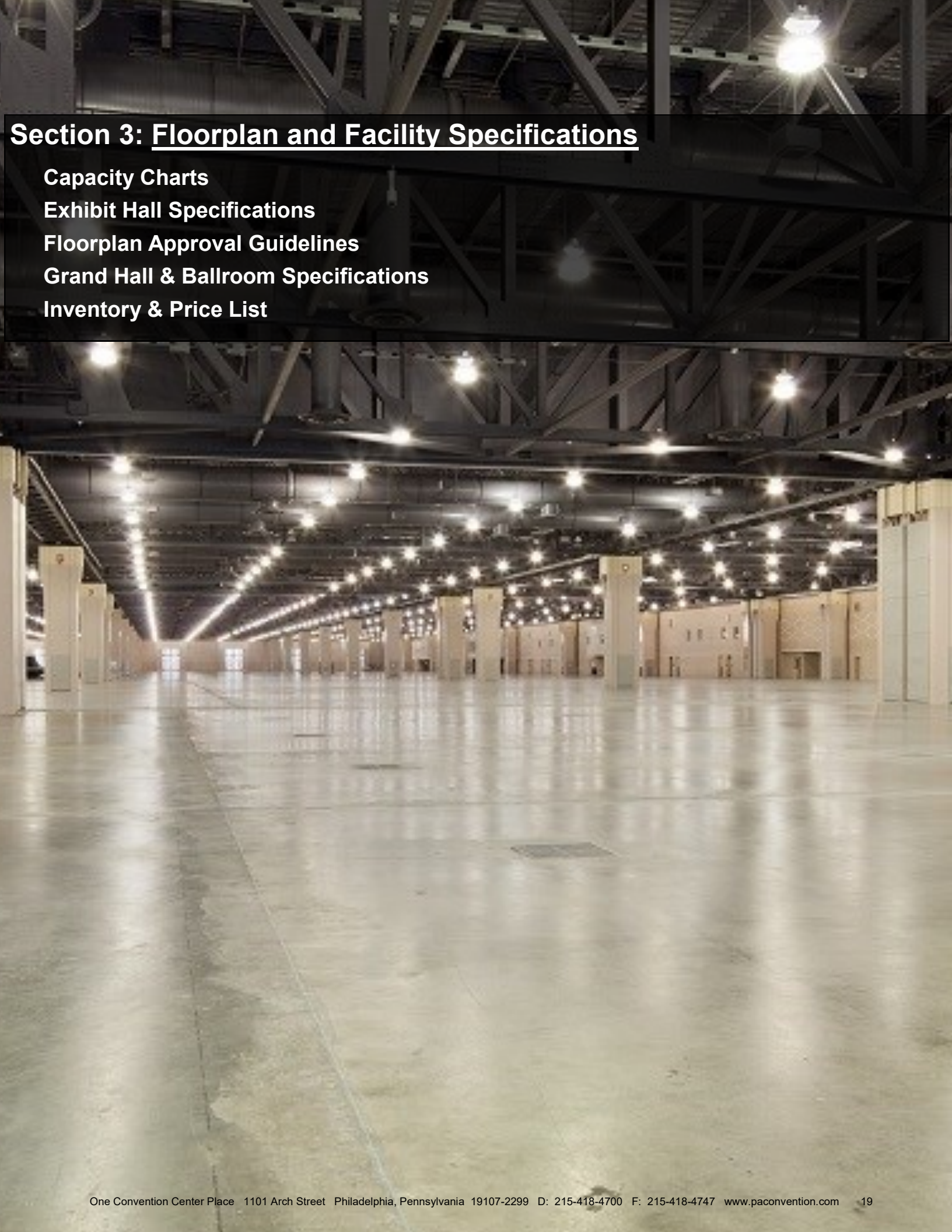
Waste Removal—Hazardous

Disposal of all hazardous and medical waste generated by the Licensee and its agents, contractors, employees and exhibitors during the event is the responsibility of show management and must comply with all applicable laws. Please refer to the Requirements for Medical Testing/Waste Removal in the Plan of Operations Packet or consult your Event Manager for additional information.

Weight Loads and Rigging Restrictions

Information about floor load limits and rigging restrictions pertaining to ceiling height and/or weight is available through your Event Manager. It is ultimately the responsibility of the Licensee to ensure that these limits are not exceeded. For additional information, please refer to the Rigging section of this document.

Note: ***The PCC reserves the right to amend these Rules and Regulations and to determine, in its discretion, any matters not expressly covered herein.***



Section 3: Floorplan and Facility Specifications

Capacity Charts
Exhibit Hall Specifications
Floorplan Approval Guidelines
Grand Hall & Ballroom Specifications
Inventory & Price List

Capacity Charts

100 Level Capacity Chart

200 Level Capacity Chart

300 and 400 Level Capacity Chart

Exhibit Hall Specifications

All services for Show Management should be ordered through your Event Manager. Please contact Event Services with any questions regarding this document at (215) 418-4850.

Electrical

Electrical service is provided exclusively by SMG/PCC Utility Services.

Hall A, B, C, D, E, F & G:

Originating from floor boxes on 30' centers:

120/208v 100 amp 3ph

Originating from ceiling:

480v 200 amp 3ph

Plumbing

Water/Drain/Compressed Air service is provided exclusively by SMG/PCC Utility Services.

Hall A, B, C, D, E, F & G:

Originating from floor boxes on 30' centers:

Compressed Air at 120 psi.

Water at 70 psi.

3" drain -Use of temporary sinks and floor drains must be kept free of obstructions, grease, dirt, debris, chemicals and cement materials at all times.

Telephone and Data

Lines and Equipment are provided exclusively by Show Services.

Hall A, B, C, D, E, F & G:

Originating from floor boxes on 30" centers:

Telephone/Data ports.

Floor Load

Hall A, B, C, D, E, F & G: @ 350 lbs. psf.

Rigging and Ceiling Loads

Hall A, B, C, D, E, F & G: Majority of points is 250 lbs. per attachment point

A complete rigging plan must be submitted 30 days in advance for approval by the Convention Center. For additional information, contact the Event Services Department at (215) 418-4850.

Ceiling Heights

Halls A, B, C, D. E:	Low clearance 29', high clearance 51'
Hall F:	Low clearance 15', high clearance 21'
Hall G:	Low clearance 14', high clearance 20'

Columns

Halls A, B, C, D & E:	On 120' centers
Hall F:	On 60' centers
Hall G:	On 55' centers

Exhibit Hall Specifications continued

Sound System

All Exhibit halls are equipped with public address systems. Paging and recorded announcements may be played back throughout your areas of use or in specific areas. Please contact your Event Manager or Show Services.

Exhibit Hall Lighting

Halls A, B, C, D, E:	1,000 watt metal halide on 30’ centers.
Hall C:	90 watt incandescent lamps in clusters of four on dimmers on 30’ centers
Hall F:	175 watt LED on 20’ centers (equivalent to 400W watt metal halide).
Hall G:	450 wall metal halide on 20’ centers.

All metal fixtures are individually relayed.

Loading Docks, Drive-In Ramps and Roll Up Doors

Hall A:	10 docks, A1 Interior drive in door 29’h x 25’w, A2 Interior Roll Up 14’-11”w x 15’ h.
Hall B:	8 docks, B1 Interior drive-in door 16’h x 25’w, B2 Interior Roll Up (rear) 14’w x 16’ h. BF4 Roll Up (front of hall): 8’h x 14’ w.
Hall C:	8 docks, C2 Interior drive in door 29’h x 25’w, C1 Interior Roll Up 14’w x 16’ h.
Hall D:	6 docks, D2 Interior drive in door 15’ 5”h x 24’ 6”w, D2 Interior Roll Up 24’5”w x 28’4”h.
Hall E:	6 docks, E2 drive in door 15’ 5”h x 19.5’w, E1 Interior Roll Up: 10’h x 12’w
Hall F:	9 docks, F1 Interior drive in door 16’h x 25’w, F2 Interior Roll Up: 15’10”h x 23’8”w
Hall G:	4 docks, 1 drive in door exterior16’h x 12’ 6”w, G Interior Drive In Door 10’w x 10’3”h, G1 Interior Roll Up (front) 12’w x 10’4” h. G2 Interior Roll Up (rear) 14’2”w x 15’ h.

Floorplan Approval Guidelines

Event Services Department

All plans submitted must be layered on the Pennsylvania Convention Center CAD shells. You can find these shells on our website Floorplans . They can be downloaded in dwg, dxf & eps (vector) form.

High resolution floorplans that are used for show programs, etc. can be found on our website:

1. Plans should be submitted to your Event Manager or Director of Event Services a minimum of three (3) months prior to the event date. The Director of Event Services will forward these to the Philadelphia Fire Department. Ten (10) copies are required.

2. All floorplans must be drawn to scale 1/16" and have the following clearly indicated:
   a) Name of show, show dates, sponsoring organization and service.
   b) Contractor
   c) Name and area in use indicated; i.e., Hall A.
   d) Floorplan developer and date of initial drawing and revisions.
   e) All exits must be clearly indicated and labeled.
   f) Aisle widths must be clearly indicated.
   g) Exhibit Hall floor ports must be indicated.

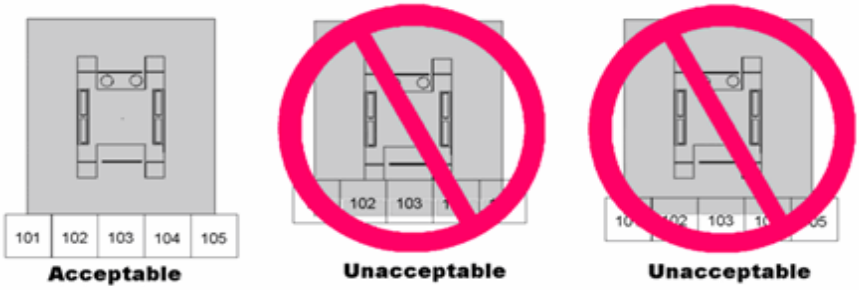
3. A brief description of the event, including products exhibited, equipment utilized, kinds of demonstrations and activities which will occur, must accompany the floor plan.

4. We suggest that floorplans submitted for approval are drawn to maximum usage of hall.
   Minimal guidelines for acceptable floor plans are as follows:

   a) **All** points of entrance and egress should have a **Minimum** of 15' clear space on all sides to include 15' arc from center of entrance door.
   b) **All** aisles must be a **Minimum** of 8' wide.*
   c) **All** fire hoses valves, extinguishers, and column cabinets require must not be obstructed and must be clearly marked.

      No wraps or coverings of the columns are permitted to cover the labeling on these columns. These labels include the HV (hose valve), and the column numbers indicated at the top of the columns, as well as the fire extinguisher and hose valve printing on the doors of the columns.
   d) **No** visual and physical obstructions to fire exit doors are permissible.
   e) **All** food service areas must be clearly marked.
   f) Clear access must be maintained to all permanent concession stands and to all restrooms.
   g) Five (5) foot clearance is required to the side of columns containing fire equipment.

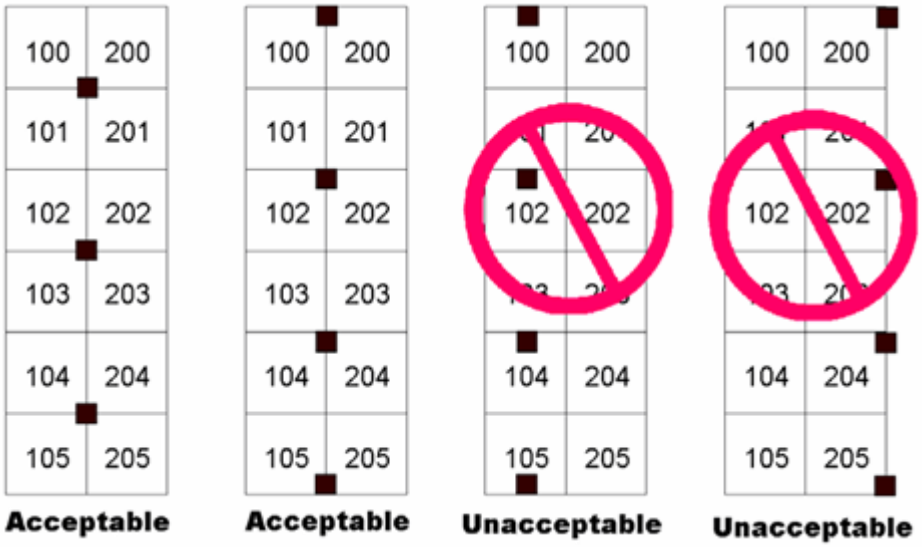
      The gray box around each column indicated in our CAD shows this buffer.



   h) **All** bone-yard/storage areas must be clearly marked on the plan

   i) All utility floor ports must be indicated and line up with the backline of in line booths.
   J) Vehicle display (including food trucks) must be listed on the floorplan.

Floorplan Approval Guidelines continued



* Additional requirements, such as wider aisles, may be required for specific events.

5. Should the floorplans be revised, number and date the revision and include a cover letter detailing the revisions. Minor changes, such as booth or island sizes, may be faxed or emailed to your event manager for interim approval.

6. Ten (10) additional copies of the floorplan will be required for distribution to the appropriate PCC departments for use during the event period ***no later than two weeks prior to move in***.

7. For General Sessions located within Exhibit Halls the following guidelines are provided:

   Exhibit Halls—Theater Set
   14 chairs within a row maximum
   20 rows per section
   Minimum 10 foot aisles

   Ballrooms:
   14 chairs within a row maximum
   14 rows per section
   Minimum 8 foot aisles

   Banquet Sets:
   Our standard is to set round tables on 11 foot aisles (11) feet from table center to table center. Cross aisles must be taken into consideration for food and beverage functions set in rounds.

8. **Multi-level Units**– Please refer to information listed under Section 4—pages 35-37.

9. **Hard Wall Structures**
   20’ x 20’ hard wall structure requires one exit door if used as an office. If structure is being used for any other purpose, it must contain two exit doors. Exit doors must be positioned as far apart from one another as possible.

Grand Hall & Ballroom Specifications

Event Services Department

All services for Show Management should be ordered through your Event Manager.
Please contact Event Services with any questions regarding this document 215-418-4850.

All plans submitted must be layered on the Pennsylvania Convention Center CAD shells. You can find these shells on our website: Floorplans. They can be downloaded in dwg, dxf & eps (vector) form.

All points of entrance and egress should have a **Minimum** of 15' clear space on all sides to include 15' arc from center of entrance door.

Floor Load

Grand Hall & Ballroom live load not to exceed 100 pound per square foot.
Grand Hall maximum concentrated load not to exceed 4,800 pounds any point with no other live loads in area.
Ballroom maximum concentrated load not to exceed 3,000 pounds at any point with no other live loads in area.
Terrace Ballroom live load not to exceed 150 pound per square foot

Electrical

120/208/480 volt service available upon request.

Telephone and Data

Available upon request.

Water, Drain & Compressed Air

Limited availability.

Sound System

Our Ballrooms are equipped with a general purpose sound system designed for clear, intelligible, reinforcement of spoken presentation and basic reinforcement of live music. In addition, the sound system may be programmed to incorporate paging and recorded announcements from elsewhere in your areas of the facility. The **Grand Hall** is equipped with a basic public address system only.

Rigging Plan

A complete rigging plan must be submitted 30 days in advance for approval by the Convention Center.
For additional information, contact the Event Services Department at 215-418-4850.

Loading and Entrance Limitations

These rooms do not have dedicated loading docks. Grand Ballroom A&B, Grand Hall, Terrace Ballroom, Meeting Rooms 201 – 204 and 300 - 310. All equipment and materials may need to travel in a freight elevator. The elevator size will be determined by the available loading dock assigned.

ITEM	TOTAL	PRICE
Gray Stack Chairs (18”w x 18”d)	27,622	$1.25
Red Folding Chairs (15”w x 16”d)	3,950 (500 seat minimum)	$2.50
Black Leather Chair (36”w x 22”d)-Meeting Room Only	38	$50.00
8’ x 30” Standard Table	956	$5.50
6’ x 18” Classroom Table	302	$5.50
8’ x 18” Classroom Table	1,014	$5.50
60” (5’) Rounds	379	$5.50
72” (6’) Rounds	1,374	$5.50
Cocktail Adjustable (30”w x 42”h)	295	$5.50
Cocktail Lo Boy (30”w x 30”h)	38	$5.50
Black Cocktail Squares (23”w x29”lx30”h)	54	$5.50
Gray Table Skirts	402	$10.00
Gray Tops (8’ x 30” tables)	60	$10.00
Black Spandex (Standard Only)	71	$10.00
Black Spandex Cut Out (Standard Only)	94	$10.00
Standing Lecterns (Carpeted)	67	$25.00
VIP Table Top (Wood)	2	$0.00
Table Top (Carpeted)	7	$0.00
Executive	1	$50.00
United States Flag	34	$5.00
Pennsylvania State Flag	34	$5.00
Philadelphia City Flag	6	$5.00
Bases	56	$0.00
Belt Top Stanchions	336 (6’ Section)	$10.00 per section
Belt Top Stanchions	50 (7’6” Section)	$10.00 per section
6’ x 8’ Riser (16”-32”)	91	$20.00
6’ x 8’ Riser (24”-32”)	91	$20.00
2 Steps (23”wx41”lx58 1/2”h)	52	$0.00
3 Steps (41”wx33 1/4”lx67”h)	32	$0.00
Riser Skirts (16”-24” x 6’L)-162ft	162	$0.00
Riser Skirts (16”-24”x8’L) - 108ft..	108	$0.00
Riser Skirts (24”-32”x6’L)	176	$0.00
Riser Skirts (24”-32”x8’L)	104	$0.00
4’ x 8’ Performance Stage Right Decks	160	$30.00
Stage Right Stage Supports	45	$0.00
Sico Supports	40	$0.00
Sico Decks	63	$30.00
4’ x 4’ Camera Riser(32”,36”,40”,44”,48”H)	16	$25.00

ITEM	TOTAL	PRICE
Performance Steps-Ballroom AB Only	1	$0.00
Performance Steps(44”wx109”lx61”h)	5	$0.00
Performance Skirt	840ft.	$0.00
Dance Floor (3’ x 3’)	600	$5.00 per square
Easels	185	$5.00
Coat Rack	5	$10.00
Ticket Booths	4 (includes 2 w/handicap window)	$200.00
Ticket Drop Boxes	10	$5.00
Piano (Upright-Does not include tuning)	1	$100.00
Full Length Mirror	2	$75.00
Bike Rack (8’w x 43”h)	119 Sections	$20.00 per section
Bike Rack Cover—Black	24	$0.00
Bike Rack with SMG Logo	6	$0.00
Picnic tables (blue-metal)	18	$50.00
55 Gallon Gray Trash Cans	97	$0.00
35 Gallon Green Recycling Cans	15	$0.00
35 Gallon Silver Barrel Trash Cans (Ballrooms & Meeting Rooms only)	64	$0.00
Black Tilts	40	$0.00
Blue Recycle Tilts	12	$0.00
Moving or Relocation of Building Furniture (front & back of house)		Hourly Rates Apply

Meeting Room Specifications

Our meeting room dimensions and maximum capacities have been verified for standard setups using industry standards. Our standard setups have been approved by the Philadelphia Fire Marshal. Maximum capacities are based on a minimum of additional support equipment in the space. Elements such as lighting or sound towers, camera risers, runways, production control areas, or buffet lines will reduce the seating capacity of the room. Click on this link for meeting room capacity charts and floorplans. Meeting rooms are generally set in one of four basic styles:

Theater
- Theater seating is a seating arrangement where chairs are arranged in rows facing the head table, stage or speaker.
- Chairs are set on 36-inch centers, back-to-back, and are 18 1/2 " wide.
- Fire code allows a maximum of 14 chairs across per row and up to 24 rows deep before a cross aisle is required.
- Center aisles are a minimum of four (4) feet.
- All chairs must be locked together.

Classroom
- Classroom or schoolroom seating is a seating arrangement in which rows of tables with chairs face the front of the room and each person has a space for writing.
- Capacities are calculated at seating (3) people at an eight-foot table and two people at a six-foot table.
- You may choose to seat four (4) people at an eight-foot table and three (3) people at a six-foot table if maximum capacity is required.

Banquet
- Banquet seating is a seating arrangement where round tables with seating are set for catered functions or meetings.
- Our banquet tables are 72" in diameter and we seat 10 people around each table. We have a limited number of 60" banquet rounds which seat 6-8 people at each table.
- Our standard is to set round tables on 11 foot centers (11) feet from table center to table center.
- Cross aisles must be taken into consideration for food and beverage functions set in rounds.

Conference, Hollow Square, or U-Shape
These styles are normally set for committee and board-type meetings, with chairs around the sides and ends of tables. We skirt the inside of hollow square and U-shape sets. We use 8' x 30" tables for these sets.

Initial Meeting Room Setup
A one (1) time basic set-up is included in the rental of all meeting rooms. Also included in the rental are: the use of a lectern; up to two pieces of riser staging; head table; skirted display table in the back of the room, (1) easel outside of meeting room; and one (1) registration table at the entrance of the room. Any additional equipment such as skirting or tablecloths for tables, additional risers, additional easels or lecterns can be provided to you for an additional charge. Any changes to the initial setup will result in a changeover charge. Classroom seating comes with the first row skirted. All tables used for exhibitors and sponsors are at an additional charge per table.

Changeovers
We do charge to reset meeting rooms. Your Event Manager will offer suggestions for room set styles and the best use of your rooms to minimize charges. Meeting room sets affiliated with Food and Beverage will not be charged for room changeover.

Audio Visual Production
The Fire Marshal does not permit stages and screens to block exit doors. Your Event Manager and the Center's Production Manager will work with you and your AV contractor to address any issues before the rooms are set. You may be asked to change the orientation of the room set in order to accommodate large screens and stages, or in some cases, to reduce the number of seats requested, in order to comply with safety guidelines.

Maximum Occupancy
Maximum capacities for standard room sets are listed in this section. The maximum weight capacity in all meeting rooms is 100 lbs per square foot.

Water Service
We provide head table water service to lecterns and head tables at no charge. We use room temperature bottled water. For your attendees' convenience, water fountains are available on the concourses near the meeting rooms.

Meeting Rooms continued

Room Refreshes
Meeting rooms are refreshed throughout the day based on your meeting schedule. The refresh includes straightening of chairs and tables, trash disposal and replacement of water for the lectern and head table. Please advise your Event Manager if certain materials should not be discarded when room(s) are being refreshed.

Linens
Our standard meeting room tables have finished surfaces. There is an additional charge if you require linen on these tables. Our food and beverage staff place linen on all round tables used for catered meal functions. Please discuss special linen requirements with your Event Manager.

Equipment Inventory
Our equipment inventory is usually sufficient to accommodate standard set-up requirements for several simultaneous events. See the equipment inventory in Section 3. When our inventory is exhausted, it may be necessary for you to rent additional equipment and labor from an outside vendor at your expense.

Section 4: Security and Safety Information

- Approved Security Contractors
- Basic Safety Rules
- Card & Video Game Event Security
- Display of Motor Vehicles
- Emergency Response Plan
- Event Emergency Medical Services
- Fire Safety
- Food Truck Guidelines
- Medical Testing/Waste Removal Requirements
- Policy for Display of Firearms
- Requirements for Animals in Exhibits
- Security Guidelines
- Temporary Animal Exhibit Permit

Approved Security Contractors (Revised 3.28.19)

Security Services Department

All clients are responsible for providing security within their leased space. For your convenience, the following is a list of approved security contractors. Permission to any contractor to provide services may be granted or withheld by the Authority at its sole discretion. Permission to a contractor to provide services in the PCC is not a warranty or guarantee by the Authority of any such contractor's work. Such permission merely indicates that the contractor has represented it has met certain minimum guidelines established by the Authority and that such contractor may gain access to and perform work at the PCC, until such time permission is revoked by the Authority.

Contemporary Services Corporation
Lincoln Financial Field
One Lincoln Financial Way
Philadelphia PA 19148
Randy Boczkowski-Branch Manager
Phone: (215) 236-8760; *Fax:* (215) 236-8464
rboczkowski@csc-usa.com
www.csc-usa.com

Imperial Events Security Services, LLC
8500 Henry Avenue, Suite 45-36
Philadelphia PA 19128
Sandy L. Bragg, President
Phone/Fax: (888) 502-4377
sandy@iessevents.com or
security@iessevents.com
www.iessevents.com

Oracle Protection Services
1500 S. Christopher Columbus Blvd.
Suite 6-2nd Floor
Philadelphia PA 19147
Jim Magnatta, Director of Business Development
Phone: 888-406-6661 (O); Fax: 215-599-9539
jmagnatta@oracleprotection.com
www.oracleprotection.com

Security Resources, Inc.
SRI Corporate Center
1155 Marlkress Road
Cherry Hill NJ 08003
Joseph A. Malone
Phone: 215-609-1589; *Fax:* (215) 829-9192
jamalone@securityresources.biz

Strike Force Protective Services, Inc.
Regional Office
1 Convention Boulevard
Atlantic City NJ 08401
Brittany Donato, Project Coordinator
Phone: (973) 232-7506; *Cell:* (973) 207-1749
Brittany@strikeforceprotectiveservices.com
www.strikeforceprotectiveservices.com

Basic Safety Rules

Follow These Rules When Working at the Pennsylvania Convention Center:

1. Any incident that involves property/equipment damage or bodily injury must be reported immediately to the contractor and the PCC.
2. Smoking is prohibited in all areas of this building. Smoking of any kind (including electronic cigarettes) is prohibited inside the facility as well as any exterior loading dock areas including the Vine Street ramp. Smoking is also prohibited within 25 feet of any entrance to the building.
3. Sale, possession, or use of alcohol, drugs, or weapons is strictly prohibited.
4. Disorderly conduct, horseplay and fighting is strictly prohibited.
5. De-energized electrical circuits must be locked out/tagged out/removed/re-energized by building electricians.
6. Electricians shall always stand to the side when re-energizing or de-energizing circuit breakers or disconnects.
7. Earpieces/Blue Tooth devices and headphones of any kind are not permitted on this jobsite.
8. Cell phones and radios are not permitted while operating any powered equipment or in the concourses/halls or any public spaces.
9. Carts shall not have riders except where a manufacturer's seat has been provided; e.g. no riders on flatbed carts, front of stand-up carts, and pallet jacks.
10. Never stand up on a cart unless it is designed as such.
11. Parked carts must be taken out of gear and park brake applied.
12. Carts shall not be operated on any concourse unless the wheels are wrapped or plastic is applied to the carpet.
13. All powered vehicles are prohibited at 12th & Arch Sts east and west entrances, rooms 300- 310 and their corridors, the food court, Broad Street Atrium areas where attendees are present unless security personnel are present to direct traffic.
14. Forklift and Aerial lift operators must be trained and must carry documentation at all times.
15. Consumption of food or drinks is prohibited while operating a powered vehicle.
16. Forklifts and carts shall operate at a speed to permit a quick and safe stop.
17. Forklift forks shall not be utilized to lift workers without an approved man basket secured to the mast by rope or chain.
18. Forklift blades shall not be used as carpet poles.
19. Seat belts buckled and head lights on are requirements while operating a forklift.
20. Ensure back-up alarm, horn, lights, and brakes are functioning and no hydraulic leaks exist before operating any forklift.
21. Always ensure the driver chocked the wheels prior to entering any trailer.
22. Always drive in reverse when load restricts forward vision.
23. Never block column doors, fire exits or equipment, aisles, or stairways.
24. Never use the top step and the first step down on any step ladder.
25. Cut-resistant gloves must be worn when using carpet knives.
26. Harnesses, lanyards and hardhats must be worn when operating an articulating boom lift.
27. A guide/ground person, wearing hard hat, safety vest, and red flag, shall be assigned to all boom and scissor lifts to ensure clearance of the area below.
28. Labor Break Area is provided at Hall A Storage and is to be used at all times. Labor breaks are not permitted in the Concourse or Hall areas on all Levels. Carts are not to be used as break areas or transport to and from break areas.
29. Close all doors to meeting rooms, exhibit halls, and loading docks when not in use. Doors should not be left open for pass through or ventilation purposes.
30. Carpet protection is required for all freight Move-In and Move-Out within the concourse areas.

Card & Video Game Event Security Requirements

Due to an increase in thefts at some of the card events held at the Pennsylvania Convention Center, we will be implementing the requirements outlined below until further notice:

All events must have a registration table set up outside their meeting room(s) or right inside the entrance to the room(s). The show management will be responsible for having representatives at the registration table at all time. All players must register and present identification, which will be verified.

All players must be given a color wrist band to be worn on their wrist. They must wear this wrist band at all times while in the building.

Any visitors observing and not playing must be given a different color wrist band. This wrist band must be worn around their wrist at all times. Show management will determine how many visitors will be permitted.

All shows must select and hire a contractor from the PCC's approved security contractor list or have staff working the front area to ensure all entering are wearing the designated wrist band for players and visitors. The guards or staff will need to be present one hour prior to the event beginning and remain until either one hour after the event ends or the last attendee leaves, whichever comes first. These guards or staff needs to be placed at the front doors of the room to check all wrist bands of the players or visitors. Additional guards must be hired when more than one room is in use. All security measures are subject to PCC's Security Services' approval.

The show management must also hire one uniformed Philadelphia police officer for each meeting room and two for any room bigger than a meeting room (i.e. Ballroom). The police must be hired for 8 hours during their prime time which will be determined by the Police Sgt. at PCC and Show Management at Police contract signing. These officers will be in the room to monitor the inside of the room. (Show management must contact Sgt. Kevin Wood at the Pennsylvania Convention Center police substation at 215-418-4955 or kwood@paconvention.com to hire police officers).
No more than 4 vendors will be permitted at these events. They will be placed inside the meeting rooms.

Any person(s) on the concourse not wearing a wrist band will be asked to leave by the building security staff.

We strongly suggest that signs are posted inside the meeting room advising all players and observers to watch their personal belongings at all times while in the room and to not leave them unattended.

Display of Motor Vehicles

Display of gasoline vehicles will be permitted subject to the following criteria:

1. A maximum of one quarter tank of fuel or 5 gallons (19L) (whichever is least) is permitted.
   *Fuel applies to gasoline, diesel, CNG, LPG, etc. **Must be verified by General Service Contractor's Traffic person prior to entering the building.**

2. Fuel tanks and fill openings are closed with a locking tank or it must be taped shut.

3. Battery cables must be disconnected and the ends taped.

4. All battery connections (disconnection and connection) shall be made by electricians regardless of booth size.

5. A properly tagged set of keys to each vehicle must be left with the building prior to display.
   BRING AN EXTRA SET OF KEYS.

6. Tanks cannot be refueled or emptied inside the PCC.

7. No repairs or alterations shall be made on vehicles.

8. During non-show hours, vehicles must be locked.

9. Fire extinguishers, in appropriate numbers and classifications, may be required.

10. Floors under vehicle must be protected from any leakage, spillage or other potential damage.

11. The carpet must be protected at all times. This can be done by putting out a run of plastic (for several vehicles) or if there is only one, this can be achieved by leapfrogging 2 pieces of plastic slightly larger than the length of the vehicle.

12. While the vehicle is on display, plastic should be placed under the vehicle. The wheels should not rest directly on the carpet. A carpet square (scrap) should be placed under the wheels. At the very minimum, plastic should remain under the wheels. If doors need to be removed, the client will be charged for the removal and reinstallation of the doors. The client should be notified in advance if doors need to be removed so they can assess the cost with their budget. Carpet must be protected with visqueen while vehicle is being driven to destination for display.

13. All vehicle locations must be shown on floorplans submitted to Fire Marshal for approval.

Emergency Response Plan

Security Services Department

One of the Pennsylvania Convention Centers main concerns is the safety of our guests. We have developed an Emergency Response Plan, i.e. fire, bomb threat, etc. In the event that we have an emergency, and time allows, our Emergency Response Leaders at the Convention Center may immediately contact Show Managers to inform them of the situation and to discuss the actions to be taken.

If you have any questions, please feel free to contact the Director of Public Safety at (215) 418-4905.

Event Emergency Medical Services

Pennsylvania Convention Center Authority Event Emergency Medical Services Planning Requirements

A person, agency or organization responsible for the management and administration of an event ("Show Management") held at the Pennsylvania Convention Center may be required to submit to the Pennsylvania Convention Center Security Services Department ("Security Services") a plan for Emergency Medical Services (EMS) at least sixty (60) days prior to the event. The plan shall contain information pertaining to compliance with the administration, management, and medical direction requirements, EMS personnel and capability/ambulance service requirements, on-site facility and communications systems requirements as well as the name of the Pennsylvania Convention Center (PCC) approved event Emergency Medical Service company. The Emergency Medical Provider will submit the EMS plan to the Regional Office of the Pennsylvania Department of Health, Division of Emergency Medical Services Systems, for approval prior to the event as required by law. (Public Law 164, Act 45 and Regulations). The EMS plan must be approved before the event may be held at the PCC.

EMS Services are to be scheduled during Move-In Hours, Show Hours and Move-Out Hours.

The PCC will determine, in conjunction with the Philadelphia Regional EMS office, which events require on-site EMS. The factors determining these requirements are as follows:

A) Size of crowd
B) Profile of the event
C) If your event uses more than one hall for activities, you may need to have more than one EMS on location.
D) Planners are asked to submit a schedule that matches the event activity (including move-in/freight movement through move-out/freight movement) to their selected EMS provider.

This requirement is intended to help ensure that, in addition to the City of Philadelphia emergency vehicles, medical services are available in a timely manner should they become needed during an event at the PCC. The costs of the EMS shall be borne by the Customer.

Currently, event medical services can be contracted through one of the following companies:

American Medical Response, Mid Atlantic
Event Medical Services
John Eagle
426-440 North Eighth Street
Philadelphia, PA 19123
Toll Free 800-462-9111, ext. 133
Local (215) 629-2600, ext. 133
John_Eagle@amr-ems.com

National Event Services, Inc.
Eileen Stalford
501 Bailey Road
Yeadon, PA 19050
Local: 610-284-3000 ext. 201
Toll Free: 1-866-411-3300
estalford@nationaleventservices.com

Event Medical Staffing Solutions, LLC
Adam Scull, Vice President
4 Hood Road
Sharon Hill, PA 19079
Toll Free: 888-59EVENT
adam@4emss.com

Fire Safety Requirements

City of Philadelphia, Fire Department, Department of License & Inspection, Security Services Department
Convention and exhibition shows shall meet the following requirements to insure fire safety of occupants and buildings.

Smoking

The Pennsylvania Convention Center is a smoke free facility. Pursuant to the no smoking law enacted by the city of Philadelphia; prohibits any smoking within 20 feet of any entrance to the Convention Center. The Authority will strictly enforce all fire and safety regulations including the playing of required public service announcements. We thank you for your cooperation in enforcing this policy.

Exits

Access to and visibility of exits shall not be obstructed. Exit doors shall not be locked closed, or blocked or held open except by approved smoke activated closing devices. Nothing shall be placed within 15 feet of a means of egress doorway. Exit signs shall not be obstructed from view by booths, decorations or any other objects or hanging materials.

Fire Fighting Equipment

Access to firefighting equipment and view of accompanying signage shall not be obstructed by exhibition materials, objects or storage. A distance of five feet shall be maintained between fire protection equipment and exhibition material. *This includes exhibit hall pillars, which house fire and electrical equipment.

Aisles

Aisles in exhibition halls shall be a minimum of at least eight (8) feet wide.

Electrical Equipment

Electrical equipment shall be listed equipment (U.L., F.M., etc.). Electrical wiring shall be in accordance with the National Electrical Code. A permit is required for electrical work beyond the use of approved electrical extension cords and junction boxes. 14 gauge wire or better is required for all connections. All extension cords must be 3-wire, grounded.

Exhibition Booth Construction and Decorations

Exhibition booths shall be constructed of noncombustible, wood greater than 1/4 inch nominal thickness, or wood of any thickness which has been fire retardant treated in accordance with American Wood Preservers Association (AWPA) C20-91—"Structural Lumber: Fire-Retardant Treatment by Pressure Proceses" or C-27-91 "Plywood: Fire Retardant Treatment by pressure Processes. Other combustible materials shall be flame resistant in accordance with NFPA 701 for textiles and filsm, and Underwriters Laboratories. (U.L.) 2975 for foamed plastics.

Canopy over 100 square feet require smoke detector and fire extinguisher.
Canopy over 200 square feet require a sprinkler system.
Tent requires tag or tear sheet listing material is flame retardant in accordance with NFPA 701.
NFPA Codes and Standards

Multi-level units require approval from the Fire Department. Covered ceiling or multi-level exhibits shall comply with the following requirements:

(1) **Plans:** Plans shall include plans which detail the construction of the exhibit. The plans for multi-level exhibit shall be sealed by a registered structural engineer.

(2) **Dimensions**: Exhibits are limited to a maximum height of two stories and 30 feet. The aggregate enclosed area shall not exceed 5,000 square feet. Maximum travel distance from the most remote point in the exhibit to the exits of the exhibition shall not exceed 50 feet.

(3) **Egress:** A minimum of two means of egress to an aisle is required from an enclosed or upper level of multi-level exhibits.

Exception: Only one means of egress shall be required where an enclosed space or upper level is less than 1,200 square feet and a maximum of 10 persons will be permitted within said space or level.

Stairs: Stairs shall be a minimum of 3'-0" wide and have handrails or guards on both sides. Spiral stairs, winders and alternating tread stairways are prohibited except from upper levels of 50 square feet or less which are not open to the public.

(4) **Fire/Smoke Detection**: Listed battery-operated or AC-powered smoke alarms shall be installed in each enclosed area of exhibit. Smoke alarms shall be installed in accordance with their listing and shall be tested daily.

Fire Safety Requirements continued

(5) **Fire Suppression**: Any multi-level or covered exhibit exceeding 300 square feet in floor area shall be equipped with automatic sprinklers in the covered level(s). Limited area sprinkler systems are acceptable for such protection.

Exceptions:

1. Those levels having an open grate ceilings or ceiling materials listed for installation below automatic sprinklers. Proof of such listing shall be available for inspection.

2. Exhibits having a floor area of 1,500 square feet or less which provide a fire watch assigned to the exhibit during non-show hours. Such exhibits shall be equipped with a minimum of two portable fire extinguishers with A minimum 2-A:10-B:C rating. The fire watch shall be trained in the use of fire extinguishers and Fire Department notification procedures.

3. Non-combustible exhibits with no combustible contents except a one-day supply of literature.

Multiple booths: Where adjoining covered or multi-level exhibits exceed 300 square feet in aggregate floor area without separation by aisles or open exhibits, they shall be subject to the requirement of Fire Suppression.

Crate Storage

- Crates and other combustible shipping and packing materials shall be stored in the following areas: outside in loading dock areas or in sprinklered rooms used exclusively for storage and separated from assembly areas by one hour fire resistant rated construction.
- Crate storage shall not exceed a height of 12 feet and shall have eight (8) foot aisles every 50 feet.
- Philadelphia Fire Safety Code requires 24 hour Fire Watch and fire extinguishers every 10 feet.

Combustible Storage

- Combustible storage within a booth shall be limited to a one-day supply.
- Combustible storage outside of a booth is prohibited.

Open Flame

Open flame devices and candles are not permitted except by written approval from the Fire Department.

Cooking and Baking Appliances

- Cooking and baking appliances shall be on noncombustible surfaces and separated horizontally from combustible materials by at least two feet.
- Cooking ranges shall be protected by an approved automatic fire suppression system and at least two 10lb ABC portable fire extinguishers.
- The use or storage of any flammable or combustible liquids, compressed gases cylinders, hazardous materials or chemicals such as fuel is strictly prohibited.
- Butane and propane fueled cooking equipment is strictly prohibited.
- Deep fat fryers are prohibited.
- The Fire Marshal requires that certain commercial cooking equipment that produces grease laden vapors must be exhausted from the building.
- Cooking appliances must comply with NFPA 96.
- The Fire Marshal reserves the right to inspect and require a test of all cooking equipment prior to event opening.

Display of Motor Vehicles

Vehicles on display shall not contain more than one-quarter (1/4) tank of fuel or more than 5 gallons whichever is less. All fuel tank openings shall be sealed to prevent the escape of vapors. One of the vehicles battery cables shall be disconnected and taped. All battery connections (disconnection and connection) shall be made by electricians regard-less of booth size. Refueling or the removal of fuel from the vehicles on the premises is prohibited. Vehicles shall not be moved during show hours. Combustibles are prohibited beneath vehicles. An extra set of keys must be left with the building in case of emergency. (See display of motor vehicles page for more information).

Food Truck Guidelines

- A maximum of one quarter tank of fuel or 5 gallons (19L) (whichever is least) is permitted.
- Fuel applies to gasoline, diesel, CNG, LPG, etc. Battery cables must be disconnected and the ends taped. Butane and Propane fueled cooking equipment is prohibited.
- All propane tanks must be removed from food trucks. Indoor use of generators is prohibited. (See Food Truck Guidelines page for more information).

Fire Safety Requirements continued

Flammable and Combustible Liquids

Flammable and combustible liquids are prohibited in exhibition areas, except as stated under Display of Motor Vehicles.

Compressed Gases

- Compressed gases are prohibited except for five pound gas capacity cylinders used for demonstration purposes.
- No more than one cylinder per booth shall be in use. Cylinders in use shall be 20 feet apart. Reserve cylinders are limited to 20 in the building and shall be stored in a room not accessible to the public.
- Permission to exceed the stated quantities shall require written approval from the Fire Dept. Approval may be granted only after receipt of a written request to be received at least 15 days prior to the first day of move-in.
- This request shall state the gases being used, the quantities of each gas and how the gas will be used.

Cryogenic Liquids

- Cryogenic liquids are prohibited, except by written approval from the Fire Dept.
- Approval may be granted only after receipt of a written request to be received at least 15 days prior to the first day of move-in.
- This request shall state the liquid being used, the quantities of each and how it will be used or demonstrated.

Hazardous Displays

- Hazardous displays, such as, welding, brazing, torch cutting, lasers or use of radioactive materials, require written approval from the Fire Dept. depending on quantities, permits may be necessary.
- Approval may be granted only after receipt of a written request to be received at least 15 days prior to the first day of move-in.
- This request shall state exactly what is taking place in the display, materials being used, quantities of each and what precautions are being taken to protect both the exhibitor and attendee.

Hazardous Chemicals

- Hazardous chemicals, including pool chemicals, pesticides and herbicides are prohibited, except in small quantities used for demonstration purposes.
- A material safety data sheet shall be provided for each chemical which will be present.
- Permitted quantities:

  A) Liquids - one quart per chemical
  B) Solids - two pounds per chemical

Explosives

Explosives, including the performance of live pyrotechnic or fireworks displays are prohibited.

Pyrotechnic or Fireworks Displays

The performance of live pyrotechnic or fireworks displays is prohibited in the convention center.

Aerosols

Pressurized containers having flammable propellants are prohibited, except by written approval from the Fire Department.

Food Truck Guidelines

1. A maximum of one quarter tank of fuel or 5 gallons (19L) (whichever is least) is permitted.
   *Fuel applies to gasoline, diesel, CNG, LPG, etc. **Must be verified by General Service Contractor's Traffic person prior to entering the building.**
2. Fuel tanks and fill openings are closed with a locking tank or it must be taped shut.
3. Battery cables must be disconnected and the ends taped.
4. All battery connections (disconnection and connection) shall be made by electricians regardless of booth size.
5. Butane and Propane fueled cooking equipment is prohibited.
6. All Propane tanks must be removed from food trucks.
7. Indoor use of generators is prohibited.
8. Cooking appliances within food trucks must comply with NFPA 96. Information regarding NFPA 96 can be found at NFPA Codes and Standards.
9. Tanks cannot be refueled or emptied inside the PCC.
10. No repairs or alterations shall be made on vehicles.
11. During non-show hours, vehicles must be locked.
12. Fire extinguishers, in appropriate numbers and classifications, may be required.
13. Floors under vehicle must be protected from any leakage, spillage or other potential damage.
14. The carpet must be protected at all times. This can be done by putting out a run of plastic (for several vehicles) or if there is only one, this can be achieved by leapfrogging 2 pieces of plastic slightly larger than the length of the vehicle.
15. While the vehicle is on display, plastic should be placed under the vehicle. The wheels should not rest directly on the carpet. A carpet square (scrap) should be placed under the wheels. At the very minimum, plastic should remain under the wheels. If doors need to be removed, the client will be charged for the removal and reinstallation of the doors. The client should be notified in advance if doors need to be removed so they can assess the cost with their budget. Carpet must be protected with visqueen while vehicle is being driven to destination for display.
16. All vehicle locations must be shown on floorplans submitted to Fire Marshal for approval.
17. No food trucks can be operated without prior Aramark authorization.

Medical Testing / Waste Removal

Requirements for Medical Testing / Waste Removal

Must have exposure control plan.

Contaminated needles or other contaminated sharp instruments shall be disposed of in an appropriate container. The container shall be:

A) Puncture resistant;
B) Labeled or color coded;
C) Leak proof on sides and bottom.

Other regulated waste shall be placed in containers which are:
D) Able to be closed;
E) Constructed to contain all contents and prevent leakage;
F) Labeled or color coded;
G) Closed prior to removal.

Use of gloves while drawing blood.

If PCC equipment is to be used, use of protective coverings to protect equipment and environmental surfaces.

Decontamination of equipment if contamination occurs.

Removal of all contaminated needles and sharp instruments as well as other regulated waste.

Suggested Contact:
MedPro
1548 Bond St. #106
Naperville IL 60563
888-641-6131

Have medical technician on site in case of medical problems related to drawing blood, bleeding, fainting etc.

Must follow OSHA requirements.

Plans and contact person must be submitted to the Security Services Manager, one (1) month prior to event.

Policy for Display of Firearms

The customer or Show Management (hereinafter after Show Management) and all exhibitors displaying firearms at an event at the PCC shall abide by the following procedures:

1. Show management shall submit to the Security Services Manager prior to the event, the name of the event during which firearms are to be exhibited/displayed along with a list of the names, addresses, phone numbers, and booth numbers of each company who will exhibit/display firearms at the event.
2. Show management shall also submit to the Security Services Manager the name of the individual company representative(s) of each exhibitor who will be responsible for the supervision of the exhibit at the event.
3. All firearms must be transported in cases and exhibited/displayed inoperative.
4. All firearms must be removed from the building after show hours or stored in a security lock-up room.
5. At no time shall any firearms be loaded or contain live ammunition.
6. Show management shall be responsible for ensuring that its agents, employees, contractors, and exhibitors comply with this policy and all applicable laws, rules, and regulations regarding the display/exhibit of firearms.

Requirements for Animals in Exhibits

City of Philadelphia, Dept. of Public Health, Dept. of License & Inspection

Convention managers or exhibitors who wish to display animals in the Pennsylvania Convention Center shows must meet the following requirements to insure the safety of the occupants.

Contact Philadelphia Dept of Public Health – Jason Edinger 215-685-9000

The Department of Public Health will send you the Animal Exhibit Permit, which must be completed and returned along with a check for $100.00 payable to the City of Philadelphia/EHS to the address below.

City of Philadelphia/EHS
111 West Hunting Park Avenue
Philadelphia, PA 19140
Attention: Animal Management Unit

Please include the following information on the Animal Exhibit Permit:

a) Applicants name, address, telephone number, state of resident and address in resident state.
b) Name, address, and telephone number of on-site manager with local responsibility.
c) Location(s) of exhibit
d) Length of exhibit opening date and closing date
e) Number of animals
f) Type of animals
g) Rabies Vaccination Documentation (separate document to be obtained from a Veterinarian)

Copy of the Permit Must Be Supplied to the Pennsylvania Convention Center.

Once your application is approved, and issued by the Animal Management Unit (EHS), you must provide a copy of the approved permit to the PCC Event Services Department before the start of the event. Call 215-418-4850 for the name of your event manager.

The Department of Public Health shall issue a permit to the applicant if it is found that:

- The animals and the conduct or operation of the exhibit for which the permit is requested, will not constitute a menace to the health, welfare or safety of the community or the animal;
- The premises and facilities where such animals are quartered shall be maintained in a clean and sanitary condition in order to control vermin and disease. All animal waste is to be removed no less than every twenty-four (24) hours;
- The animals are to be provided with adequate food and drinking water;
- All animal cages and enclosures are to be constructed of fire resistant material accompanied by fire fighting apparatus as may be specified by the Fire Department;
- Supervision shall be provided in order to prevent the mistreatment or injury of any animal by a customer or any other person who has access to the animals; no person who has been convicted of the crime of cruelty to animals shall be permitted to care for or have custody of any animals;

The premises and facilities comply with such specific regulations as shall be promulgated by the Department of Public Health, Fire Department, and the Department of Licenses and Inspections to carry out the provisions of this Section.

Security Guidelines

The Pennsylvania Convention Center maintains twenty-four (24) hour security for building perimeter areas and internal patrols.

Only Uniformed **On-Duty** Philadelphia Police Officers and Pennsylvania State Troopers are permitted to carry fire arms inside the premises of the Pennsylvania Convention Center.

All clients of the Pennsylvania Convention Center are responsible for complete security within exhibit areas, meeting rooms and other areas they will be using. Clients are required to provide security once equipment is placed on the floor in leased areas until completion of move-out.

The Convention Center's Security Services Department shall have final approval of security requirements for all events conducted within the facility. Such approval will be based on:

a. Verification of the security contractor from the PCC Approved Security Contractor list
b. Analysis of number of security personnel required
c. Analysis of specific areas to be covered
d. Analysis of specific duties of assigned personnel. This information must be provided two (2) weeks prior to move-in to the Event Services or Security Services Department.

MINIMUM REQUIREMENTS

Each event will be evaluated separately according to nature of event, areas in use and consideration of other clients when determining requirements. Normal minimum security requirements are as follows:

A. Exhibit Hall Events:

Each Exhibit Hall and Ballroom requires a minimum of three (3) security officers 24/7 from freight move-in until move-out is completed:

- One (1) Security Officer at the front of each hall.
- One (1) Security Officer at the rear of each hall.
- One (1) Security Rove Officer per hall.

- Loading Dock areas.
- Loading Dock access ramp.
- Exhibit hall rolling freight door when in use.
- Entrance and exit areas to be used by exhibitors, guests, general public etc.

For your information, here is a list of exits in each Hall:

Hall A	9 rear exits	5 front exits
Hall B	6 rear exits	4 front exits
Hall C	7 rear exits	4 front exits
Hall D	9 rear exits	6 front exits
Hall E	6 rear exits	4 front exits
Hall F	6 rear exits	4 front exits
Hall G	2 rear exits	1 front exit

B. Meeting Room Events

a. Individual meeting rooms as needed based on nature of function, profile of attendees value of any goods stored therein
b. Public entrance areas
c. General areas in use when multiple events necessitate pedestrian traffic management

C. Public Events and/or Large Attendance Events

a. Ticket booths
b. Crowd control
c. Escalators

Package passes are strongly recommended during move-out.

All events in the meeting rooms, Ballrooms and Grand Hall will be individually reviewed relative to security staffing levels based on event operation.

If Marshalling Yard is used, you are responsible to hire 24 hour security from the beginning of move-in until the last vehicle is removed.

Contract security companies are not permitted to carry firearms within PCC premises. Based on the event details, the PCC will determine if City of Philadelphia police officers are required. The Security Services Department of the PCC will provide the licensee with the name of the person at the Police Department with whom to make arrangements for the required police coverage. The licensee will be required to pay for such police officers.

Philadelphia Department of Public Health
Environmental Health Services
Animal Management Unit
(215)685-9000 fax (215) 685-9003

APPLICATION FOR

TEMPORARY ANIMAL EXHIBIT PERMIT

APPLICANT INFORMATION
LOCATION:
TRADE NAME:
LICENSEE:
ESTABLISHMENT PHONE NUMBER:
EMAIL ADDRESS (optional):
EVENT SPONSOR:
START / END DATE:

CHECK THE FOLLOWING (If Applicable)

☐ WASTE REMOVAL PROVIDED AND SHALL BE REMOVED NO LESS THAN EVERY 24 HOURS

☐ ANIMALS ARE PROVIDED WITH ADEQUATE FOOD AND DRINKING WATER

☐ ALL ANIMALS ARE CURRENTLY VACCINATED / VET RECORDS PROVIDED

☐ CAGES AND ENCLOSURES ARE IN COMPLIANCE WITH FIRE DEPARTMENT REGULATIONS

☐ CURRENT USDA LICENSE PROVIDED

☐ SUPERVISION SHALL BE PROVIDED AT ALL TIMES TO PREVENT MISTREATMENT AND CUSTOMER CONTACT (if applicable)

DESCRIPTION OF EVENT:

_____

_____

_____

_____

It is at the discretion of the Department of Public Health to inspect the operation in question prior to issuance of permit is granted. The Department of Public Health may also monitor the property, including right of entry into all interior and exterior portions thereof during the time the permit is in effect. The Department of Public Health reserves the right to void the permit if at any point it is determined that the facilities are no longer adequate or sanitary conditions have not been maintained.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

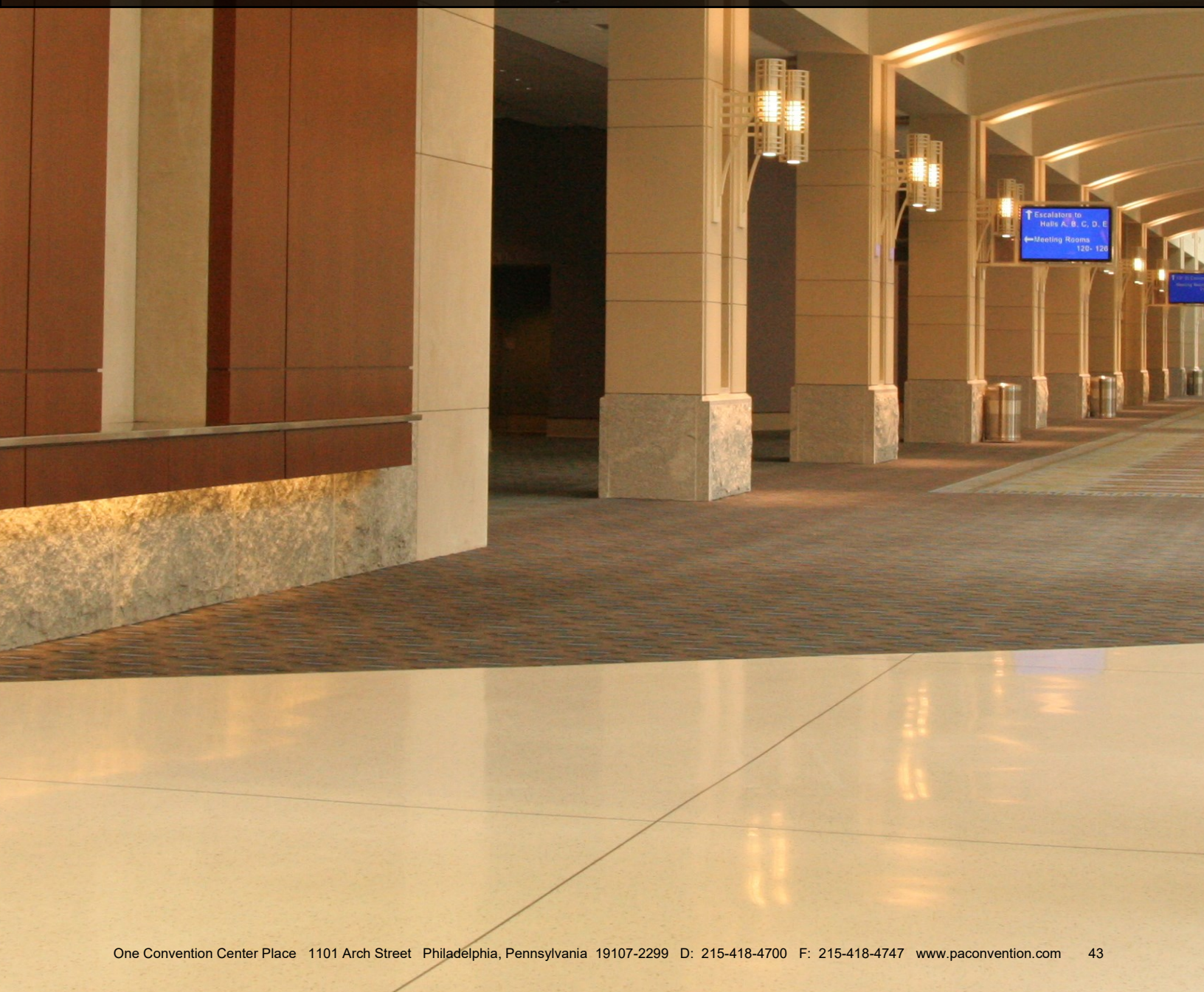
☐ APPROVED ☐ DISAPPROVED REVIEWD BY: _____

REASON FOR DISAPPROVAL: _____

Submit Application to: Department of Public Health – EHS – 111 W Hunting Park Ave. Philadelphia PA 19140 along with $100 Check or Money order made payable to Department of Public Health - EHS

Section 5: Meeting Planner Information

Advertising & Sponsorship Opportunities
Audio Visual Pricing Information
Box Office Service Plans
Certificate of Insurance—Sample
Cleaning, Maintenance & Waste Removal
Convenience Outlet Policy
Credit Application/Master Account Request
Customer Satisfaction Agreement
Deliveries
Digital Signage, Cell Phone Charging Stations & NanoFlex
Drone Guidelines
Escalator Cling & Runner Information
Escalator Handrail Pricing
FAQs-Show Management
FedEx Office-Business Center
Green Initiatives
Internet Pricing Guide-Show Mgmt
Meeting Room Changeover Charges
Nursing Station Advertising Prices
Photography & Logo Usage
Rigging Checklist
Rigging Guidelines & Regulations
Rigging Services Order Form & Estimate
Wheelchair & Scooter Rental Infor
Wireless Internet Pricing Guide



Advertising, Banners and Signage

Advertising, banners, signs, notices or any form of advertisement may be placed only in locations and by methods approved by the Authority. The Authority will determine the duration and location of all approved signage based on the event activity in the building. Licensee is required to submit renderings, identifying all advertising and sponsorship locations thirty days prior to the event commencement. Advertising and sponsorship fees are located in Exhibit II: Rate Schedule(s).

Advertising Opportunities

Signage Options & Pricing

Pennsylvania Convention Center
PHILADELPHIA

AN SMG MANAGED FACILITY



creative **AV** *simplified*

AUDIO VISUAL PRICING

AV EQUIPMENT RENTAL

AUDIO SERVICES

VIDEO SERVICES

LIGHTING SERVICES

PRESENTATION SERVICES

PROJECTION SERVICES

COMPUTER RENTAL

MOBILE DIGITAL SIGNAGE

PENNSYLVANIA CONVENTION CENTER
Show Services Department
One Convention Center Place
1101 Arch Street
Philadelphia, PA 19107
215-418-4800

Effective 7/1/15

Presentation Equipment	
34" or 54" Projection Video Cart w/ Drape	$25.00
56" Safelock Stand	$20.00
D'San Perfect Cue System	$50.00
Laser Pointer	$25.00
D'San Limiter Pro2000 Wireless Speaker Timer	$65.00
Flipchart w/ Markers & Pad	$30.00
Flipchart w/ Post-it Pad	$65.00
Whiteboard w/ Markers & Erasers (3' x 4')	$25.00
Wireless Computer Mouse/Slide Advance	$25.00
10' x 16' Black Velour Pipe & Drape (price per ft)	$12.00
12' x 25' Black Velour Pipe & Drape (price per ft)	$20.00
Teleprompter (requires operator)	$500.00
Audio Equipment	
Dynamic Microphone on/off switch wired (floor/table top/podium)	$35.00
Dynamic Microphone SM58 wired (floor/table top/podium)	$35.00
Condenser Lavalier Microphone	$35.00
Lo-Profile Podium Microphone	$40.00
Boom Microphone Stand	$10.00
UHF Wireless Handheld or Lavalier Microphone	$115.00
Wireless Headset Microphone	$115.00
Gooseneck for Podium	*No Charge*
Push to Talk Microphone System – Multiple microphones	*Call for Quote*
CD Player - 6 Disc	$50.00
6 Channel Audio Mixer	$60.00
16 Channel Audio Mixer	$175.00
32 Channel Audio Mixer	$350.00
Yamaha LS9 16ch. Digital Console	$225.00
Yamaha LS9 32ch. Digital Console	$350.00
1/3-Octave Stereo Equalizer	$50.00
Press Mult Box	$95.00
Telephone Audio Interface	175.00
Direct Box	$20.00
Computer Audio Patch	$20.00
Audio Distribution Amplifier (1 x 8)	$75.00
8-Channel 100' Microphone Snake	$75.00
8-Channel 150' Microphone Snake	$85.00
16-Channel 250' Microphone Snake	$100.00
House Sound System Access Fee (per room/per section)	$50.00
Ballroom House Sound System Access Fee (per section)	$75.00

Contact the Show Services Department at 215.418.4800
or showservices@paconvention.com for equipment and services not listed

1/2" VHS/DVD Combo Player	$65.00
Studio Camera for IMAG	*Call for Quote*
Canon XH A1 HD 3 Chip Video Camera	$275.00
Tripod System for Camera	$80.00
Video Distribution Amplifier (1x4)	$50.00
Video Switcher (passive, 4x1)	$75.00
Barco DCS-200 Seamless Switcher/Scaler	$330.00
Folsom Screen Pro II	$425.00
Analog Way Octa-Vue FX	$300.00
DVCAM Playback/Record Deck	$275.00
Projection Screens	
6' Tripod Screen	$30.00
8' Tripod Screen	$45.00
10' Cradle Screen	$85.00
6' x 8' Fast-Fold Screen w/ Skirt	$65.00
6' x 8' Dress Kit	$50.00
7 1/2' x 10' Fast-Fold Screen w/ Skirt	$85.00
7 1/2' x 10' Dress Kit	$50.00
9' x 12' Fast-Fold Screen w/ Skirt	$95.00
9' x 12' Dress Kit	$50.00
10 1/2' x 14' Fast-Fold Screen w/ Skirt	$115.00
10 1/2' x 14' Dress Kit	$50.00
12' x 16' Truss-Frame Screen w/ Skirt	$175.00
12' x 16' Truss-Frame Dress Kit	$75.00
15' x 20' Truss-Frame Screen w/ Skirt	$350.00
15' x 20' Truss-Frame Dress Kit	$100.00
*HD Screens available	Call for quote
Laptop Rental	
Laptop Computer w/ MS Office	$125.00
Playback Pro MAC Laptop	$200.00
Cable Services	
Cable Feed w/HD Cable Convertor Box (for meeting rooms)	$300.00
Communication Systems	
Wireless Communication System (4 headsets/belt packs)	$275.00
Clear-Com Base Station	$75.00
Clear-Com Headset/Belt pack (wired)	$30.00
Two Way Radio (each)	$25.00
Two Way Nextel (each)	$85.00

creative AV simplified

Contact the Show Services Department at 215.418.4800
or showservices@paconvention.com for equipment and services not listed

House Sound System Access Fee-per intraday change	$50.00
Paging Microphone (per exhibit hall/per show) w/ wired mic	$75.00
Paging Microphone (per exhibit hall/per show) w/ wireless mic	$175.00
160 Watt Self-Powered Speaker w/ Stand	$65.00
300 Watt Self-Powered Speaker w/ Stand	$85.00
18" Powered Subwoofer (Mackie SRM 1801)	$100.00
Turbosound TXD-12M Passive Speaker	$65.00
QSC Amplifier	$75.00
Lighting Equipment	
Ballroom Stage Lights	$600.00
Ballroom Corner Lights	$200.00
Ballroom Dimming Control Board	$95.00
Lecture Stage Lights	$200.00
LED Up light	$35.00
Ellipsoidal/Par Stage Light	$25.00
Crank Up Tree (16')	$95.00
12 Channel Lighting Console	$85.00
6 Channel Dimmer Pack	$75.00
Video & Data Display Equipment Mobile Digital Signage Equipment	
8" Video Preview Monitor	$50.00
20" LCD Flat Panel Monitor (Data Only)	$75.00
24" LCD Flat Panel Display (Data & Video)	$150.00
32" LCD Flat Panel Display (Data & Video)	$200.00
40" LCD Flat Panel Display (Data & Video)	$300.00
52" LCD Flat Panel Display (Data & Video)	$500.00
60" LED Flat Panel Display (Data & Video)	$650.00
Other Sizes Available	Call for quote
Monitor Floor Stand or Table Stand	$50.00
LCD Support Package *(includes VGA cable, projection video cart, & power strip)*	$45.00
4,500 Lumen LCD Projector	$300.00
6,000 Lumen HD LCD Projector	$550.00
12,000 Lumen LCD Projector *(requires 208 volt service)*	$1100.00
Short or Long Throw Lenses for Projector	$150.00
VGA 4x1 Switcher	$60.00
VGA 1x4 Distribution Amplifier	$50.00
RGBH/V Distribution Amplifier (1x6)	$65.00
DVD Player (single disc)	$65.00
Blu-ray Player	$100.00
DVD Recorder	$150.00

Contact the Show Services Department at 215.418.4800
or showservices@paconvention.com for equipment and services not listed

Box Office Service

The Convention Center provides all box office staffing and support for ticket sales to public events. Tickets sold onsite for public events can only be sold by Convention Center staff. A public event is defined as any event that has a paid admission, to which any person can walk in and pay a fee to attend and/or be a spectator. You will be contacted by the Box Office personnel to discuss box office hours, show hours, staffing levels, ticket prices, ticket ordering, box office charges and tax regulations.

All tickets must be approved by the Convention Center and ordered from a bonded ticket printing company. The box office will check all tickets against the show manifest to ensure accuracy prior to opening the sale of tickets to the public. The Center's box office will maintain control of ticket distribution, box office operations and ticket sales personnel. A final statement will be provided by the box office at the end of the event which will detail ticket sales. Customer is responsible for providing documentation of advanced and internet ticket sales at close of show.

If gross ticket sale receipts exceed the basic license fee as stated in the license agreement, the customer shall pay to the Authority fifteen percent (15%) of the difference which is due and payable within ten (10) days of receipt of invoice.

Show management is responsible for payment of all applicable state and local taxes from gross sales of all tickets sold onsite as well as in advance. Our Box Office representative can give you current tax rates.

The Convention Center will provide monies to be used as a bank for all ticket sellers. In addition, the Center will provide all credit card machines necessary to service ticket sales. All on-site ticket sales via credit card at Pennsylvania Convention Center will be charged a 3.5 percent processing fee and a 5 percent withhold for charge backs for 90 days. These items will be on the settlement from the Box Office.

Cash receipts will be deposited into a PACC bank account. At the time of settlement for your event, the Center will deduct ticket revenues (gross ticket sales less applicable tax) for any outstanding balance due to the Center then pay the Event any monies due.

The Convention Center may require an off duty police officer and or officers to be stationed at box office locations and to escort box office staff while transporting ticket monies. The decision to utilize police staffing will be made by the Convention Center's Director of Public Safety and will be based on location of the ticket sales and anticipated attendance and sales.

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YY)

PRODUCER

SAMPLE CERTIFICATE - LEVEL A

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

NAME OF BROKER
COMPANY & ADDRESS

Fox No.
Phone No.

COMPANIES AFFORDING COVERAGE
COMPANY
COMPANY B
COMPANY C
COMPANY D

INSURED **YOUR COMPANY'S NAME AND ADDRESS HERE**
YOUR COMPANIES NAME

ADDRESS

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR		TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		GENERAL LIABILITY				GENERAL AGGREGATE	$2,000, 000
	X	COMMERCIAL GENERAL LIABILITY		XX /XX/XX	XX /XX/XX	PRODUCTS - COMP/OPAGG	$1,000, 000
		CLAIMS MADE OCCUR				PERSONAL & ADV INJURY	$1,OOO,OOO
		OWNER'S & CONTRACTOR'S PROT				EACH OCCURRENCE	**$1,000 ,000**
						FIRE DAMAGE (Any arm fire)	$ 1,000,000
						MED EXP (Any ors pawn)	$ 10,000
B		AUTOMOBILE LIABILITY					**$1,000, 000**
		X ANY AUTO		XX/XX/XX	XX/XX/XX	COMBINED SINGLE LIMIT	
		ALL OWNED AUTOS				BODILY INJURY (Per person)	$
		SCHEDULED AUTOS					
	X	HIRED AUTOS				BODILY INJURY (Per accident)	$
	X	NON-OWNED AUTOS				PROPERTY DAMAGE	$
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	$
		ANY AUTO				OTHER THAN AUTO ONLY:	
						EACH ACCIDENT	$
						AGGREGATE	$
A		**EXCESS LIABILITY**				EACH OCCURRENCE	**$**
		X UMBRELLA FORM		XX/XX/XX	XX/XX/XX	AGGREGATE	
		OTHER THAN UMBRELLA FORM					$
		WORKERS COMPENSATION AND		XX/XX/XX	XX/XX/XX	WC STATU- OTH- I TORY LIMITS	**$500,000**
C		EMPLOYERS' LIABILITY				EL EACH ACCIDENT	$100,000
		PROPRIETOR NERS/EXECUTIVE OFFICERS ARE:	INCL EXCL			EL DISEASE - POLICY LIMIT	
						EL DISEASE - EA EMPLOYEE	**$100,000**
		OTHER					

DESCRIPTION OF OPERATIONS/LOCATIONSNS/VEHICLES/SPECIAL ITEMS

Pennsylvania Convention Center Authority, SMG, Philadelphia Convention & Visitors Bureau, CITY OF PHILADELPHIA, and the Commonwealth of Pennsylvania are named as additional insureds

CERTIFICATE HOLDER

Pennsylvania Convention Center Authority
One Convention Center Place
1101 Arch Street
Philadelphia, PA 19107-2299

SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.
ATHORIZED REPRESENTATIVE

SAMPLE

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YY)

PRODUCER

SAMPLE CERTIFICATE - LEVEL B

NAME OF BROKER
COMPANY & ADDRESS

Fox No.
Phone No.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED **YOUR COMPANY'S NAME AND ADDRESS HERE**
YOUR COMPANIES NAME

ADDRESS

COMPANIES AFFORDING COVERAGE

COMPANY

COMPANY B

COMPANY C

COMPANY D

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
	GENERAL LIABILITY				GENERAL AGGREGATE	$1,000, 000
A	X COMMERCIAL GENERAL LIABILITY		XX /XX/XX	XX /XX/XX	PRODUCTS - COMP/OPAGG	$1, 000, 000
	CLAIMS MADE OCCUR				PERSONAL & ADV INJURY	$1,OOO,OOO
	OWNER'S & CONTRACTOR'S PROT				EACH OCCURRENCE	**$1,000 ,000**
					FIRE DAMAGE (Any arm fire)	$ 50,000
					MED EXP (Any ors pawn)	$ 5,000
	AUTOMOBILE LIABILITY					**$1,000, 000**
	X ANY AUTO		XX/XX/XX	XX/XX/XX	COMBINED SINGLE LIMIT	
B	ALL OWNED AUTOS				BODILY INJURY (Per person)	$
	SCHEDULED AUTOS					
	X HIRED AUTOS				BODILY INJURY (Per accident)	$
	X NON-OWNED AUTOS					
					PROPERTY DAMAGE	$
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	$
	ANY AUTO				OTHER THAN AUTO ONLY:	
					EACH ACCIDENT	$
					AGGREGATE	$
	EXCESS LIABILITY				EACH OCCURRENCE	**$5,000,000**
A	X UMBRELLA FORM		XX/XX/XX	XX/XX/XX	AGGREGATE	
	OTHER THAN UMBRELLA FORM					$
	WORKERS COMPENSATION AND		XX/XX/XX	XX/XX/XX	WC STATU- OTH- I TORY LIMITS	**$500,000**
C	EMPLOYERS' LIABILITY				EL EACH ACCIDENT	
	PROPRIETOR / INCL				EL DISEASE - POLICY LIMIT	
	NERS/EXECUTIVE OFFICERS ARE: / EXCL				EL DISEASE - EA EMPLOYEE	
	OTHER					

DESCRIPTION OF OPERATIONS/LOCATIONSNEHICLES/SPECIAL ITEMS

Pennsylvania Convention Center Authority , SMG, Philadelphia Convention & Visitors Bureau, CITY OF PHILADELPHIA, and the COMMONWEALTH OF PENNSYLVANIA are named as additional insureds

CERTIFICATE HOLDER

Pennsylvania Convention Center Authority
One Convention Center Place
1101 Arch Street
Philadelphia, PA 19107-2299

SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.
ATHORIZED REPRESENTATIVE

SAMPLE

Cleaning, Maintenance and Waste Removal

A. The Authority will provide the following janitorial services as part of the License Agreement:

1) During the course of an event the Authority will provide janitorial services for the PCC public concourses, restrooms, meeting rooms and all common areas that are not used as exhibit space.
2) In the exhibit halls and spaces used for exhibits, the Authority will clean and maintain restrooms, empty PCC trashcans, and attend to spills on the concrete floor. These services will be provided during move-in, show days and move-out.
3) In addition to rent, Licensee shall pay for all services, equipment and personnel ("Services") not specifically included in the License Agreement..
4) The Authority, on behalf of the Customer, will arrange for trash removal from the PCC. The Authority will bill the Licensee for trash removal at prevailing rates.

B. The Licensee shall be responsible for the following additional services:

1) In the exhibit halls and spaces used for exhibits, the Licensee shall be responsible for maintaining the aisles prior to carpet installation, vacuuming carpeted aisles, emptying trashcans supplied by the decorator or others, removing trash from the exhibit floor and taking trash to the dumpsters and compactors.
2) The Licensee shall be responsible for cleaning show management and exhibitor booths.
3) The Licensee shall be responsible for removing trash generated by the event such as boxes, crates, pallets, packing materials, lumber, and all tape adhesives, remnants and residue.
4) It is the Licensee's responsibility to return exhibit halls and meeting rooms to the same condition in which they were received. The use of Licensor's services for any of the above will result in additional charges, in accordance with the applicable provision of the License Agreement.

C. The Customer may hire the Authority to provide the services listed under B, 1-4 or the Customer may hire a cleaning contractor for these tasks. In either case, prevailing rates will apply.

D. Additionally, the Licensee is responsible for the removal of all hazardous and medical waste generated by Licensee and its agents, contractors, employees and exhibitors during the event in compliance with all applicable laws.

E. The Customer is also responsible for the cost of removing booth construction and demolition trash generated by the event. These materials are subject to a construction and demolition hauling fee.

F. Recycling and Landfill dumpsters (both permanent and temporary) are located throughout the facility as listed below. Contamination of Recycling streams is prohibited and will be subject to Trash & Landfill hauling fees.

Bay 1—C Dock (permanent)	Cardboard Compactor
Bay 2—C Dock (permanent)	Single Stream
Bay 3—C Dock (permanent)	Trash/Landfill
Bay 14—B Dock (permanent)	Construction & Demolition (C&D)
Bay 15—A/B Dock (permanent)	Trash/Landfill Compactor
Next to Dock 15 (permanent)	Trash/Landfill Compactor
Bay 20—A Dock (temporary)	Single Stream
Bay 21—A Dock (temporary)	Trash/Landfill
Bay 37—F Dock (permanent)	Trash/Landfill
Bay 38—F Dock (permanent)	Single Stream
Bay 45—G Dock (permanent)	Construction & Demolition (C&D)
Bay 46—G Dock (permanent)	Trash/Landfill
Bay 43—House Dock (permanent)	Food & Beverage Compactor
Bay 56—D Dock (temporary)	Single Stream
Bay 57—D Dock (temporary)	Trash/Landfill

Cleaning, Maintenance and Waste Removal continued

Waste Removal & Hauling Fees

Trash/Landfill Dumpster - $650.00 Per Dumpster
Single Stream Recycling Dumpster—$300.00 Per Dumpster
Construction & Demolition (C&D) Dumpster – $600.00 Per Dumpster
Composting—At the client's request, priced per event by a third party.

- Housekeeping equipment costs are waived when the PCC conducts the pre-post cleaning, otherwise all costs will apply.
- A preplanning meeting is required with the General Service Contractor to review dockbay assignments for waste and recycling streams. Maximizing each waste or recycling stream to the dumpster minimizes hauling fees to the customer as well as cross contamination of streams.

Trash/Landfill Material

- Accepted for trash are waste container trash from the restrooms, show floor, concourses, meeting rooms including items such as chipbags, candy wrappers, condiment packets, plastic bags, Styrofoam, tape, gum, hot liquids, plastic utensils and straws.

Single Stream Recycling Material

Accepted for single stream:

- Clean, dry paper & cardboard
- Newspaper & magazines
- Brochures, pamphlets, junk mail
- Coffee cup sleeves
- Aluminum/steel/tin cans & clean foil
- Plastics #1 to #7
- All rigid plastics
- Glass bottles (including metal caps & lids)
- Yogurt cups
- Juice boxes
- Milk Cartons

Construction and Demolition (C&D) Material

- C&D qualifies for LEED and uses the average recycling rate for all material taken in.
- Accepted for Mixed C&D-are booth material, furniture, plastics, metals, wood, pallets, carpet, foamboard, padding. Small amounts of bricks, blocks, concrete pieces are also accepted. Booth materials can be accepted if preapproved and scheduled with the building.
- Not accepted for C&D—No hazardous, food or organic waste. No tires, mattresses, soil, electronics with cords, bulbs & batteries.
- Booth Material—Show labor is required to dismantle the booth(s) and the General Service Contractor to load the dumpster(s) at the designated location(s).

Recommended Recycable Event Products

To reduce landfill volume, some suggested products to use include:

- Corrugated Cardboard signage (instead of foamboard)
- Badge Recycling
- Electronic Event Programs
- Reusable Conference Bags (instead of single use bags)
- Materials for donation

Sustainability Event Tracking Reports

Event tracking reports are available and are customized based on the client's goals. Clients are encouraged to participate in the Pre-Event Green Team meeting and provide Staff to monitor areas during the event.

Lighting & HVAC Utilities

The Authority will provide lighting and HVAC for your show hours. Utilities are not included for move-in and move-out hours. The following charges will apply for utility requests during move-in/move-out times. Setup lighting is included for all scheduled move-in/move-outs.

Pennsylvania Convention Center Utility Hourly Rates:

Ballroom	Full Lighting	HVAC
Ballroom AB	$50.00	$100.00
Terrace Ballroom 1-4	$50.00	$100.00

Hall	Full Lighting	HVAC
Grand Hall	$50.00	$100.00
Hall A	$50.00	$100.00
Hall B	$50.00	$100.00
Hall C	$50.00	$100.00
Hall D	$50.00	$100.00
Hall E	$50.00	$100.00
Hall F	$50.00	$100.00
Hall G	$50.00	$100.00
Halls ABCDE	$150.00	$500.00

PCC Convenience Outlet Policy

To insure patron safety, the PCC has installed safety devices in meeting rooms, ballrooms and public area corridors. Should you require an adaptor, please contact your Event Manager or our Client Utilities Department at 215-418-2190.

1. Outlets are not to be used by exhibitors under any circumstance.
2. 3rd party vendors are required to place an order with the Client Utilities Department when power is needed.
3. A licensee may use one outlet for personally owned computers (limit 2). The Client Utilities Department will provide an adaptor at not cost.
4. A contractor may use one outlet per meeting room for an AV Presentation. The Client Utilities Department will provide an adaptor at no cost.
5. A licensee may use one outlet per meeting room for an AV Presentation provided the equipment is personally owned. Any equipment used from a 3rd party would require an electrical service order. The Client Utilities Department will provide an adaptor at not cost.
6. AV presenters that supply their own cord must use a grounded 12/3 flat cord which is in compliance with Fire Marshal regulations.

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Credit Application / Master Account Request

Complete All Sections. Incomplete Forms Will Be Returned Unprocessed.

Company Name & Billing Address

_____ Attn: _____
_____ Telephone: _____
_____ Fax: _____
Federal Tax Id#: _____ Dun & Bradstreet#: _____

Bank References

Name: _____ Account#: _____
Contact: _____ Telephone: _____
Address: _____

Vender References (Must Be Within the Past 18 Months)

Company: _____ Phone: _____
Address: _____ Date: _____
City & State

Company: _____ Phone: _____
Address: _____ Date: _____
City & State

Company: _____ Phone: _____
Address: _____ Date: _____
City & State

Purchase Orders: Required? Circle Y or N Tax Exempt? Circle Y or N
(Please Provide Valid Pennsylvania Tax Exempt Forms)

Terms & Conditions

All applications for credit must be received and approved 30 days prior to function date.
All deposits must be received by the due date on the standard license agreement section 2.
Full payment is due upon receipt of invoice or net 30 days. All accounts are considered past due after 30 days.
If credit is granted, client will be notified by a pcca representative.
Pennsylvania Convention Center Authority shall reserve the right to revoke credit privileges, at its sole discretion, at any time.

I hereby release pcca from any liability arising out of its failure to grant credit based on the information PCCA receives from any of the sources listed above. I here-by confirm that above information is correct and authorize PCC to conduct research into the above information, to the extent it deems necessary, for verification.

_____ _____ _____
Signature of Company Officer Title Date

For Office Only

Manager: _____ Date Submitted: _____ Function Dates: _____
Estimated Sales Revenue: _____ F&B (Y Or N) _____
Credit Approved ___ No Billing ___ Credit Limit: $_____ Deposit Required: $_____
Signature Of Accounting Representative: _____ Date: _____ Event Id #: _____

Pennsylvania Convention Center Authority
Customer Satisfaction Agreement

EXHIBIT BOOTHS

The rights in this Section B shall apply to booths of 600 square feet or less.

Exhibitors may set-up and/or tear-down their booths, including using tools (including battery operated power tools) and step stools or ladders as approved by and in accordance with safety and/or other guidelines issued by the PCCA or its designee.

Exhibitors may hang signs or graphics and install floor coverings in their booths.

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

Exhibitors are not restricted to a specific number of people to set-up and/or tear-down a booth however Exhibitors are required to abide by the rule to only allow their Full Time Employees to set-up and/or tear down the booth.

Exhibitors must abide by the hours established by the PCCA or its designee for set-up and tear-down for its employees to be in the booth for set-up and/or tear-down.

Exhibitors are permitted to bring in food or go outside of the Convention Center and bring food back into the exhibit hall during set-up and/or tear-down.

a. **COMPUTERS**

Exhibitors, Show Management and Customers may set up and connect computers and all computer components and any required low voltage power supply equipment for non-public use in accordance with the terms herein. This right shall apply to computers and computer components that are owned by the Exhibitors, Show Management and/or Customers and are not supplied by a rental company.

b. **PRODUCT AND LITERATURE**

Exhibitors, Show Management and Customers may open boxes, stock shelves, distribute and set, set up, place, plug in, hang from hooks Product and literature within the booth and/or Show Management space, excluding the movement of Product and literature in bulk as defined in Exhibit A. Show Management may also place, move, and/or remove their easels and card signs. 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 PCCA.

Customer Satisfaction Agreement

Deliveries

Deliveries to the Pennsylvania Convention Center for Show Managers

In order to assist you in getting your event related material to the center, please follow the procedures below. We do not have the capacity to store shipments prior to your event, therefore all shipments should be scheduled for the time that you occupy the event space.

First and foremost, discuss anything you need delivered to the convention center with your Event Manager. Whether it is a florist with centerpieces, a shipment of programs, or important testing materials, your Event Manager can offer advice and communicate with the building staff to ensure your items arrive at the destination.

Show deliveries for show management, exhibitors, or decorators must be properly addressed with the correct loading dock location. We have many loading docks, Vine Street Ramp for Halls A - E, Hall F, Hall G and House Dock. The correct dock will depend on the location of your event. Please check with your Event Manager for the location that is best for your event for prompt delivery. We do not have the facilities to store large advance shipments, therefore please schedule deliveries to arrive when you or your show contractor will be on-site.

All deliveries should be addressed as follows:

Pennsylvania Convention Center
Name of Show/Meeting
Loading dock
Exhibit hall or meeting space for event (Exhibitors must include booth # & company name)
Philadelphia, PA 19107

If you have a meeting room event that needs a few boxes delivered, the best possible procedure is to bring them the day of the event/meeting or schedule shipments on your first day at our facility. If that is not possible, show management can send a **couple** of boxes to the attention of their Event Manager. We can only offer this to show managers since these items will have to be stored in the event services department. Please make sure that your Event Manager is aware of the shipment so they can advise you of the best labeling for the package, be prepared for arrival, and advise our docks to expect delivery.

Last, but not least, *please keep any tracking numbers and delivery information handy*. Inform your Event Manager as soon as possible if you are missing a package. We are happy to help find an item and this information is critical for us to search our docks, our contractor areas, and check with other events who may have inadvertently received your package.

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SHOW MANAGEMENT CELL PHONE MOBILEQUBE KIOSK PRICING GUIDE

"MobileQubes makes charging your device on-the-go easy and convenient. Rent a Qube at any of our kiosks and plug it into your phone or tablet to charge. Keep using your device on the move, even while it's charging. When you're ready, simply return the Qube to any kiosk. That's it."



The Pennsylvania Convention Center is happy to welcome MobileQube kiosks to our family of event amenities. Each kiosk has ample inventory of portable charging "qubes" for charging all standard mobile devices. **Our MobileQube kiosks are the exclusive charging station solution permitted in our public concourses.**

MobileQubes customers can rent a Qube for $4.99 for the first 24-hours and $.99 per additional one day period. Qubes are also available for purchase for $44.99.

RENTAL PRICING
$750 per kiosk - up to a five day (5) rental. Please call for pricing for rentals longer than five (5) days.

- A kiosk is located in the following locations:
  - On the Arch St. East Concourse (in front of Rm. 108)
  - On the Arch St. West Concourse (in front of Rm. 119)
  - On the 200 Level Concourse.
- These kiosks cannot be relocated
- Rental includes the ability to display a static 1920x1080 png image on the screen on the top of the kiosk

Full Sponsorship Rental
$1,250 per day per kiosk – allows for one convention to have multiple sponsors for the kiosks
Rental includes the following:

- Complimentary attendee Qubes
- The ability to display a static 1920x1080 png image on the screen on the top of the kiosk
- Printing of Sponsor information on receipt

PROCEDURES & FILE SPECIFICATIONS
Images must be submitted **at least twenty-one (21) business days in advance** of move-in date to provide ample time to make sure they display correctly. All files **must** follow PCC size and file format specifications.

For additional information, please contact Show Services at showservices@paconvention.com or 215.418.4800

RATES EFFECTIVE SEPTEMBER 28, 2015 (REV. 7/17)

Digital Signage

Video monitors for show information and advertising are located throughout the Convention Center.

Pennsylvania Convention Center Drone Guidelines (revised 7.31.18)

In addition to FAA Laws, the following regulations will govern the use of all Unmanned Aerial Systems (UAS) ("Drone") inside the confines of the Pennsylvania Convention Center ("PCC")

1. The use of a UAS inside the PCC must be authorized by SMG prior to operation.
2. Dates and hours of operating the UAS inside the PCC must be pre-approved by SMG.
3. The name, address, piloting experience and FAA Approval/Certificate of Registration of the UAS operator will be submitted to SMG in a timely manner.
4. Only one (1) UAS will be authorized to operate inside the PCC at any given time.
5. The UAS is restricted to a gross weight of 10 Pounds.
6. Show Management must ensure that the environment is safe and that the operator is competent and proficient in the operation of the UAS.
7. The UAS must remain at least 25' away from individuals and vulnerable property while in operation.
8. Do not photograph persons in areas where there is an expectation of privacy.
9. The UAS must be equipped with an indoor protective foam 'hull' while operating inside the PCC. (note: hulls are foam covers which minimize damage to drones & soften the impact in case of a crash possibly into a person).
10. The use of the UAS inside the PCC is restricted to Exhibit Halls, Ballrooms and the Broad Street Atrium.
11. Never operate the UAS while under the influence of alcohol or drugs.
12. The UAS operator and Show Management assume all responsibility to any injuries or damages caused by the operation of the UAS inside the PCC.
13. PCC/SMG will not be held responsible for any injuries or damages caused by the operation of the UAS inside the PCC.
14. Certificate of Insurance must be provided by company operating the drone. COI for $1million GL & $2 million excess; PCCA, SMG, City of Philadelphia and Commonwealth of Pennsylvania must be listed as additional insured.
15. PCCA will prepare drone usage waiver and waiver must be signed in advance of drone usage.

Pennsylvania Convention Center Authority or its' designee has the right to revoke the privilege of the UAS operation / operator inside the PCC at any time.

Emergency Contacts and Information

Contact	Phone	Address	
PCCA Command Station	215-418-4911	PCCA-13th & Race Streets	
Philadelphia Police/Fire	9-1-1		
DENTIST-Emergency	215-223-5555	1429 Walnut, 6th Floor	*24 Hour*
FIRE	9-1-1	10th & Cherry Streets	1 Block East of PCC
Hahnemann Hospital	215-762-7000	230 N. Broad Street	1 Block West of PCC
Thomas Jefferson Hospital	215-955-6000	111 South 11th Street	3 Blocks South
Pharmacy-CVS	215-592-1543	1046 Market Street	(Closest to PCC)
Pharmacy-Walgreens	267-330-0290	1 S. Broad Street	*24 Hour*
Poison Control	800-222-1222		
Police	215-418-4955	PCC Substation	
Red Cross (Philadelphia)	215-299-4000		
Urgent Care (Philadelphia)	215-790-3290	1500 Spruce Street	

PCC AED/BLEED KIT LOCATIONS

- Command Station
- East Building—200 Level—East Side of Bridge
- East Building—Hall B Exterior Corridor Near Rear Freight
- West Building—Broad Street Atrium—South Side Wall
- West Building—200 Level/Top of Escalator #41 & 42—Outside of Hall E
- West Building—Terrace Level/Rear Corridor/Behind Terrace 1

Pennsylvania Convention Center PHILADELPHIA

AN SMG MANAGED FACILITY

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 a designated area at the Convention Center, but not the loading dock. As long as it does not have Commercial tags, lettering or Advertising on the vehicle. 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 if they are not **Third-Party Computers**, 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.

I am bringing many computers, monitors, printers and such items into the building. We are using them for registration, show management offices, cybercafé and show management booths. Is my IT staff allowed to come in and set up my computers?

- Exhibitors and Show Managements fulltime employees of their company and may set up and connect computers, tablets and all computer components and any required low voltage power supply equipment for **non-public use (600 sq. ft or less Booth space)**. This right shall apply to computers, tablets and computer components that are owned by the Exhibitors and Show Management that are not supplied by a rental company or third party. (All registration computers shall be unpacked, set and re-packed by electricians. Except: One to two personally-owned registration computers may be set by show management with full time staff.) Public use computer and tablets, such as cyber cafes, exhibiting booth space and meeting rooms, would require the use of Labor to Install and dismantle.

We own our own Tablets and we will use a wireless connection at registration. Do we need electricians to set up our workstations?

- All registration computers are considered public use. This includes tablets 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 and tablets in non-public work areas such as offices. Rental and third-party computers/Tablets would require set up and removal by electrician

Updated 01/25/2019

Frequently Asked Questions-Show Management (continued)

Internet

Is wireless internet available in all areas of the center?

- The Pennsylvania Convention Center can provide wireless internet access in all meeting rooms, exhibit halls, ballrooms, the Grand Hall, the Broad Street Atrium and all concourses and foyer spaces. The applicable charges associated with wireless internet access can be discussed with a member of our Show Services department.

Is there free wireless internet at the center?

- Wireless internet is provided complimentary for attendees on all concourses including the Grand Hall, Broad St. Atrium, Arch St. Bridge and Ballroom Foyers. We support 802.11 dual band: a, b, g, and n protocols.

Can my attendees purchase wireless through your network?

- Currently, attendees cannot purchase wireless on an individual basis through our wireless network.

How many devices does a wireless access point support in a meeting rooms?

- Our wireless design will support the maximum amount of attendees per room.

If I order a hard line for internet access, is it secure? Will I be on a shared network?

- If you order a hardline it is secure and exclusive to you. We provide secure bandwidth with no network sharing.

Is labor additional for internet or telecom services?

- Internet and telecom pricing is to the first device. If you are purchasing services for multiple devices there may be additional costs, please discuss with your show services representative.

Who runs additional data cabling?

- The installation of additional data cabling is handled through Utilities at 215-418-2190 or utilities@paconvention.com. The Show Services Department will coordinate the installation of your initial drop only.

I have a radio that requires an ISDN line. Is this something you can provide?

- If the radio station cannot use an internet or phone line to facilitate their live broadcast, then an ISDN circuit would need to be ordered through the local telephone carrier. The carrier would install the line in our MDF and our technicians would extend the line to the requested location. Please note there is a cost associated with extending an ISDN line.

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.

Updated 01/25/2019

Frequently Asked Questions-Show Management (continued)

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.

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

- Yes, you may setup your tripod screen and computer on the show floor in a booth space 600 sq. ft. or less, however a fast fold screen will require labor.
- AV equipment to be set up in a meeting room would require Stagehand labor for set up, removal and operating of equipment.
- Any sound systems such as microphones, mixers, etc. will require labor.

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 Contractor Services Manager assigned to 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) Translation booths
8) Teleprompters
9) Live streaming
10) Outside entertainment or bands
11) Traveling staff intentions
12) Spyder operations

Updated 01/25/2019

Pennsylvania Convention Center Green Initiatives

The Pennsylvania Convention Center is committed to reducing the environmental impact of our operations and services by becoming environmentally responsible in providing the following:

Low Environmental Impact Cleaning Policy
The PCC is committed to improving the air quality and creating a healthier indoor environment for building personnel and visitors by using cleaning chemicals that are green seal certified and equipment that helps to contribute to the USGBC leadership in energy and environmental design program for existing buildings rating system. This policy reduces the exposure of building occupants to potentially hazardous chemical, biological and particulate contaminants, which adversely impact air quality, health, building systems and the environment. We are reducing the buildings overall carbon foot print by implementing a cleaning program using fewer materials; along with equipment that is designed to remove pollutants, uses less chemicals and reduced water usage.

Waste Reduction/Recycling
The PCC recycles paper, aluminum, glass bottles and jars, plastic containers, pallets, show & donated materials, metal and electronic waste such as lamps and batteries. Cardboard is compacted and recycled from the exhibitions show floor. Recycled containers are placed throughout the building. We can provide our customers with a waste report at the end of their event outlining the different waste streams generated and disposed of for future references on how they have contributed to helping the environment. In 2014 the Center recycled 532 tons diverting 45% of its disposal from landfill.

Food & Beverage
Aramark provides sustainable cutlery, hot/cold beverage cups, napkins and plates made of 100% decomposable and biodegradable materials. Some cooking recipes now call for organically grown vegetables and fruits purchased from local purveyors. The kitchen has an organic waste decomposition machine where food waste is broken down into a liquid and then safety disposed of within the kitchen drainage system. Cooking oil is also recycled.

Low Environmental Impact Pest Management Policy
The Center utilizes an Integrated Pest Management Program (IPM). IPM is an environmentally sensitive approach to pest management that relies on a combination of common sense practices which uses current comprehensive information on the life cycle of pests, and their interaction with the environment. This information in combination with available pest control methods is used to manage pest damage by the most economical means, with the least possible hazard to people, property and the environment.

Restroom Upgrades
Restroom paper products are made from recycled products. Hand soap and cleaning products are green seal certified. Installation of automatic dispensers for water, soap and paper products saves on waste consumption. Automatic lighting and automatic low flow flushometers help reduce utility usage.

Energy Management Program
The Center has put in place an Energy Management S.O.P. in order to conserve and track energy usage. As part of the program, protocol for Dark House and Events are followed. L.E.D. Lighting Retrofits are currently being done in the existing building to reduce electricity usage. Air Curtains were installed in the house dock area to create an air barrier while doors are needed to remain open. For 2014, electricity usage was lowered by 4.5%.

Meeting Standards
SMG manages the day-to-day operations for the Center. SMG has established Best Practices that are categorically defined to adhere to those addressed in the Accepted Practices Exchange (APEX) Green Meeting Standards for Meeting Venues and Leadership in Environmental Energy and Design (LEED) standards. It is the goal of the Center to market and attract sustainable meeting planners, clients and scientific groups based on these standards.

Leadership in Energy and Environmental Design (LEED)
The Center's Expansion which opened in 2011 received LEED Gold Certification for it design. Energy Efficient features include Occupancy Sensor lighting, HVAC controls and demand ventilation for thermal efficiency. The Central Plant has heat exchangers which allow for free cooling or outside air to be distributed throughout the building. The Broad Street Atrium which is surrounded by a glass façade adds significant amounts of natural light to this space. The escalators installed have dual motors and aluminum steps resulting in lighter loads and energy usage.

Environmental Services & Safety Environmental Stewardship
The Pennsylvania Convention Center is committed to reducing the environmental impact of our operations and services by taking stewardship in using equipment and products designed to reduce the negative impact while providing a healthy, high performance cleaning operation within our facility. Since 2006 we have been using as a guideline GS- 42 (green seal environmental standard for cleaning services) and have found that we have been practicing environmental sustainability in conjunction with our cleaning service provider since 1999.

GREEN TEAM RECYCLING & ENERGY-SAVING GUIDELINES
FOR THE PENNSYLVANIA CONVENTION CENTER

PCCA/SMG GREEN TEAM

WASTE & RECYCLING CONTAINER LOCATIONS

DOCK NUMBER AND LOCATION	REFUSE TYPE
1 – C Dock (p)	Cardboard Compactor
2 – C Dock (p)	Single-Stream
3 – C Dock (p)	Trash/Landfill
14 – B Dock (p)	Pallets
15 – A/B Dock (p)	Trash/Landfill Compactor
Next to Dock 15 Inside (p)	Trash/Landfill Compactor
20 – A Dock (t)	Single-Stream
21 – A Dock (t)	Trash/Landfill
37 - F Dock (p)	Trash/Landfill
38 - F Dock (p)	Single-Stream
43 - House Dock (p)	Food + Beverage Compactor
45 - G Dock (p)	Metal
46 - G Dock (p)	Trash/Landfill
56 – D Dock (t)	Single-Stream

(p) = permanent location (t) = temporary location

Thank you for helping to ensure that the Pennsylvania Convention Center remains at the forefront of the industry's sustainability movement.

If you have any questions about what or how to recycle or suggestions on steps we can take to improve our efforts, please contact Janet Mitrocsak at 215-418-4760 or jmitrocsak@paconvention.com.

Pennsylvania Convention Center PHILADELPHIA
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TRASH/LANDFILL EXAMPLES

- Chip Bags
- Candy Wrappers
- Condiment Packets
- Plastic Bags
- Coffee Cup Lids
- Styrofoam
- Tape
- Gum
- Miscellaneous

COMPOSTING

- Food Scraps
- Liquids
- Tea Bags
- Coffee Grinds

SINGLE-STREAM RECYCLING—DO

- Clean/Dry Paper
- Cardboard
- Newspaper
- Magazines
- Brochures
- Pamphlets
- Junk Mail
- Coffee Cup Sleeves
- Clean Foil
- Plastics #1 to #7
- All Rigid Plastics
- Yogurt Cups
- Glass Bottles
- Bottle Caps/Lids
- Juice Boxes
- Milk Cartons
- Napkins
- Paper Towels
- Aluminum/Steel/ Tin Cans

NOT ACCEPTABLE FOR SINGLE-STREAM RECYCLING—DON'T

- Garbage
- Food Waste
- Aerosol Cans
- Plastic Wrap
- Plastic Bags
- Lightbulbs
- Paint Cans
- Waxed Cardboard
- Styrofoam

PLEASE REMEMBER TO:

- Close doors that do not need to stay open
- Keep air curtains on in winter and summer
- Call for lighting only in areas needed for your work
- Turn lights off in rooms not in use
- Conserve water and check your areas for water efficiency
- Call for heating/cooling and escalators to be turned off when events end early
- Have a recycling and container placement plan for each event and review during pre-shift meetings
- Look for leftover items to be recycled, such as wood, metal or unused storage items
- Recycle all refuse generated by your office
- Take a walk to use the proper recycling container
- Use washable cups and plates rather than disposable
- Report good efforts of the green team to management!

Pennsylvania Convention Center
PHILADELPHIA

AN SMG MANAGED FACILITY

SHOW MANAGEMENT WIRELESS INTERNET PRICING GUIDE

- *We support 802.11A, 802.11B, 802.11G, 802.11N, 802.11AC*
- *Wireless Internet is not recommended for registration areas, cyber cafes or the trade show floor in exhibit halls.*
- *Secure SSID's and password can be created to provide a secure wireless network for users.*
- *Wireless internet is provided **complimentary** for attendees on all concourses including the Grand Hall, Broad St. Atrium, Arch St. Bridge and Ballroom Foyers*

PLEASE NOTE:
The complimentary wireless is an unmanaged service with shared 1.5Mb bandwidth.

The prices listed below are based on a bandwidth of 1.5Mb per user in the applicable areas.
5Mb and 10Mb per user bandwidth packages are available.
Please contact a member of the Show Services team for a quote.

EXHIBIT HALL BUYOUT — **$10,000 PER HALL**
This package includes wireless internet coverage in the exhibit hall for the duration of the event. This service is intended for attendee use only.

BALLROOM BUYOUT — **$1,000 PER BALLROOM SECTION**
This package includes wireless internet coverage in the ballroom for the duration of the event.

EXHIBIT HALL HOT SPOT — **$2,500 (UP TO 30 X 30 BOOTH)**
This package includes wireless internet coverage in a designated location on the exhibit hall for attendees only for the duration of the event.

MEETING ROOM — **$500 PER ROOM**
This package includes wireless internet coverage in designated meeting room/s for the duration of the event.

Please contact Show Services at showservices@paconvention.com
or 215-418-4800 for additional information

RATES EFFECTIVE NOVEMBER 1, 2018 (REVISED 11-1-18)

Pennsylvania Convention Center
PHILADELPHIA
AN SMG MANAGED FACILITY

SHOW MANAGEMENT HIGH SPEED INTERNET PRICING GUIDE

Show management internet and networking packages are customizable.
Please contact Show Services at showservices@paconvention.com or 215-418-4800 for additional information.

Dedicated Public Internet Service will accommodate internet functions such as: viewing streaming video, surfing the internet, viewing websites and checking email. These services provide "real IP's", there are no blocked ports and they will support multiple users with VPN connections.

DEDICATED PUBLIC 9Mb SERVICE **$9,000**
This service provides 9 Mbps Ethernet connection speed within one designated area. ***This service includes (10) IP addresses, can expand to (28) total IP addresses. PCC provides DHCP for this service, client can provide their own router.***

DEDICATED PUBLIC 6Mb SERVICE **$7,000**
This service provides 6 Mbps Ethernet connection speed within one designated area. ***This service includes (10) IP addresses, can expand to (28) total IP addresses. PCC provides DHCP for this service, client can provide their own router.***

DEDICATED PUBLIC 3Mb SERVICE **$4,250**
This service provides 3 Mbps Ethernet connection speed within one designated area. ***This service includes (6) IP addresses, can expand to (11) total IP addresses. PCC provides DHCP for this service, client can provide their own router.***

DEDICATED PUBLIC 1.5Mb SERVICE **$2,500**
This service provides 1.5 Mbps Ethernet connection speed within one designated area. ***This service includes (6) IP addresses, can expand to (11) total IP addresses. PCC provides DHCP for this service, client can provide their own router.***

ADDITIONAL PUBLIC IP ADDRESSES **$160**

Private Internet Service will accommodate general internet functions such as: viewing streaming video, surfing the internet, viewing websites and checking email. These services will not support multiple users with VPN connections.

PRIVATE 9Mb SERVICE **$1,800**
This service provides 9 Mbps Ethernet connection speed within one designated area. 4 IP address will be provided.

PRIVATE 6Mb SERVICE **$1,200**
This service provides 6 Mbps Ethernet connection speed within one designated area. 4 IP address will be provided.

PRIVATE 3Mb SERVICE **$1,000**
This service provides 3 Mbps Ethernet connection speed within one designated area. 4 IP address will be provided.

ADDITIONAL PRIVATE IP ADDRESSES **$125**

SWITCH RENTAL 16-Port Gigabit Ethernet switch 10/100/1000 Mbps **$100**

DRY VLAN OR SHARED INTERNET CONNECTION **$600** per drop
This service provides a virtual network connecting two or more locations utilizing 1 Gbps CAT-6 network connection. DHCP is not included unless requested. Cost is inclusive of origination point and final destination point. Internet connection is not included. To include internet, please add one of the internet packages above or higher bandwidth packages below.

HIGHER BANDWIDTH OPTIONS – additional bandwidth options are available, please call for quote

10Mbps: $11,000 **20 Mbps: $18,500** **30 Mbps: $26,000**

IMPORTANT HIGH SPEED INTERNET SERVICE INFORMATION
You will receive one drop in the location. You can bring additional hubs and/or switches or rent them from us. Your computers should have network interface cards that support at least 10BASE-T Ethernet. Your computers should be configured to support TCP/IP. The device we deliver to your location(s) will serve as a DHCP server, so you may use DHCP, static IP addressing or a combination of both. DHCP (dynamic host control protocol) is the recommended method. In most operating systems, such as the various versions of Microsoft Windows, you can configure your computer to use DHCP by selecting to "obtain an IP address automatically" from your TCP/IP control panel. If you choose DHCP, you need not enter the default gateway, DNS server addresses or subnet mask.

RATES EFFECTIVE MARCH 5, 2019

Meeting Room Changeover Charges

Event Services Department

Generally, the first room set (theater or classroom) is included in the rental of the meeting room.

When changeovers from the initial room set are required, please use the below listed rates to budget your expenses. These charges include wall openings, if required during a changeover.

These charges apply if the changeovers occur during regularly scheduled (non overtime) shifts. The shifts are generally 8:00am to 12:00midnight, seven (7) days a week.

Small Rooms - $75.00 per changeover:

100A, 100B, 101A, 102A, 102B, 104A, 104B, 105A, 106A, 106B, 107A, 109A, 110B, 110AB, 111A, 112A, 112B, 300, 301, 302, 303A, 303B, 305, 306, 307A, 307B, 308, 309, 310.

Medium Rooms - $150.00 per changeover:

102AB, 103A, 103B, 103C, 104AB, 105B, 105AB, 106AB, 107AB, 108A, 108B, 109B, 109AB, 111B, 111AB, 112AB, 113A, 113B, 113C, 115A, 115B. 115C, 116, 117, 118A, 118B, 118C, 119A, 119B, 120A, 120B, 120C, 121A, 121B, 121C, 122A, 122B, 123, 124, 125, 126A, 126B, 201A, 201B, 201C, 202A, 202B, 202AB, 203A, 203B, 203AB, 204A, 204B, 204C, 303AB, 304, 307AB.

Large Rooms - $250.00 per changeover:

103AB, 103BC, 108AB, 113AB, 113BC, 115AB, 115BC, 118AB, 118BC, 119AB, 120AB, 120BC,121AB, 121BC, 122AB, 201AB, 201BC, 204AB, 204BC.

Extra Large Rooms - $400.00 per changeover:

103ABC, 113ABC, 115ABC, 118ABC, 120ABC, 121ABC, 126AB, 201ABC, 204ABC.

Air Wall

If only an Air Wall is opened and/or closed, with no other work required the charge per opening and/or closing will be:

a) Meeting Room Air Wall Open/Close: $50.00
b) Ballroom Air Wall Open/Close: $100.00
c) Exhibit Hall Air Wall Open/Close: $300.00

Moving or Relocating Building Furniture

The movement and/or relocation of building furniture (front & back of house) are billed on an individual basis, based on the per man hour charge. Overtime rates may apply.

Note:

Grand Hall, Ballrooms, Exhibit Halls and for any other locations changeover charges are billed on an individual basis, based on the per man hour charge. Changeovers occurring during overtime hours are charged on the basis of **per man overtime hour charges**.

Nursing Station Advertising Prices

The Pennsylvania Convention Center is proud to be the first convention center in the country to offer our customers a nursing suite. We are extremely excited to be able to add our nursing station to our other sponsorship opportunities. It is another effective platform for your exhibitors to reach their desired audience. In addition to providing a much-needed amenity, the nursing suite offers an ideal medium for sponsors to connect to a highly targeted, highly engaged, captive, and grateful audience. The unit is another new and exciting example of the PCC being at the forefront of the convention industry.

Our facility has (2) units located on the 2nd level between Halls A and B and on the 1st level at Broad & Arch Streets.



Prices include one or two panels, production, installation and removal

One Panel - $750.00 Two Panels – $1,200.00

Photography and Logo Policy

Photography Policy

Please submit all requests for Pennsylvania Convention Center photographs or other images in writing. The written request should specify preference of color or black & white, slide or photograph, and size. Your request must indicate the intended use of the photograph or image. The Pennsylvania Convention Center photographs or other images are copyrighted and may not be used for publication purposes without prior written approval of the Authority. In the event the intended use is for publication, the VP of Sales, Marketing requests the name of publication, publication date and written copy in draft and final form.

The Pennsylvania Convention Center has a pre-selected inventory of photography available. In the event our inventory does not meet your needs, arrangements may be made for your photographer, to photograph the interior of the Pennsylvania Convention Center.

Logo Policy

Please submit all requests for Pennsylvania Convention Center logo in writing. The request should specify the intended use of the logo graphic mark and copy - “Pennsylvania Convention Center.” Both the graphic mark and copy - “Pennsylvania Convention Center” - may not be altered in any way and may be reproduced in BLACK only. A draft copy of the invitation, newsletter, etc. for which you are requesting the logo must be submitted to the Authority for approval together with the request for permission to use our logo.

Please forward your written requests to:

Stephanie Boyd, Director of Sales & Marketing
Pennsylvania Convention Center Authority
One Convention Center Place
1101 Arch Street
Philadelphia, PA 19107-2299
Phone: (215) 418-4759
Fax: (215) 418-4861

Rigging Guidelines

The Authority's Production Services Department must approve all rigging prior to the move-in of an event. All drawings should be submitted four (4) weeks prior to the first day of move-in. Rigging Services can provide building drawings in various formats. Rigging limitations are printed on the PCC's drawings. No rigging can commence until a complete set of drawings have been reviewed and approved by Production Services. Please contact your Event Manager for more information.

The Authority's Personal Fall Protection Policy has also been included in the Plan of Operations. This policy has been implemented to ensure the safety of all people working at the PCC. The Licensee, exhibitors, hired contractors and all personnel working on-site must comply with this important policy.

Rigging Guidelines

Rigging Service Order Form

Rigging Checklist

Wheelchair and Scooter Rentals through Scootaround

Scooter and wheelchair rentals to our customers are ordered directly through Scootaround. Daily rental fees are as follows:

- $65.00 for Scooters
- $25.00 for Wheelchairs

Advanced Rentals:

To reserve a scooter or wheelchair call 1-888-441-7575 and enter ext. 6101 as soon as you hear a voice on the line. It is recommended to reserve at least 72 hours in advance to guarantee your rental will be available when you arrive.

Fleet Wheelchair and Scooter Rentals through Scootaround:

Show management may rent wheelchair scooter fleets in advance. To reserve a fleet in advance, contact Scootaround at 1-888-441-7575, ext. 6101. Show management will have to coordinate designated storage for the wheelchair or scooter fleets. Depending on where the fleet is stored, show management may need to order electric through the PCC's Client Utilities Department at 215-418-2190.

Section 6: Decorator and Contractor Information

Building Requirements for Show Contractors
Contractor Rules of Conduct
Contractor Services Documents including Right of Entry
Decorator/Contractor Operations Plan
Equipment Rental Information
Floor Protection Policy-Front of House Spaces
General Service Contractors
Marshaling Yard Procedures
Marshaling Yard Agreement
Personal Fall Protection Policy



Building Requirements for Show Contractors

Contractor Rules of Conduct

All contractors shall adhere to the attached PCC Contractors Rules of Conduct.

Lift Equipment

When not in use, all lift equipment (fork lift, scissors etc.) shall be properly stored outside the building. During inclement weather, with the PCC approval, lift equipment may be stored in the loading dock corridor. Lifts stored on the loading dock or other areas inside the building must have all fuel tanks removed. All lift equipment shall be removed from the building within 24 hours after the completion of move-out. Lift equipment used in public areas must have wrapped wheels to protect carpeted and terrazzo surfaces. Lifts stored in the interior loading dock corridor must have all fuel tanks removed and placed outside in the cages. Refueling must occur outside of the building. Empty cylinders must be placed back in the storage rack immediately.

Motorized Carts/Vehicles/Equipment

Motorized equipment and carts are not permitted on carpeted areas unless wheels are wrapped. Use is limited to move in / move out or when approved by PCC.

Grand Hall

The use of motorized equipment is restricted on the Grand Hall terrazzo floor. Forklifts may be used to bring freight / equipment to the Grand Hall but, may not be driven on the terrazzo floor. Pallet jacks may be used on the terrazzo to distribute material. Proper protection measures must be taken to protect the terrazzo floor during move in / out. Check with Event Services for approval. **Any motorized equipment used in the Grand Hall must be approved in advance.**

Failure to comply with proper floor protection may result in additional fees as a result of damages.

Fuel Cylinder Storage

By order of the Philadelphia Fire Department storage of any type of fuel in the building is prohibited. All empty propane cylinders must be removed from the building. All fuel cylinders must be removed from the premises within 24 hours of after the completion of move-out. Storage of any type of fuel in the facility is prohibited. All propane tanks must be stored on the propane racks outside of Hall B, Hall F and Hall G. Each decorator/production company must designate a representative who is responsible for checking their area at the end of each day to ensure that all tanks are removed from the halls, behind meeting rooms and the interior and exterior of the docks. If the tanks are not removed, the building will take possession of each tank. Several of the racks outside of B-Dock have the capability to be padlocked. You can provide your own padlock to secure the tanks. The padlock must be removed once the event concludes. If the padlock is not removed, the PCC will remove the padlock..

Meeting Rooms

All meeting rooms ar e to be accessed from the back of house corridors. All doors and carpeting must be protected to prevent damage. **Crates cannot be stored behind meeting rooms.**

Rigging

The PCC's Production Services Department must approve all rigging prior to the move-in of an event. All drawings should be submitted four (4) weeks prior to the first day of move-in. Event Services can provide building drawings in various formats. Rigging limitations are printed on the PCC's drawings. No rigging can commence until a complete set of drawings have been reviewed and approved by Production Services.

The PCC's Personal Fall Protection Policy has also been included in the Plan of Operations. This policy has been implemented to ensure the safety of all people working at the PCC. The Customer, exhibitors, hired contractors and all personnel working on-site must comply with this important policy.

All theatrical rigging (hanging truss) is exclusively provided by the Authority. The Authority's Production Services Department must approve all rigging prior to the move-in of an event. All drawings should be submitted four (4) weeks prior to the first day of move-in. Production Services can provide building drawings in various formats. Rigging limitations are printed on the PCC's drawings. No rigging can commence until a complete set of drawings have been reviewed and approved by Engineering.

The Authority's Personal Fall Protection Policy has also been included in the Plan of Operations Packet. This policy has been implemented to ensure the safety of all personnel working at the PCC. The Customer, exhibitors, hired contractors and all personnel working on-site must comply with this important policy.

Removal or Alteration—Facility

All requests for removal and/or alteration to any physical element to the convention center (such as signs, doors, lights, etc.) must receive prior approval from Engineering & Facilities Departments. Please submit to your assigned Event Manager for approval.

Contractor Rules of Conduct

Application

These rules apply to all persons working in/on the premises of or having or seeking to have business with the Pennsylvania Convention Center (PCC), including all employees and vendors of or others having business with contractors of the PCC or its users. As used hereafter, the term "persons" means those to whom these rules apply.

Identification

All persons must wear a valid WIS Badge issued through ESCA when in/on the PCCs premises. Contractors shall provide each of their employees, employee agents, and vendors badge upon entering the building.

Parking

No person may park on the PCC loading docks or premises without written authorization from the PCC.

Access to the Convention Center

a) All persons shall use only those entrances and exits of the PCC designated for them by PCC.
B) All persons will have access only to areas in the PCC where their actual work is to be done. Access to other areas within the PCC is prohibited without specific PCC approval.

Removal of Product, Property and Materials from the PCC

There shall be no secreting or unauthorized possession or removal of exhibit material, exhibit product, PCC property or contractor property in or from the PCC. All discarded or possible abandoned materials at the conclusion of an event shall be the property of the PCC until disposed of by the PCC. Any violation of this rule may result in criminal prosecution.

Package Control

All persons and all packages or articles in the custody of all persons entering, in/on or leaving the PCC premises may be searched.

Smoking Policy

The Pennsylvania Convention Center is a non-smoking facility. Smoking of any kind (including electronic cigarettes) is prohibited inside the facility as well as any exterior loading dock areas including the Vine Street ramp. Smoking is also prohibited within 25 feet of any entrance to the building.

Emergency and Safety Procedures

All persons may be required to assist in the Safety/Security Division of the PCC in an emergency.

Contractor Services Documents

Contractor Services Documents including work jurisdictions, labor rates, observed labor holiday schedule

Right of Entry

Acceptance of the Right of Entry terms and conditions is a mandatory requirement to work at the PCC.

All contractors, including those acting as a contractor, must read, understand, sign and obey the Right of Entry to work at the PCC. Working at the PCC is a privilege.

Crate Storage

Crates are not permitted to be stored in occupied halls

Crates are not permitted to be stored behind meeting rooms

Storing Crates In Unoccupied halls

- Crate storage shall not exceed a height of 12 feet.
- Crate storage shall have eight (8) foot aisles every 50 feet.
- 24 hour Fire Watch is required for crate storage in unoccupied halls.
- 10lb ABC fire extinguishers are required every 10 feet.
- Nothing is permitted within 15’ in any direction of exit doors.
- Nothing is permitted within 15’ in any direction of Fire Stairs.
- Clear paths must be maintained to all exits.
- Nothing is permitted within 5’ of Electrical Columns.

  Propane tanks must be removed from lifts left in the hall overnight and placed outside in cages.

Storing Crates In Interior docks

- Storing Empties behind halls requires 3’ wall clearance.
- Storing Empties behind halls requires 8’ traffic aisles.
- Storing Empties behind halls requires 10lb ABC Fire extinguishers every 10’.
- Storing Empties behind halls requires that empties are not stacked higher than 8’.

  Propane tanks must be removed from lifts left in the dock overnight and placed outside in cages.

Storing Crates on Exterior docks

- Empty crates must not be stacked higher than the top of the bay doors.
- No storage on the ramps (A, B, C, D, E, F and G).
- Crates cannot block dumpsters or compactors.

Pennsylvania Convention Center PHILADELPHIA

DECORATOR/CONTRACTOR OPERATIONS PLAN

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

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

Registration Counter Installation: (Date & Time)	**Registration Counter Removal:** (Date & Time)
Cyber Café Installation: (Date & Time)	**Set Show Offices:** (Date & Time)
Show Management Freight Arrival: (Date & Time)	**Set Show Mgmt Booth and/or Assn Booth:** (Date & Time)
Exhibitor Advance Freight Arrival: (Date & Time)	**Set Service Desks:** (Date & Time)
Exhibitor Carpet Roll Out: YES _____ NO_____	**Install Booth Carpet:** (Date & Time)
Heavy POV's: YES _____ NO _____	**Carpet Cleaning Contracted by Decorator:** YES ___ _NO___
Marshalling Yard Usage: Yes____ NO_____	**(If yes please include w/times in activity section below.)**
Aisle Carpet Drop: (Date & Time)	**Trailer Drop:** (Date & Time) **Number of Trailers:**

	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 Dept
FAX: 215.418.4823 or e-mail: EMe-mail

CC: Show Services, Utilities Services, Security Services
Contractor Services, Set Up & Housekeeping, Command,
Director of Events

Pennsylvania Convention Center
PHILADELPHIA

AN SMG MANAGED FACILITY

Eastern Lift Truck Co., Inc. Contract & Price List

Terms of Agreement

For and in consideration of the mutual covenants, promises, and conditions set forth in this Master Lease Agreement, the parties agree as follows:

1. General

This master lease agreement shall govern any purchase order or other instrument now or hereafter issued by LESSEE for the lease of any equipment or accessories by LESSEE from Eastern Lift Truck Co., Inc. for use at the Pennsylvania Convention Center. Each purchase order or other instrument shall, in addition to any special provisions contained therein, incorporate by reference and be subject to all of the terms and conditions set forth in this agreement. To the extent of any conflict between any terms or conditions of this agreement and any purchase order or other instrument, the special terms of the applicable purchase order or instrument shall govern.

2. Rental Terms and Time

a) LESSEE hereby leases from Eastern Lift Truck Co., Inc. the equipment, machinery or other property described on the purchase order and agrees to pay rent to Eastern Lift Truck Co., Inc., with the beginning date for the minimum guaranteed period or as specified on the purchase order, at the rate set forth in the attached rate schedule (Schedule "A") and the applicable purchase order.

b) The LESSEE agrees that the rates provided for in this contract are considered straight time rates based on not more than eight (8) hours per day, forty (40) hours per week or one hundred sixty (160) hours in any one twenty-eight (28) consecutive day period. Should the equipment be used longer than the above specified hours in any specified period, the overtime rate shall apply. The minimum rental period is one (1) day. The weekly rate applies only if the equipment is out at least one (1) full week and the monthly rate applies only if the equipment is out at least twenty-eight (28) consecutive days and only if the corresponding rental period is guaranteed at the beginning of the rental period. No allowances will be made for Sundays, holidays, or inclement weather.

c) The overtime rate for equipment rented on a daily basis for each one hour of overtime shall be the daily rate divided by eight (8) hours. The overtime rate for equipment rented on a weekly basis shall be, for each hour of overtime, the weekly rate divided by forty (40) hours. The overtime rate for equipment rented on a monthly basis (28 consecutive days) shall be, for each hour of overtime, the monthly rate divided by 160 hours. The overtime rate shall be charged for one (1) hour of overtime whether or not equipment is used for one (1) full hour of any part of an hour.

d) Upon execution of this agreement, and with the continuing obligation to modify on a current basis, LESSEE shall set forth on Schedule "B", the names, titles and telephone numbers of those individuals authorized by management of LESSEE to phone in and/or issue and/or sign purchase order numbers and/or purchase orders.

e)

3. Location of Use

LESSEE represents that the Leased Property shall be used, operated, or stored only at the Pennsylvania Convention Center, 1101 Arch Street, Philadelphia, PA, and agrees that the Leased Property shall not be removed from said location, other than to deliver possession to Eastern Lift Truck Co., Inc., without the express written consent of Eastern Lift Truck Co., Inc., in advance.

4. Inspection Upon Delivery

LESSEE agrees to inspect the Leased Property immediately upon its delivery to LESSEE's possession. Upon acceptance of deliver of the Leased Property, it shall be conclusively presumed that LESSEE has, in fact, examined the same and terms it to be in good working order unless LESSEE, within twenty-four (24) hours of
delivery, reports any damage or malfunction to Eastern Lift Truck Co., Inc., and the carrier or person making the delivery. In the event such damage or malfunction is discovered and timely reported, Eastern Lift Truck Co., Inc., shall have the option to repair or replace the Leased Property within a reasonable time or to cancel the purchase order and return the advance rental payments to LESSEE without incurring any further liability.

5. Damage to Leased Property After Delivery

In the event the Leased Property is damaged or malfunctions or otherwise proves unfit for its intended use for any reason whatsoever after LESSEE has received the property, LESSEE shall immediately notify Eastern Lift Truck Co., Inc., of the same. If such damage, malfunction or unfitness results from abusive handling of, reckless or negligent use by or other fault of LESSEE or one of LESSEE's agents. LESSEE shall return the Leased Property to Eastern Lift Truck Co., Inc., and pay: (1)all transportation charges thereon; (2)at
Eastern Lift Truck Co., Inc.,'s option either [a] the total value to replace such property or [b] Eastern Lift Truck Co., Inc.,'s regular and usual repair charges to put such property in as good condition as when delivered to LESSEE, usual wear and tear excepted; and (3)all rental charges through the time that Eastern Lift Truck Co., Inc., needs to obtain parts and make repairs. If such damage, malfunction or unfitness is not due to the abusive handling or reckless or negligent use by or other fault of the LESSEE, or its agents, LESSEE may return the Leased Property to Eastern Lift Truck Co., Inc., but LESSEE shall pay all rental charges accrued to the time such damage, malfunctions or unfitness is reported to Eastern Lift Truck Co., Inc., and LESSEE shall pay all transportation charges for returning such property to Eastern Lift Truck Co., Inc.,. Eastern Lift Truck Co., Inc., shall then have the option to repair or replace the Leased Property within a reasonable time or to cancel this Lease Agreement without incurring any further liability.

6. Obeyance of Laws

LESSEE agrees to comply with all laws, ordinance, regulations and standards affecting the operation of the Leased property and to defend at its own expense, indemnify and hold Eastern Lift Truck Co., Inc., harmless from any and all damages, claims, losses, fines, penalties, costs and expenses (including reasonable attorney's fees) incurred by Eastern Lift Truck Co., Inc., as a result of any violation or alleged violation of such laws, ordinances, regulations or standards. Eastern Lift Truck Co., Inc., expressly disclaims any responsibility for TRICO's compliance or failure to comply with all governmental safety or health regulations or standards.

7. No Warranties by Eastern Lift Truck Co., Inc.,

LESSEE AGREES THAT Eastern Lift Truck Co., Inc., IS NOT THE MANUFACTURER OF THE LEASED PROPERTY NOR THE AGENT OF THE MANUFACTURER. LESSEE FURTHER AGREES THAT Eastern Lift Truck Co., Inc., GIVES NO WARRANTY, EXPRESS OR IMPLIED, AGAINST PATENT OR LATENT DEFECTS OR THAT THE LEASED PROPERTY SATISFIES THE REQUIREMENTS OF ANY LAW, RULES OR CONTRACTS WHICH PROVIDE FOR SPECIFIC DESIGNS, MANUFACTURING FUNCTIONS, SAFEGUARDS OR DEVICES. THE ONLY WARRANTIES RELATING TO THIS LEASE AGREEMENT AND THE LEASED PROPERTY ARE THOSE GIVEN BY THE MANUFACTURER, IF ANY. OTHER THAN THOSE WARRANTIES GIVEN BY THE MANUFACTURER, IF ANY, LESSEE ACCEPTS LEASED PROPERTY "AS IS".

SAMPLE

PCC. 02/2014

Eastern Lift Truck Co., Inc., ITSELF MAKES NO EXPRESS OR IMPLIED WARRANTIES AS TO ANY MATTER WHATSOEVER INCLUDING, WITHOUT LIMITATION, THE CONDITION OF EQUIPMENT, ITS MERCHANTABILITY OR ITS FITNESS FOR ANY PARTICULAR PURPOSE. NO DEFECT IN, OR UNFITNESS OF, THE EQUIPMENT SHALL RELIEVE THE LESSEE OF THE OBLIGATION TO PAY RENT OR ANY OTHER OBLIGATION UNDER THIS LEASE.

8. Operation and Maintenance

LESSEE agrees to use and operate the equipment for the purpose for which it is intended and within its normal capacity. When equipment is not in use, it will be kept in a protected area. LESSEE shall take care of normal needs of the equipment, including supplying fuel, oil, grease and water, daily checking of general condition, including tires, oil levels, cooling system, water and batteries, recharging batteries and will perform other routine preventive maintenance set forth in the Machine Operator's Manual for the equipment. LESSEE shall not make any repairs or modifications to the equipment. LESSEE agrees that only trained and experienced personnel will be permitted to operate the equipment. LESSEE agrees to comply with all OSHA and ANSI regulations including wearing and using a safety harness when operating any aerial lift.

9. Collision, Comprehensive and Liability Insurance

LESSEE agrees to obtain and maintain at its own expense, collision, comprehensive and liability insurance on the Leased equipment at all times during the term of this Lease Agreement and any renewal or extension thereof. All of the insurance coverage shall be in a form and amount and with companies approved by Eastern Lift Truck Co., Inc., and shall be in the joint names of Eastern Lift Truck Co., Inc., and the LESSEE. Liability insurance coverage shall be in the minimal amounts of $500,000.00 singel limits. Before any equipment covered by this Lease is delivered to the LESSEE, the LESSEE shall provide policies or certificates of insurance containing the required coverage, and an agreement by the insurer that it will give Eastern Lift Truck Co., Inc., thirty (30) days written notice before the policies are altered, not renewed or cancelled. The collision, comprehensive and liability insurance shall insure Eastern Lift Truck Co., Inc., for an against any liability or loss for injury or death to any person or persons or for damage in any property including the equipment, resulting from or arising out of the use, possession or operation by LESSEE of the equipment leased under this Agreement.

10. Ownership

The equipment is and shall at all times remain the property of Eastern Lift Truck Co., Inc., and LESSEE shall have no right, title or interest in the equipment. The parties agree and acknowledge that for federal income tax purposes, Eastern Lift Truck Co., Inc., is the owner of the equipment and the LESSEE is and shall be considered the LESSEE of the equipment.
LESSEE further agrees not to pledge, loan or otherwise dispose of the equipment. Furthermore, it is expressly agreed and acknowledged by LESSEE that LESSEE is not the agent, servant, representative or employee of Eastern Lift Truck Co., Inc., in any manner and for any purpose.

11. Indemnification for Injuries or Damage

LESSEE AGREES TO DEFEND AT ITS OWN EXPENSE, INDEMNIFY AND HOLD Eastern Lift Truck Co., Inc., the Pennsylvania Convention Center Authority, SMG, the City of Philadelphia, and the Commonwealth of Pennsylania HARMLESS FOR ANY AND ALL DAMAGES, LOSSES, CLAIMS, COSTS AND EXPENSES (INCLUDING REASONABLE ATTORNEY'S FEES) INCURRED BY Eastern Lift Truck Co., Inc., AS A RESULT OF ANY INJURY TO PERSON, LIFE OR PROPERTY CAUSED BY THE LEASED PROPERTY OR ITS OPERATION WHILE IN THE POSSESSION OF THE LESSEE OR ANY OTHER PERSON OR ENTITY POSSESSING THE LEASED PROPERTY DURING THE TERMS OF THIS LEASE.

12. Assignment by Lessee

Any attempted assignment or sublease by LESSEE of its right hereunder without prior written consent of Eastern Lift Truck Co., Inc., shall be null and void. The acceptance by Eastern Lift Truck Co., Inc., of any rent from any person claiming as assignee or otherwise shall not constitute a recognition of such assignment or a waiver by Eastern Lift Truck Co., Inc., of its rights against LESSEE.

13. Inspection by Eastern Lift Truck Co., Inc.,

LESSEE shall permit any agent of Eastern Lift Truck Co., Inc., at any reasonable time to inspect the Lease Property. Eastern Lift Truck Co., Inc., shall at any and all times during business hours have the right to enter into and upon the premises where the equipment may be located for the purpose of inspecting the equipment or observing its use. The LESSEE shall, whenever requested by Eastern Lift Truck Co., Inc.,, advise Eastern Lift Truck Co., Inc., of the exact location of the equipment. Furthermore, the LESSEE shall give Eastern Lift Truck Co., Inc., immediate notice of any attachment or any other attempted judicial process affecting any item and equipment.

14. Default

Upon the occurrence of any of the following events of defaults, this Lease Agreement, at the option of Eastern Lift Truck Co., Inc., and with notice to LESSEE shall terminate and LESSEE shall immediately surrender possession of the Lease Property to Eastern Lift Truck Co., Inc., at the place and time specified by Eastern Lift Truck Co., Inc.,: (1)the filing of a petition in bankruptcy by or against LESSEE, whether voluntary or involuntary; (2)the making by LESSEE of a general assignment for the benefit of creditors or the appointment of a receiver to take charge of LESSEE's business; (3)any execution or attachment against which attempts to include the Leased Property; (4)the devolution or passing of this Lease Agreement by operation of law to any person or entity other than LESSEE; (5)any failure by LESSEE to pay any rent or other amounts specified herein within five (5) days after the same is due; (6)any attempt by LESSEE to assign or sublet its rights under this Lease Agreement without consent of Eastern Lift Truck Co., Inc.,; (7)any default or noncompliance by LESSEE of any of the terms and conditions of this Lease Agreement. Upon default by LESSEE and a refusal or failure by LESSEE to immediately surrender possession of the Leased Property, Eastern Lift Truck Co., Inc.,, with or without process of law, may repossess the same without being deemed guilty of any unlawful conduct. In the event of default by LESSEE, LESSEE agrees to pay Eastern Lift Truck Co., Inc., in addition to all other amounts due, reasonable attorneys fees and court costs incurred by Eastern Lift Truck Co., Inc., and asserting its rights hereunder. The rights and remedies reserved by Eastern Lift Truck Co., Inc., herein shall be cumulative and not exclusive of any right or remedy provided by law. Any delay or failure by Eastern Lift Truck Co., Inc., to exercise any rights shall not be construed of a waiver of that right.

15. Customer Damage Waiver

INSURANCE POLICIES USUALLY COVER FOR LIABILITY TO THIRD PARTIES FOR ANY DAMAGES OR INJURIES CAUSED WHILE THE INSURED IS USING RENTED EQUIPMENT BUT OFTEN DOES NOT COVER FOR LOSS OR DAMAGE TO THE RENTED EQUIPMENT ITSELF. IN THE EVENT THAT LESSEE DOES NOT HAVE APPROPRIATE INSURANCE TO COVER DAMAGE TO THE EQUIPMENT, LESSEE SHALL BE OBLIGATED TO PURCHASE Eastern Lift Truck Co., Inc.,'s CUSTOMER DAMAGE WAIVER. IF THE CDW IS PURCHASED, Eastern Lift Truck Co., Inc., AGREES TO WAIVE ITS RIGHTS TO RECOVER FROM LESSEE THE LOSS RESULTING FROM DIRECT DAMAGE TO THE LEASED EQUIPMENT DUE TO THEFT, COLLISION, UPSET, FIRE, WIND STORM, RIOTS, CIVIL COMMOTION, VANDALISM AND MALICIOUS MISCHIEF AND OTHER SIMILAR TYPE LOSSES. LESSEE AGREES TO PAY FOR THE CUSTOMER DAMAGE WAIVER FOURTEEN (14%) PER CENT OF THE RENTAL RATE CHARGED FOR USE OF THE EQUIPMENT WHICH BECOMES EFFECTIVE AT THE TIME OF DELIVERY OF THE EQUIPMENT AND REMAINS IN EFFECT FOR THE DURATION OF THE RENTAL

SAMPLE

PERIOD. AS LONG AS THE ACCOUNT IS PAID WITHIN THE PAYMENT TERMS AS INVOICED. THE PROTECTION ONLY APPLIES FOR THE PERIOD THAT LESSEE LEASES THE SPECIFIC PIECE OF EQUIPMENT.

16. Liability of Eastern Lift Truck Co., Inc.,

Eastern Lift Truck Co., Inc., SHALL NOT BE LIABLE FOR ANY LOSS OR DAMAGE WHATSOEVER WHICH HAS OCCURRED AS A RESULT OF DELAY, OR FAILURE TO FURNISH EQUIPMENT REGARDLESS OF THE CAUSE. Eastern Lift Truck Co., Inc., SHALL NOT BE LIABLE FOR ANY DAMAGE BY REASON OF FAILURE OF THE EQUIPMENT TO OPERATE OR FAULTY OPERATION OF THE EQUIPMENT. Eastern Lift Truck Co., Inc., SHALL NOT BE HELD RESPONSIBLE FOR ANY DIRECT OR CONSEQUENTIAL DAMAGES OR LOSS AS RESULTING FROM THE INSTALLATION, OPERATION OR USE OF THE PRODUCTS OR MATERIALS FURNISHED BY TRICO.

17. End of Rental

It is the responsibility of the LESSEE to end each rental by: (1) calling 215-418-4864; (2) furnishing to the Dock Manager Eastern Lift Truck Co., Inc.,'s Unit Control Number; and (3) receiving an off rent number from the Dock Manager.

18. Term of Lease

Term of lease shall be deemed to commence on the effective date indicated in this Agreement and shall continue on a thirty (30) day, month-to-month basis thereafter, unless or until either party cancels upon thirty (30) days written notice to the other. Notice shall be deemed given on the date of postmark, fax transmittal, FedEx pickup or personal delivery. Upon the expiration or earlier termination of this Lease, with respect to any item of equipment, the LESSEE shall return the equipment to Dock Manager. Upon return, the equipment shall be in good operating condition and working order, ordinary wear and tear resulting from proper use excepted.

19. Entire Agreement

This Lease Agreement constitutes the entire agreement between the parties. This Agreement shall not be modified except by a written agreement signed by both parties.

Name of Lessee:

BY:_____

Please print name:_____

Title:_____

Company:_____

Address:_____

Phone #: _____ Date:_____

Eastern Lift Truck Co., Inc., Rentals - Lessor

BY:_____

Title:_____Date:_____

*Customer is responsible for supplying their own safety harnesses and for their own propane. Any fuel used from the machine will be charged a fuel rate.

Personnel Authorized To Order Equipment

1. _____
2. _____
3. _____
4. _____
5. _____

SAMPLE

PCC. 02/2014

Rate Schedule

Core Fleet – Located at Convention Center p 856-534-8922 f 215-754-4938 or you can email to tgoodwin@easternlifttruck.com

Type	Daily Rate	Weekly Rate	Monthly Rate
Aerial Work Platform			
60' Boom	397.00	874.00	1,963.00
45' Boom	313.00	701.00	1,584.00
30' Scissor	233.00	392.00	841.00
20' E Scissor	87.00	157.00	340.00
Forklifts			
5000 lb	121.00	264.00	786.00
4 Stage	176.00	412.00	1,050.00
5000 lb w/Scale	231.00	539.00	1,573.00
Electric Cart			
3 Wheel	68.00	127.00	375.00
Long Deck	68.00	127.00	375.00
With Cab	68.00	127.00	375.00
Golf Cart			
Gas	80.00	180.00	400.00
Electric	68.00	153.00	340.00
Trailer – Job Site*	75.00	150.00	300.00
Pallet Jacks	91.00	182.00	523.00
Light Towers	93.00	229.00	605.00
Carpet Pole	25.00	100.00	200.00
Glasier / Sign Package	25.00	100.00	200.00

Customer is responsible for their own propane. Any fuel used from the machine will be charged a fuel rate.
There will be no freight charged for core fleet located at the PCC.
Quantities are subject to change based on usage.
Customer is responsible for safety harnesses.
Trailer setup and transportation is additional.

SAMPLE

PCC_02.2014

Floor Protection Policy – Front of House Spaces

Introduction

This policy details action required to protect carpet, marble, tile, terrazzo floor surfaces and other design details in certain locations of the Pennsylvania Convention Center.

This policy applies to the movement of any material and equipment, at any time, including specific guidelines concerning the allowable methods of conveyance; materials and equipment required to protect floor surfaces.

Failure to comply with proper floor protection may result in additional fees as a result of damages.

1) Application

a) This policy is applied by the Pennsylvania Convention Center (the "PCC") to all Licensees (the "Licensee"), their contractors and/or designees.

b) Licensees shall distribute this policy to their contractors and/or designees.

c) The Licensees, their contractors and/or designees must comply with this policy.

d) The Licensees, their contractors and/or designees must ensure the provision, proper application, removal and disposal of all materials and equipment.

e) The Authority retains the right to limit the use of any vehicle(s) at any time.

2) Areas

a) This policy applies to all areas outside of the Pennsylvania Convention Center Exhibit Halls including, but not limited to:

Concourses, Meeting Rooms, Ballrooms and Offices:

Arch Street-East & West Concourses	Broad Street Atrium
12th & 13th Street Concourse	Room 201- 204 and Grand Hall
Rooms 101-126	Ballroom Prefunction
Registration Bridge	Ballroom-AB and Terrace Ballroom
Exhibit Hall-A, B, C, D, E, F & G Concourses	
Reading Terminal Head House – All levels	
200-Level Concourse	

The use of all Powered Vehicles as defined below is prohibited in the following areas:

12th & Arch Entrance Vestibules	300-Level Concourse
Food Court Level- Rooms 300-310	

b) Any additional areas as determined by the Authority.

3) Powered Vehicles

a) Powered Vehicles are defined as any conveyance powered by any form of fuel including, but not limited to:

Forklift trucks and tow motors	Articulating & telescoping personnel lifts
Flat, long bed, four wheel carts	Elevated lift platforms & scissor lifts
Three & four wheel carts & golf carts	

b) Other vehicles as may be determined by the Authority

c) The Authority, at its sole discretion, may require different standards of floor protection for different types of vehicles.

Failure to comply with proper floor protection may result in additional fees as a result of damages.

d) Exempted from this policy are powered wheel chairs.

4) Powered Palette (pump) Jacks, Non-Powered Palette (pump) Jacks, Carts and Dollies

a) The use of powered or manual palette jacks as well as non-powered carts and dollies is encouraged as an alternative to other means of conveyance.

b) The Authority retains the right to limit the use of any vehicle(s) at any time.

Floor Protection Policy – Front of House Spaces-cont'd

5) General Protection

a) When forklift trucks are used in certain areas including marble, tile or terrazzo surfaces, the installation of both polyethylene sheeting and plywood is required. The length of all polyethylene sheeting must be secured with 4" highly visible tape that has the word "Caution" noted on the tape. The tape must be supplied by vendor and the PCC will also make portable "caution" signs available for use. The signs will be placed by the PCC Housekeeping along the perimeter of the polyethylene sheeting. ***Additional fees will apply if floor protection is not installed.***

b) The specific materials detailed in this policy are the only acceptable materials.

i) Other floor protection materials exceeding those detailed herein may be substituted only with the prior approval of the Authority.

6) Carpeted Surfaces

a) **Forklift Trucks** -

i) All carpeted areas are to be covered in two (2) layers of carpet grade, self-adhering polyethylene film.
ii) The final thickness of material must be no less than 6mil.
iii) Acceptable materials include:
(1) Americover – Carpet Cover #CC (or CCFR) 36x500 (36" x 500')
(2) Americover – Carpet Cover #CC (or CCFR) 48x500 (48" x 500')
iv) Carpeted surfaces on which crates or boxes are placed, even temporarily, must be protected by the use of polyethylene sheeting with 5/8" minimum thickness.
v) Self-adhering polyethylene film SHALL NOT be used on marble, tile or terrazzo surfaces.
vi) Film will be taped at all edges with black & yellow safety tape compatible for carpet surfaces, free of residual glue upon removal.
vii) Orange safety cones for carpet surfaces to be placed upon film edges.

Additional fees will apply if floor protection is not installed.

b) **Carts, Personnel, Elevated Platform and Scissor Lifts**

i) All areas where the use of vehicles other than forklift trucks is approved including, but not limited to those listed in Section 3 require that the tires of the vehicle be wrapped.
(1) Tires may be wrapped in multiple layers of plastic.
(2) Tires may be wrapped in multiple layers of tape.
(3) Tires may be covered using commercially available tire covers.

ii) Carpeted surfaces on which crates or boxes are placed, even temporarily, will be protected by the use of polyethylene sheeting as described in Section 6, a – Forklift Trucks.

7) Marble, Tile, Terrazzo and Other Uncarpeted Surfaces

This section applies to the Grand Hall, Reading Terminal Head House, Broad Street Atrium and other areas at the sole discretion of the Authority.

c) **Carts, Personnel, Elevated Platform and Scissor Lifts**

i) All areas where the use of vehicles other than forklift trucks is approved including, but not limited to those listed in Section 3 require that the tires of the vehicle be wrapped.

(1) Tires must be wrapped in multiple layers of plastic.
(2) Tires must be wrapped in multiple layers of tape.
(3) Tires must be covered using a commercially available tire cover.
(4) Specific requirements apply to the use of forklift trucks.

d) **Forklift Trucks, Performance Stages, Risers**

i) All marble, tile, terrazzo or other uncarpeted surfaces require protection.
(1) This includes surfaces on which metal structures are placed or erected.
(2) Surfaces on which crates are placed even temporarily.

ii) Any such surface on which a forklift truck will be operated must be protected by at least one (1) layer of 6mil polyethylene sheeting under one (1) layer of ¾" or greater plywood.

e) Self-adhering polyethylene film **SHALL NOT** be used on marble, tile or terrazzo surfaces.

Floor Protection Policy – Front of House Spaces-cont'd

8) Floor Drains

Use of temporary sinks and floor drains must be kept free of obstructions, grease, dirt, debris, chemicals and cement materials at all times.

9) Damage to Property

Nothing in this policy relieves the Licensee, contractors and/or designees from their responsibility for damages caused during the term of the license as provided for in the license agreement.

10) Allowed and Prohibited Uses:

a) No Powered Vehicles, as described above, are permitted in or on any area of the building, including those listed above when attendees are present.

b) The Authority shall make final determination concerning acceptable practices.

11) Penalty Charges:

a) Current penalties for damages are assessed on a T&M basis for repairs. Estimates and quotes to be provided at the time of the damage assessment.

b) If carpet protection film is not installed by the contractor, a $750 penalty will be applied per occurrence.

c) Damages and penalties will be assessed on the Pre & Post Inspection Report and listed under Settlement Damage Charges.

General Service Contractors

The general service contractors listed below have indicated an interest in providing full services for trade and consumer shows at the Pennsylvania Convention Center. The list is provided by the Pennsylvania Convention Center without warranty, express or implied, with regards to any services or business transactions the Customer may have with any of the general service contractors.

AGS Expo
4561 SW 34th Street
Orlando, FL 32811
Office: (407) 292-6162
Fax: (407) 292-4414
Mark T. Garvey
www.ags-expo.com

ARATA Expositions, Inc
4104 L.B. McLeod Road
Orlando, FL 32811-5615
Office: (407) 422-3636
Fax: (407) 839-5929
Tom Arata, Jr.
www.arataexpo.com

AEX Convention Services
3089 English Creek Avenue
Egg Harbor Township, NJ 08234
Office: (609) 272-1600
Fax: (609) 272-1680
Andy Minton
www.aexservices.com

Brede Exposition Services
6801 Mid Cities Avenue
Beltsville, MD 20705
Office: (800) 368-2790
Fax: (301) 937-6513
www.brede.com

Freeman Decorating Company
909 Newark Turnpike
Kearny, NJ 07032
Office: (201) 299-7423
Fax: (201) 299-0452
Mike Pietraszek
www.freemanco.com

General Exposition Services
205 Windsor Road
Pottstown, PA 19464
Office: (610) 495-8866
Fax: (610) 495-8870
Jake T. Freas, Jr.
www.generalexposition.com

GES Exposition Services
4801-B Hollins Ferry Rd
Halethorpe, MD 21227-4629
Office: (410) 500-4100
Fax: (410) 500-4166
www.ges.com

Hargrove
One Hargrove Drive
Lanham, MD 20706
Office: (301) 306-9000
Fax: (301) 306-9318
www.hargroveinc.com

Main Line Expo
870 Fifth Avenue, Suite 160
King of Prussia, PA 19406
Office: (610) 265-6200
Fax: (610) 265-4606
Patti Gallagher
www.mainlineexpo.com

VISTA Convention Services
6804 Delilah Road
Pleasantville, NJ 08232
Office: (609) 485-2421
Kevin King
www.vistacs.com

NexxtShow
645 Linn Street
Cincinnati, OH 45203
Office: (877) 836-3131
Fax: (781) 519-5029
John Szymczak
www.nexxtshow.com

Reber-Friel Company
422 Business Center
1900 South Drive
Oaks, PA 19456
Office: (610) 676-0470
Fax: (610) 676-0473
Maureen Wolf
www.reberfriel.com

SER Exposition Services
35B New Street
Worcester, MA 0160
Office: (508) 757-3397
Fax: (508) 757-9136
www.serexpo.com

Sho-Aids, Inc.
3000 Henderson Drive
Sharon Hill, PA 19079
Office: (610) 534-935
A.J. Codamo
Office: (610) 237-1741
www.shoaidsinc.com

Teamwork Event Specialists
23 Norfolk Avenue
South Easton MA 02375
Office: (774) 568-5439
Fax: (774) 568-5364
Curt DaRosa
http://teamwork-inc.

Marshaling Yard Procedures

1. 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.

2. 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.

3. The representative is responsible for only permitting someone working for your specific show to stage vehicles.

4. 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.

5. 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.

6. There may be a time when you share the marshaling yard with another show.

7. 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 7th & Callowhill Streets, Philadelphia, Pa. 19107.

8. No freight is permitted in the marshaling yard unattended. We require only empty trailers be stored on site overnight.

9. The primary use of the marshaling yard is for staging vehicles.

PENNSYLVANIA CONVENTION CENTER AGREEMENT FOR TEMPORARY USE OF MARSHALING YARD

This Agreement is made this__day of___, 20_ by and between the Pennsylvania Convention Center Authority ("the PCCA") with offices located at 1101 Arch Street, Philadelphia, PA and_____ _____.

For and in consideration of the PCC permitting Contractor to use for limited purposes (described herein) on a temporary basis, a certain lot located at 7th and Callowhill Streets, Philadelphia, PA ("Premises"), Contractor and PCCA, intending to be legally bound, hereby agree as follows:

1. PCC agrees to arrange for Contractor to use the Premises, on an exclusive basis, subject to the terms and conditions outlined herein.

2. Contractor acknowledges that the PCC accepts no responsibility for, and shall not be liable for any damages or losses that may be incurred by Contractor arising out of its use of the Premises.

3. Contractor agrees to use the Premises solely for the purpose of trucks and other vehicles required for and related to activities at the Pennsylvania Convention Center ("Center") during the periods of time and for the event(s) specified below:

   a. Name of Show/Event at the Center: _____

   b. Dates and Times of Use of Premises:_____

4. Contractor assumes any and all risks associated with its use of the Premises, including without limitation, liability for any personal injury or loss or damage to its freight, valuables or other property and to the personal property of others in its care, custody, or control. Contractor hereby releases the PCC from any and all claims arising from such use other than claims arising out of the negligence or willful misconduct of the PCC.

5. PCCA shall not be responsible for any property that is placed or left on the Premises by Contractor.

6. Contractor shall be responsible for carrying and shall carry insurance in such amounts as are adequate to protect Contractor's activities and use of the Premises. At a minimum, such insurance shall include comprehensive automobile and collision coverage and off-premises property and transit coverage. As evidence of the same, Contractor shall submit to the Director of Security Services of the PCC reserves the right to require different or additional insurance from Contractor.

7. Contractor agrees to comply with the following procedure when using the Premises:

   a. Prior to use of the Premises, Contractor shall provide the Director of Security Services of the PCC with a schedule of Contractor's intended use (i.e., in and out activities as well as storage times) of the Premises.

   b. PCC will arrange for security personnel approved by the Director of Public Safety ("Traffic/Security Personnel") to be at the Premises during Contractor's period of use in order to protect the Premises and any property that may be stored at the premises. The Security Personnel shall be present during the movement of vehicles into and out of the Premises as well as during any periods of time that Contractor has vehicles stored at the Premises. The cost of such Security Personnel, approved by the Director of Public Safety, shall be paid for by the Contractor at a rate of $20.00 per hour provided, however, that the such cost must be approved in advanced by Contractor.

8. Contractor shall use reasonable efforts to ensure that no unauthorized personnel enter upon the Premises during its period of use.

9. Contractor acknowledges that failure to comply with the terms and conditions of this Agreement will result in immediate suspension of privileges to use the Premises and removal from the Premises.

10. This Agreement is not a lease and Contractor acquires no rights to use of the Premises.
    IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date written above. PENNSYLVANIA CONVENTION CENTER.

BY:_____ BY:_____

Name: _____ Name:_____

Title: _____ Title: _____

Personal Fall Protection Policy

Note: Any occurrence resulting from a failure to comply with this Policy is subject to the Indemnification provision in the License Agreement between the Pennsylvania Convention Center and the Customer.

Purpose

The purpose of implementing this Personal Fall Protection Policy ("Policy") at the Pennsylvania Convention Center ("Center") is to ensure the safety of workers at the Center with regard to fall protection while working in all areas of the facility.

Compliance

All customers, contractors, building service contractors, show management and employees of contractors, sub-contractors and show management as all employees of the Authority shall comply with this Policy and all applicable federal, state and local regulations without exception.

Failure to comply will result in the immediate suspension of work until compliance is achieved. Failure to comply may result in the suspension of further work on a current job and/or suspension of future work privileges at the Center.

In the event of an interruption of work by the Authority or by another regulating agency, the effected contractor will be responsible for all expenses related to the shutdown of the project or any portion thereof. The expense of achieving compliance shall be carried solely by the effected Contractor.

Requirements

Without exception, show management and in turn all contractors and sub-contractors ("Contractor") are required to enforce the following requirements, at a minimum, upon all employees.

Forklifts

a) When a Forklift is used as a work platform, a personnel basket will be used.
b) At no time will personnel ride on or be otherwise lifted on the forks of a lift truck without a basket.
c) While in the basket, a full body harness with tethered fall protection will be used.

Scissors Lift or Vertical Tower Lift

When a Scissors or Vertical Tower lift with a platform that extends beyond the footprint or the wheelbase is used, a full body harness with fall protection will be used.

Articulated Boom Lifts

a) A full body harness with fall protection will be used whenever any Articulated Boom lift is in use.
b) Boom Lifts may be moved with the boom in the lowered position without a harness if the floor of the basket does not exceed 4 feet.

Working Outside a Lift or a Basket

a) If it is necessary for an employee to work at an elevated height outside of a personnel lift, a full body harness with a double lanyard must be used. A full body harness is a harness which provides full body support at the shoulders and pelvic girdle. Climbing or seat harnesses and safety belts are not acceptable equipment.
b) When transitioning from the basket to the working point, one lanyard must be attached at all times.
c) When moving outside of the basket, the second lanyard must be attached before the first lanyard may be released.
d) When an employee is working in this manner, a ground observer must be in attendance at all times and a personnel lift capable of reaching the height of work must be in the immediate vicinity.
e) If architecture limits the ability to place a lift for rescue purposes, (as outlined in D(4) above), a rescue plan must be in effect and available for review by the Authority prior to the beginning of work.
f) In the In the event the Authority installs a permanent lifeline system throughout the roof trusses, this system shall be the primary tie-off point for all work outside of any aerial platform or lift.

Training and Equipment

a) The Contractor is required to provide all personal safety equipment.
b) The Contractor is required to provide training on the proper and safe use of the equipment and to document such training.
c) The Contractor is required to review safety rules at the beginning of every shift.

Acknowledgment of PCC's Personal Fall Protection Policy

Contractor agrees to abide by the rules described herein. Contractor understands that if it does not abide by these rules that it forfeits the right to work at the Pennsylvania Convention Center.

Section 7: Exhibitor Information and Utility Forms

Audio Visual Order Form-Exhibit Booths-Sample
Audio Visual Order Form-Meeting Room-Sample
Electric Service & Electric Installation Order Form-Sample
Exhibitor Rigging
Exhibitor Rights
FAQs-Exhibitors
High Speed Internet Service Order Form-Sample
Notice to Exhibitor
On-Line Exhibitor Services
Safety Guidelines for Exhibitors
Telecommunications Service Order Form-Sample
Water & Compressed Air Order Form-Sample



RETURN THIS FORM TO:
PCCA ORDER PROCESSING
1101 Arch Street
Philadelphia, PA 19107
Phone: (215) 418-4800
Fax: (215) 418-4805
showservices@paconvention.com

Pennsylvania Convention Center PHILADELPHIA
AN SMG MANAGED FACILITY

ADVANCED RATE DEADLINE:

EXHIBITOR AUDIO VISUAL SERVICE ORDER

(Please read terms and conditions that appear on reverse side)

Exhibiting Firm: _____ Booth No.: _____

Address: _____ Event: _____

City: _____ State: _____ Zip: _____

Exhibitor Contact Name: _____ Title: _____

Phone: (____) _____ FAX: (____) _____ E-Mail: _____

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials

[ ] Visa [ ] MasterCard [ ] Amex Account Number: _____ Exp Date: _____

Print Card Holder's name: _____ Signature: _____

Check enclosed #: _____ Amount: _____

PRESENTATION EQUIPMENT	QTY	ADVANCE RATE	STANDARD RATE	TOTAL
6' Tripod Screen		$75.00	$94.00	
8' Tripod Screen		$113.00	$141.00	
32" or 54" Projection Video Cart w/ Drape		$63.00	$79.00	
Flipchart w/ Markers and Pad		$75.00	$94.00	
LCD FLAT PANEL DISPLAYS				
20" LCD Flat Panel Monitor *(Data ONLY)* *not wall-mountable*		$188.00	$235.00	
24" LCD Flat Panel Display *(Data & Video)* Black		$375.00	$469.00	
32" HD Flat Panel Display *(Data & Video)* Black		$500.00	$625.00	
40" HD Flat Panel Display *(Data & Video)* Black		$750.00	$938.00	
52" HD Flat Panel Display (Data & Video) Black		$1250.00	$1563.00	
60" HD LED Display (Data & Video) Black		$1625.00	$2031.00	
Larger LCD Flat Panel Displays available		*Call for Pricing*		
Floor Stand or Table Top Stand (circle one)		$125.00	$156.00	
Wall Mounting. Please Call for Pricing.*				
LCD PROJECTORS				
4,500 Lumen LCD Projector		$750.00	$938.00	
LAPTOP COMPUTER				
Laptop Computer with MS Office		$313.00	$391.00	
AUDIO/VIDEO EQUIPMENT				
160 Watt Self Powered Full Range Speaker w/Stand		$163.00	$204.00	
300 Watt Self Powered Full Range Speaker w/Stand		$213.00	$266.00	
Dynamic Microphone Floor Stand, Podium, or Table Top (circle one)		$88.00	$110.00	
Wireless Microphone Handheld Lavalier, or Headset (circle one)		$288.00	$360.00	
DVD Player (single Disc)		$163.00	$204.00	
Blu-ray Player		$250.00	$319.00	

ADDITIONAL EQUIPMENT: _____

_____

AUDIO VISUAL SERVICES (RATES LISTED BELOW ARE FOR EXHIBIT BOOTHS FOR THE ENTIRE LENGTH OF THE SHOW)

ON SITE CONTACT INFORMATION:

On-site Contact Name: _____

Cell Phone Number: _____

Delivery Date/Time: _____

Pick-up Date/Time: _____

TOTAL CHARGES	
EQUIPMENT SUBTOTAL	
8% SALES TAX	
SERVICE CHARGE* (28% OF EQUIPMENT TOTAL)	
TOTAL AMOUNT DUE	

SPECIAL INFORMATION:

*If your equipment requires installation labor, an additional labor fee will be applied. Call for Pricing.

If order is placed within 24 hours of show opening there is an additional 25% fee.

Please contact the Show Services Department (215.418.4800) to order additional equipment.

A representative from your company must be on hand to sign for the equipment.

RATES EFFECTIVE MAY 1, 2018 – April 30, 2019. RATES SUBJECT TO CHANGE AFTER 04/30/19

SAMPLE

PCCA AUDIO VISUAL SERVICE ORDER (EXHIBIT BOOTHS)
TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM AND PROCESSING REQUESTS.

a. Service Order Forms must be typed or clearly printed. Incomplete order forms, including illegible print and missing information, will not be processed.
b. For services and equipment not listed on the Service Order Form, please call the PCC's Show Services Department at (215) 418-4800 or e-mail showservices@paconvention.com.
c. Completed Service Order Forms should be submitted to PCC Order Processing Department (address listed on page 1).

2. PAYMENT TERMS & CONDITIONS

a. Full payment is due with service order or the service order will not be processed. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center Authority** (PCC), and accepted credit cards. Credit Card pre-authorization for on-site charges, labor and equipment is required when placing an order. All Customers with outstanding balances from prior events must submit payment along with service orders, or the outstanding balance will be automatically billed to the approved credit card on file. If prior outstanding balances are not paid, services will not be provided.
b. If there are any pre-approved unpaid balances after the close of the event, they are due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE OF 18%. If any Finance Charge applied hereunder exceeds the maximum rate allowed by law, the Finance Charge shall automatically be reduced to the maximum rate allowed and any excess Finance Charge received by the PCC shall be applied to reduce the principal unpaid balance or refunded to the payer.
c. A $25.00 handling charge will be assessed for returned checks due to insufficient funds.
d. Cancellation of services must be received by PCC's Show Services Department 72 hours prior to delivery date, or services and equipment will be billed at 100%.
e. It is the Customer's responsibility to advise PCC's Show Services Department of any problems with any order, and to check invoices for accuracy prior to the close of the event.
f. Claims regarding services provided by the PCC should be filed by Customer within 90 days of receipt of a final invoice.
g. Requests for refunds of overpayments must be submitted to PCC's Finance Department within 90 days of receipt of the final invoice.
h. International exhibitors are required to make payment by check in U.S. funds drawn on a U.S. bank or by approved credit card.
i. For companies exempt from sales tax, PCC requires an exemption certificate issued by the Commonwealth of Pennsylvania or any state/federal entity.

3. RENTAL TERMS AND CONDITIONS

a. A representative of Customer must be present to sign for delivery of equipment.
b. All materials and equipment furnished by PCC and/or its sub-contractors shall remain the property of PCC and/or its sub-contractors.
c. All equipment provided by Customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCC safety standards.
d. All equipment is subject to inspection and approval by PCC prior to connection to service.
e. It is understood and agreed that Customer is renting PCC's equipment for a specified period of time and is responsible for its safe return. Customer hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to said property. All rental equipment must be returned to PCC in the same condition as it was at the time of delivery to Customer, reasonable wear and tear excluded. Customer will immediately notify PCC of any damage to the rental equipment and Customer hereby agrees to be billed for any damage to or loss of rental equipment while in Customer's care, custody and/or control. In no event shall Customer permit any equipment to be used and/or possessed by parties other than the named Customer without prior consent of PCC in each instance. Services provided may not be shared by multiple exhibits.
f. Installation services for advance orders will be completed according to the schedule determined by the General Service Contractor and/or Show Management. On-site orders will be processed in the order that they are received at the PCC Show Services Desk.
g. PCC will not be liable for any damages Customer may suffer arising out of acts of God, use or inability to use the audio-visual equipment or related products and/or services, unless such damages are caused by the intentional or willful act of PCC. PCC will not be liable for any special or consequential damages, or for losses, damages or expenses directly or indirectly arising from Customer's use or inability to use the audio-visual equipment or related products and/or services, based upon breach of contract, or any other legal theory, whether or not PCC, its suppliers or subcontractors have been advised of the possibility of such damage or loss.
h. The terms and conditions of this agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania.

Signed: _____ **Date:** _____

Company Name: _____ **Booth No:** _____

RATES EFFECTIVE MAY 1, 2018 – RATES SUBJECT TO CHANGE AFTER 04/30/19 (Rev. 5/17)

SAMPLE

RETURN THIS FORM TO:
PCC ORDER PROCESSING
1101 Arch Street
Philadelphia, PA 19107
Phone: (215) 418-4800
Fax: (215) 418-4805
showservices@paconvention.com

Pennsylvania Convention Center PHILADELPHIA
AN SMG MANAGED FACILITY

ADVANCED RATE DEADLINE:

AUDIO VISUAL MEETING ROOM SERVICE ORDER

(Please read terms and conditions that appear on reverse side)

Exhibiting Firm: _____ Meeting Room: _____

Address: _____ Event: _____

City: _____ State: _____ Zip: _____

Exhibitor Contact Name: _____ Title: _____

Phone: (____) _____ FAX: (____) _____ E-Mail: _____

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials

[ ] Visa [ ] MasterCard [ ] Amex Account Number: _____ Exp Date: _____

Print Card Holder's name: _____ Signature: _____

AUDIO VISUAL SERVICES (DAILY RATES FOR MEETING ROOMS)

PRESENTATION EQUIPMENT	QTY	ADVANCE RATE	STANDARD RATE	TOTAL
34" or 54" Projection Video Cart w/Drape		$25.00	$31.00	
56" Safelock Stand		$20.00	$25.00	
Laser Pointer		$25.00	$31.00	
Flipchart w/Markers & Pad		$30.00	$38.00	
Wireless Computer/Mouse		$25.00	$31.00	
10'x16' Black Pipe and Drape (price per section)		$120.00	$150.00	
6' Tripod Screen		$30.00	$38.00	
8' Tripod Screen		$45.00	$56.00	
10' Cradle Screen		$85.00	$106.00	
Larger Screens and Widescreen Available		*Call for Pricing*		
VIDEO & DATA DISPLAY EQUIPMENT				
32" HD Flat Panel Display		$200.00	$250.00	
40" HD Flat Panel Display		$300.00	$375.00	
52" HD Flat Panel Display		$500.00	$625.00	
60" HD LED Display		$650.00	$813.00	
DVD Player (single disc)		$65.00	$81.00	
LCD Support Package (vga cable, cart, & power strip)		$45.00	$56.00	
4500 Lumens Projector		$300.00	$375.00	

AUDIO EQUIPMENT*	QTY	ADVANCE RATE	STANDARD RATE	TOTAL
*AUDIO EQUIPMENT INCLUDES USE OF HOUSE SOUND SYSTEM				
Dynamic Microphone (sm58)		$35.00	$44.00	
Condenser Lavalier Microphone		$35.00	$44.00	
Floor Microphone Stand or Table Top Microphone Stand		n/c	n/c	
Gooseneck for Podium		n/c	n/c	
Wireless Handheld Microphone or Wireless Lavalier Microphone		$115.00	$144.00	
Compact Disc (CD) Player		$50.00	$63.00	
6-Channel Audio Mixer		$60.00	$75.00	
16-Channel Audio Mixer		$175.00	$219.00	
Press Mult Box		$95.00	$119.00	
Direct Box (Computer Audio)		$20.00	$25.00	
House Audio Patch Fee (per room section/per day)		$50.00	$63.00	
160 Watt Self-Powered Full Range Speaker w/Stand		$65.00	$81.00	
300 Watt Self-Powered Full Range Speaker w/Stand		$85.00	$106.00	
Laptop Computer		$125.00	$156.00	

TOTAL CHARGES	
EQUIPMENT SUBTOTAL	
8% SALES TAX	
LABOR SERVICES (PLEASE SEE SPECIAL INFORMATION)	
TOTAL AMOUNT DUE	

ON SITE CONTACT INFORMATION:

On-site Contact Name: _____

Cell Phone Number: _____

Delivery Date/Time: _____

SPECIAL INFORMATION: Please contact the Show Services Department (215.418.4800) to discuss your estimate for labor services and to order additional equipment.

RATES EFFECTIVE MAY 1, 2018 – APRIL 30, 2019. RATES SUBJECT TO CHANGE AFTER 04/30/19.

PCCA AUDIO VISUAL SERVICE ORDER (DAILY RATES FOR MEETING ROOMS)
TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM AND PROCESSING REQUESTS.

a. Service Order Forms must be typed or clearly printed. Incomplete order forms, including illegible print and missing information, will not be processed.
b. For services and equipment not listed on the Service Order Form, please call the PCC's Show Services Department at (215) 418-4800 or e-mail showservices@paconvention.com.
c. Completed Service Order Forms should be submitted to PCC Order Processing Department (address listed on page 1).

2. PAYMENT TERMS & CONDITIONS

a. Full payment is due with service order or the service order will not be processed. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center** (PCC), and accepted credit cards. Credit Card pre-authorization for on-site charges, labor and equipment is required when placing an order. All Customers with outstanding balances from prior events must submit payment along with service orders, or the outstanding balance will be automatically billed to the approved credit card on file. If prior outstanding balances are not paid, services will not be provided.
b. If there are any pre-approved unpaid balances after the close of the event, they are due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE OF 18%. If any Finance Charge applied hereunder exceeds the maximum rate allowed by law, the Finance Charge shall automatically be reduced to the maximum rate allowed and any excess Finance Charge received by the PCCA shall be applied to reduce the principal unpaid balance or refunded to the payer.
c. A $25.00 handling charge will be assessed for returned checks due to insufficient funds.
d. Cancellation of services must be received by PCC's Show Services Department 72 hours prior to delivery date, or services and equipment will be billed at 100%.
e. Labor rates are based on current prevailing wages and are subject to change. **Calculation of Stagehand Labor Rates are as follows: Straight Time Rate (M-F first 8 hours of the day), Overtime Rate (Saturdays and after the first 8 hours worked M-F), and Double Time Rate (Sundays).**
f. It is the Customer's responsibility to advise PCC's Show Services Department of any problems with any order, and to check invoices for accuracy prior to the close of the event.
g. Claims regarding services provided by the PCC should be filed by Customer within 90 days of receipt of a final invoice.
h. Requests for refunds of overpayments must be submitted to PCC's Finance Department within 90 days of receipt of the final invoice.
i. International exhibitors are required to make payment by check in U.S. funds drawn on a U.S. bank or by approved credit card.
j. For companies exempt from sales tax, PCC requires an exemption certificate issued by the Commonwealth of Pennsylvania or any state/federal entity.

3. RENTAL TERMS AND CONDITIONS

a. A representative of Customer must be present to sign for delivery of equipment.
b. All materials and equipment furnished by PCC and/or its sub-contractors shall remain the property of PCC and/or its sub-contractors.
c. All equipment provided by Customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCC safety standards.
d. All equipment is subject to inspection and approval by PCC prior to connection to service.
e. It is understood and agreed that Customer is renting PCC's equipment for a specified period of time and is responsible for its safe return. Customer hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to said property. All rental equipment must be returned to PCC in the same condition as it was at the time of delivery to Customer, reasonable wear and tear excluded. Customer will immediately notify PCC of any damage to the rental equipment and Customer hereby agrees to be billed for any damage to or loss of rental equipment while in Customer's care, custody and/or control. In no event shall Customer permit any equipment to be used and/or possessed by parties other than the named Customer without prior consent of PCC in each instance. Services provided may not be shared by multiple exhibits.
f. Installation services for advance orders will be completed according to the schedule determined by the General Service Contractor and/or Show Management. On-site orders will be processed in the order that they are received at the PCC's Show Services Desk.
g. PCC will not be liable for any damages Customer may suffer arising out of acts of God, use or inability to use the audio-visual equipment or related products and/or services, unless such damages are caused by the intentional or willful act of PCC. PCC will not be liable for any special or consequential damages, or for losses, damages or expenses directly or indirectly arising from Customer's use or inability to use the audio-visual equipment or related products and/or services, based upon breach of contract, or any other legal theory, whether or not PCC, its suppliers or subcontractors have been advised of the possibility of such damage or loss.
h. The terms and conditions of this agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania.

Signed: _____ **Date:** _____

Company Name: _____ **Meeting Room:** _____

RATES EFFECTIVE MAY 1, 2018– APRIL 30, 2019 RATES SUBJECT TO CHANGE AFTER 04/30/19 (Rev. 5/17)

SAMPLE

ORDERS MAY BE PLACED ONLINE AT: https://tinyurl.com/ydxgtx7x

IF PAYING BY CHECK RETURN THIS FORM TO:
PCCA/SMG ORDER PROCESSING
1101 ARCH STREET
PHILADELPHIA, PA 19107
FAX FORM TO: 215-418-4813
INQUIRIES ONLY: 215-418-2190

Pennsylvania Convention Center PHILADELPHIA
AN SMG MANAGED FACILITY

ADVANCED RATE DEADLINE:

ELECTRIC SERVICE & ELECTRIC LABOR INSTALLATION ORDER FORM

(PLEASE READ PCC/SMG TERMS & CONDITIONS ATTACHED)

Exhibiting Firm:_____ Booth #:_____

Bill To Address:_____ Event:_____

City:_____ State:_____ Zip:_____

Exhibitor Contact Name:_____ Title:_____

Phone:_____ E-Mail:_____

On-Site Contact Name:_____ Phone:_____

CREDIT CARD AUTHORIZATION REQUIRED FOR ADVANCED ORDERS, ON-SITE CHARGES, LABOR AND MATERIALS

◯ Visa ◯ MasterCard ◯ Amex Account Number:_____ Exp. Date:_____

Card Holder's Name:_____ Signature:_____

Check enclosed #:_____ Amount:_____

STANDARD 110V/120V SERVICE

Service originates at back center of Inline & Peninsula Booths.

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	

208V MOTORS/MACHINERY SERVICE

Labor and material charges will apply.

QTY	SERVICE	ADVANCED	STANDARD	TOTAL
	20amp 1Phase	$410.00	$510.00	
	30amp 1Phase	$430.00	$575.00	
	60amp 3Phase	$800.00	$1,120.00	
	100amp 3Phase	$1,280.00	$1,500.00	
	24HR 20amp 1Phase	$615.00	$765.00	
	24HR 30amp 1Phase	$645.00	$862.50	
	24HR 60amp 3Phase	$1,200.00	$1,760.00	
	24HR 100amp 3Phase	$1,920.00	$2,250.00	
	OTHER	CALL	CALL	

RENTAL LIGHTS

Price includes Power, Installation/Dismantle and a One-Time Focus on Straight Time.

QTY	SERVICE	ADVANCED	STANDARD	TOTAL
	4' Track w/3- 90w Lamps	$167.00	$263.00	
	8' Track w/3-90w lamps	$232.00	$315.00	
	Each additional track lamp	$20.00	$30.00	
	LED Clamp Stem Light	$130.00	$175.00	
	Parcan Overhead Light	$670.00	$900.00	

ELECTRICAL LABOR RATES PER HOUR:

Straight Time: 8am-4:30pm Monday-Friday
Regular Rate: $124.00 Show Site Rate: $152.00
Over Time: 6am-8am after 4:30pm Monday-Friday / All Day Saturday **Regular Rate: $186.00 Show Site Rate: $228.00**
Double Time: All Day Sunday / Recognized Holidays
Regular Rate: $248.00 Show Site Rate: $304.00

- *Installation/Dismantle labor is scheduled and billed at rates in accordance with show move-in/out.*
- *The minimum charge of ½ hour installation will apply.*
- *Dismantle labor of floor power will be automatically charged at 50% of the total installation hours.*
- *Dismantle of overhead services, signs, truss, motors and lights will be billed on actual labor hours incurred.*

☐ **Unsupervised Installation** ☐ **Supervised Installation by Exhibitor/Name:**_____ **Cell:**_____

☐ **NO** ☐ **YES EAC or I&D Company:**_____ **On-Site POC:**_____ **Cell:**_____

PLEASE CHECK ALL WORK REQUIRED BELOW. **Only PCC/SMG electricians under IBEW Jurisdiction perform the electrical installations listed below. Material charges will apply where applicable, i.e. extension cords/feed cables/cord caps, lift charges, etc.**

☐ Distribution of cords/cables under carpet/flooring from point of origin Date: Time:	☐ 208v/480v Service Connection Date: Time:	☐ Dedicated Daily Booth Labor (submit schedule if necessary) Date: Time:	☐ Computer Installation & Dismantle	☐ Satellite Dish Assembly / Dismantle & Cabling
☐ Network Data Cabling Distribution & Terminations	☐Hardwire Lights & Electrical Equipment	☐ Coax ☐ VGA ☐ Audio Signal ☐ Low Voltage Terminations	☐ Close Circuit TV, Security Cameras/Monitors	
Booth Lighting ☐ YES ☐ NO Stem Lights & Electrical Signage Install Date:_____ Time:_____ Dismantle Date:_____ Time:_____	☐ Truss/Motors/Lights ☐ Exhibitor Rental ☐ PCC/SMG Rental Install Date:_____ Time:_____ Dismantle Date:_____ Time:_____	☐ Suspended Electrical Signs w/Lights and/or Motors Install Date:_____ Time:_____ Dismantle Date:_____ Time:_____	☐ Disconnect/Connect Vehicle Battery Disconnect Date:_____ Time:_____ Reconnect Date:_____ Time:_____	

RATES EFFECTIVE MAY 1, 2019 TO APRIL 30, 2020

SAMPLE

PCC/SMG ELECTRIC SERVICE ORDER
TERMS & CONDITIONS

1. **INSTRUCTION FOR COMPLETING ORDER FORM**
   a. Order must be typed or clearly printed, illegible forms will delay processing.
   b. Services requested at location other than back of booth must include proper forms and diagrams.
   c. For services and equipment not listed on the service order form, **call the PCC/SMG Utility Services Department for availability and quotes at (215) 418-2190 or e-mail utilities@paconvention.com**

2. **PAYMENT TERMS & CONDITIONS**
   a. **Full payment is due with service order.** Credit Card Pre-authorization for on-site charges, labor and materials is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center Authority,** (PCCA) and accepted credit cards. Service orders will not be processed without payment. Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
   b. **Advance Rates** will be applicable to service orders received with payment in full by the deadline date noted on front of this form.
   c. **Standard Rates** will be applicable to service orders received after the Advanced Rate Deadline or orders received without payment.
   d. Third party billing is available upon request. Please contact the PCCA/SMG Finance Department at 215-418-4793 for approval.
   e. **Outstanding balance** for services will be automatically billed to the credit card on file.
   f. Credit will not be given for service installed and not used.
   g. **Cancellation of services** must be received by PCCA/SMG Utility Services 21 days prior to the event. Services cancelled without 21 days prior written notice are subject to a cancellation fee of 25%.
   h. A $25.00 handling charge will be assessed for returned checks due to insufficient funds.
   i. Rates are based on current wages and are subject to change without notice.
   j. **Claims** regarding services provided by PCCA/SMG will not be considered unless filed by customer issued prior to the close of show.
   k. **Refunds** of overpayments and dispute resolutions will be issued by submitting request to PCCA/SMG Finance Department within 30 days of the close of final invoicing.
   l. For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCCA/SMG shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania.
   m. **International** exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
   n. For companies exempt from sales tax, PCCA/SMG requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

3. **EXPLANATION OF SERVICE**
   a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
   b. Advanced orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCCA/SMG Service Desk.
   c. Electrical services will be turned off one hour after the close of show each day and restored one hour prior to opening.
   d. 24 hour electrical service is available for refrigeration, electronics and circulation pumps.

4. **RULES & REGULATIONS FOR SERVICES**
   a. Services provided may not be shared by multiple exhibits.
   b. All materials and equipment furnished by PCCA/SMG and/or its sub-contractors shall remain the property of PCCA/SMG and/or its sub-contractors.
   c. All rental equipment furnished by PCCA/SMG not left in the booth at close of show will be charged an additional 75% of the original rental equipment charge.
   d. PCCA/SMG and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
   e. PCCA/SMG or its sub-contractors are not responsible for interruption or fluctuation of services.
   f. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA/SMG safety standards. All equipment is subject to inspection and approval by PCCA/SMG prior to connection of service.
   g. Customer is responsible for any lost or damaged equipment supplied by the PCCA/SMG.

SAMPLE

RATES EFFECTIVE MAY 1, 2019 TO APRIL 30, 2020

Pennsylvania Convention Center
PHILADELPHIA

AN SMG MANAGED FACILITY

UTILITIES SERVICES RIGGING FAQ SHEET

- Rental of Truss and Motors (including its equipment) is proprietary to PCC/SMG.
- Installation of all truss, motors and its equipment is performed by SMG Electricians. Labor is not included in the rental price
- See menu of sample pricing below.
- Rental Rates are based on one (1) week installments.

SILVER TRUSS ALL LENGTHS AVAILABLE



12" Silver Truss
10' - $100.00
8' - $90.00
5' - $70.00
4' - $70.00
2' - $70.00
Corner Blocks—$100.00

20.5" Silver Truss
10' - $120.00
8' - $100.00
5' - $ 90.00
Corner Blocks—$120.00

STANDARD MOTOR RENTALS
1/4 TON & 1/2 TON - $350
1 TON - $370.00



BLACK TRUSS AVAILABLE AT AN ADDITONAL COST



12" Black Truss
10' - $120.00
8' - $110.00
5' - $90.00
4' - $90.00
2' - $90.00
Corner Blocks—$120.00

20.5" Black Truss
10' - $130.00
8' - $120.00
5' - $110.00
Corner Blocks—$130.00

ROTATING MOTOR $250/RENTAL



CUSTOM RIGGING ESTIMATES ARE PREFEERED AND PROVIDED UPON REQUEST TO CMCSHANE@PACONVENTION.COM WITH RENDERING AND/OR RIGGING PLANS.

- A 50% deposit is required with approved Rigging Estimate.
- All Electrical Suspended Elements that require electric for lights and/or rotating motors must be installed by SMG Electricians.
- All Suspended Elements that are dead hung (no lights and/or motors) are the Decorator's responsibility.
- Signage weighing 150lbs or more will traditionally require a motor(s) to be installed by SMG Electricians.
- Lights for truss can be supplied by exhibitor or 3rd party vendor, but must be installed by SMG Electricians.
- Operating of all Motor Controllers is performed by SMG Electricians.
- All booths using an EAC or Decorator supplied labor will need SMG Electricians to wire or install booth lighting.
- All rules apply to dismantle and move-out.
- For more information contact Utilities Services at utilities@paconvention.com or 215-418-2190.

Effective 5/1/18

100 percent Customer-Focused, Cost Effective
SMG Labor Services at Pennsylvania Convention Center

Exhibiting at the Pennsylvania Convention Center in Philadelphia is even easier with new management by SMG - the country's best and most experienced meeting facilities managers. You can expect the same kind of seamless, professional management that SMG provides to some of the best meeting facilities in the country including Chicago, San Francisco, Denver and New Orleans. The combination of SMG management and the Pennsylvania Convention Center's Customer Satisfaction Agreement are aimed at making it easier for our customers and our exhibitors to conduct business.

Customers and Exhibitors' Rights Exhibitors' Booths

- In exhibit booths that are no larger than 600 net square feet, an Exhibitor or a full-time company.
- Exhibitors may set-up and/or tear down their booths, including using tools (including battery operated power tools) and step stools or ladders (6' maximum) as approved by and in accordance with safety and/or other guidelines issued by the PCCA or its designee.
- In exhibit booths that are no larger than 600 net square feet, an Exhibitor or a full-time company representative of the exhibitor's company **may hang signs or graphics**.

Loading and Unloading

- Exhibitors **may load and unload** non-commercial automobiles (no lettering or advertising on vehicle), station wagons, mini-vans, SUV's, and non-commercially registered 4 wheel pick-up trucks or vans (no lettering or advertising on vehicle).
- Exhibitors **may use equipment**, including but not limited to, carts, dollies, luggage carriers, 4 wheel flat bed carts, and 2 wheel hand trucks. The use of any motorized or hydraulic devices is prohibited.

Computers/Audio Visual

- In booths 600 square feet or less all full-time regular employees of Exhibitors shall be permitted to **connect their personal computers** (desktop or laptop), computer components and peripherals with no limitation for non-public use.
- All third-party vendors, including rental companies, contractors, and/or vendors must utilize union workers to install and to dismantle their laptops, desktop computers and audio visual equipment.
- The installation and dismantling of all computers (in bulk) will require labor.

Stage

- Computers set on stage are exclusively the jurisdiction of Stagehands.

Exhibits

- Décor and props (on stage) are installed and dismantled by Stagehands.
- I and D Exhibits (not set by the Exhibitor) of more than 600-square feet are installed and dismantled by Stagehands.

Easels and/or Sign Cards

- All full-time regular employees of Show Management, Meeting Planner or Show Organizers may place, move and/or remove easels or card signs or both. Signs and easels need to be delivered to a central location for an organization's staff members to move to an appropriate location.

Electrical

- Exhibitors cannot run cords under carpet.
- Exhibitors can run cords over carpet as long as they are concealed and do not impose a trip hazard, i.e. side curtains or under tables with skirts.
- All cords within booth must be grounded 3-wire, 12 gauge UL cords.
- No household ungrounded 2-wire extension cords allowed.

Florists

- All commercial deliveries must utilize union unload labor to deliver floral arrangements and plants to exhibits and meeting rooms.
- Exhibitors and Customers using a non-commercial vehicle can load, unload and deliver plants to their designated areas.
- Exhibitors and Customers and their employees at the organization can load and unload their plants or floral arrangements in non-commercial vehicles, i.e. automobiles, station wagons, minivan, SUV and non-commercially registered four-wheel pickup truck or van. They may use their own equipment, including but not limited to: carts, dollies, luggage carriers, flat-bed carts and two-wheel hand trucks. They may not use motorized or hydraulic devices.

Freight

- The use of motorized pallet jackets by Exhibitors is **prohibited** within the PCC. The exhibitor is free to move any freight within their booth using non-motorized dolly.

These rights apply to PCC Customers and Exhibitors only. A PCC Customer is any organization that has entered into a lease agreement for the use of our facility and a PCC Exhibitor is any entity that is exhibiting at an event held within our facility. These particular Customers' and Exhibitors' rights do not apply to contractors working within our facility. All contractors performing work at the PCC should contact SMG Contractor Services to arrange for the procurement of the required show labor. SMG Controactor Services can be reached at (215) 418-2032 or by fax at (215) 418-4875.

Pennsylvania Convention Center PHILADELPHIA
AN SMG MANAGED FACILITY

Frequently Asked Questions-Exhibitors
100 Percent Customer-Focused, Cost Effective

Loading and Unloading

As an exhibitor can I unload my own vehicle?

- Yes, as long as it does not have commercial tags or lettering on the vehicle.

Product

Can we open boxes and stock our shelves?

- Exhibitors and customers may open boxes, stock shelves, distribute and set product, set-up, place plug in, hang from hooks product and literature within the booth space. Exhibitors may perform work on their own display equipment after the initial set-up and/or for maintenance.

Booth Set-Up

Install

As an exhibitor, do I have the right to install flooring and displays in my booth?

- Exhibitors can set-up and/or tear-down a booth as long as the booth is 600 square feet or less and a full-time employee of the company.

With the new rules in the building am I able to use a step ladder and a screw gun in my booth?

- In booths that are less than 600 square feet you are permitted to use ladders up to 6' and power tools (including battery operated).

As an exhibitor, 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 and the booth is 600 square feet or less.

I am an exhibitor coming in for an event and I was wondering if I can set up my personally owned TV monitor with DVD player?

- Exhibitors can install monitors and A/V equipment that is not rented as long as you are a full-time employee of the booth and the booth is not in excess of 600 square feet.

Can I hire an outside AV vendor for rental equipment?

If you are using 3rd party vendor other than the preferred AV vendor for your event, you will incur additional labor fees.

There is a 4-hour minimum for set-up and dismantle when using a 3rd party vendor other than the preferred event vendor.

If ordering from the preferred AV vendor, labor costs have already been built in for these services on the service order form.

Electric

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

- Exhibitors have the right to install your own lighting as long as the booth is 600 square feet or less. 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.
- In all booths (including booths less than 600sq/ft.) where an Exhibitor Appointed Contractor (EAC) or decorator is utilized, electricians must install all light fixtures, lit signage, and all other work deemed as electrical jurisdiction.

As an exhibitor can I set up my own computers?

Yes, exhibitors may set up personally owned computers with in a 600sq/ft or less booth that are not to be used for public use. In addition, all rented equipment would require the use of Labor to install and dismantle.

As an exhibitor, can I run my own cords in my booth?

An exhibitor can run cords within a booth less than 600 square feet along the drape line or behind a display. All exhibitor extension cords must be grounded 3-wire 12 gauge UL listed approved cords. Taping across the floor is not permitted.

Can I disconnect my battery from a vehicle in my booth?

Batteries shall be disconnected and reconnected by electricians regardless of booth size.

RETURN THIS FORM TO:
PCC ORDER PROCESSING
1101 Arch Street
Philadelphia, PA 19107
Phone: 215.418.4800
Fax: 215.418.4805
showservices@paconvention.com

Pennsylvania Convention Center PHILADELPHIA

AN SMG MANAGED FACILITY

ADVANCED RATE DEADLINE:

WIRED INTERNET SERVICE ORDER

(Please read terms and conditions on reverse side)

Exhibiting Firm: _____ Booth No.: _____

Address: _____ Event: _____

City: _____ State: _____ Zip: _____

Exhibitor Contact Name: _____ Title: _____

Phone: (____) _____ FAX: (____) _____ E-Mail: _____

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials

[ ] Visa [ ] MasterCard [ ] Amex Account Number: _____ Exp Date: _____

Print Card Holder's name: _____ Signature: _____

Check enclosed #: _____ Amount: _____

INTERNET SERVICES *(internet upload and download speeds are the same and an IP address is required for each device connected to the internet)*

QTY	SERVICE	ADVANCE	STANDARD	TOTAL
	Dedicated Public Internet Service will accommodate internet functions such as: viewing streaming video, surfing the internet, viewing websites and checking email. These services provide "real IP's", there are no blocked ports and they will support multiple users with VPN connections.			
	Dedicated Public 9Mb – includes (10) IP addresses, can expand to (28) total IP addresses	**$9,000.00**	**$11,250.00**	
	Dedicated Public 6Mb – includes (10) IP addresses, can expand to (28) total IP addresses	**$7,000.00**	**$8,750.00**	
	Dedicated Public 3Mb – includes (6) IP addresses, can expand to (11) total IP addresses	**$4,250.00**	**$5,310.00**	
	Dedicated Public 1.5Mb – includes (6) IP addresses, can expand to (11) total IP addresses	**$2,500.00**	**$2,655.00**	
	• **Additional Dedicated Public IP address**	**$160.00**	**$195.00**	
	Private Internet Service will accommodate general internet functions such as: viewing streaming video, surfing the internet, viewing websites and checking email. These services will not support multiple users with VPN connections.			
	Private 9Mb – includes (4) IP addresses	**$1,800.00**	**$2,250.00**	
	Private 6Mb – includes (4) IP addresses	**$1,200.00**	**$1,500.00**	
	Private 3Mb – includes (4) IP addresses	**$1,000.00**	**$1,250.00**	
	• Additional Private IP address	**$125.00**	**$160.00**	
	Dry VLAN connection – This service is not internet access. This service is inclusive of the origination and destination points. **Origination Point**_____ **Destination Point**_____	**$600.00**	**$750.00**	
Please Note: Higher bandwidth options are available. Please contact the Show Services department for a quote 215.418.4800 or showservices@paconvention.com *Internet service originates at back of booth; please attach the booth floor plan if primary service is required in a location other than back of booth. Data cabling to multiple locations is installed by the event electricians; please contact Utility Services to order this labor (215.418.2190 or utilities@paconvention.com).* TO ORDER ON-LINE VISIT OUR WEBSITE AT WWW.PACONVENTION.COM			SUB TOTAL	
			8% SALES TAX	
			TOTAL	

INTERNET SERVICE ORDER

RATES EFFECTIVE MAY 1, 2018 – APRIL 30, 2019. RATES SUBJECT TO CHANGE AFTER 04/30/19.

SAMPLE

TERMS & CONDITIONS

1. **INSTRUCTION FOR COMPLETING ORDER FORM**
   a. Order must be typed or clearly printed, illegible forms will delay processing.
   b. Services requested at location other than back of booth must include floor plan.
   c. For services and equipment not listed on the service order form, call the PCC Show Services Department for availability and quotes at (215) 418-4800 or e-mail **showservices@paconvention.com**

2. **EXPLANATION OF SERVICE**
   a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
   b. Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCC Show Services Desk.

3. **RULES & REGULATIONS FOR INTERNET SERVICE**
   a. Services provided **may not be** shared by multiple exhibits.
   b. All materials and equipment furnished by Pennsylvania Convention Center and/or its sub-contractors shall remain the property of Pennsylvania Convention Center and/or its sub-contractors.
   c. Pennsylvania Convention Center and its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports should this be required during installation.
   d. The use of any wireless devices including, but not limited to, wireless routers and switches that interfere with the PCC wireless frequency is prohibited.
   e. The PCC does not guarantee the routing, throughput or performance expressed or implied of any data circuits with regards to Internet access, network backbones beyond any facility we service.
   f. The PCC will not supply security services such as firewalls etc. for any data circuit we provide. It is the responsibility of exhibitors or customers to provide such security measures.
   g. The PCC requires that all devices accessing the PCC Network have the latest virus scan software, windows security updates and any other precautions necessary to protect yourself and others from viruses, malicious programs and other disruptive applications. Any device that adversely impacts PCC's network will be disconnected from the network with or without prior notice at PCC's discretion. Additional charges may apply for troubleshooting diagnosis and/or problem resolution.
   h. All Internet and equipment will be collected within 1 hour after close of show; exhibitors are responsible for loss or damage to PCC equipment until PCC staff receives said equipment.
   i. **It is the responsibility of the client to provide the following:**
      1. **Standard 10BaseT Ethernet adapter (RJ 45 Interface) for each computer.**
      2. **Network Driver: TCP/IP**
      3. **Proper configuration of computer equipment for TCP/IP connection.**
      4. **Electrical service for your booth, room, or service location.**

4. **PAYMENT TERMS & CONDITIONS**
   a. **Full payment is due with service order.** Credit Card Pre-authorization for onsite charges is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center** (PCC), and accepted credit cards. **Service orders will not be processed without payment.** Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
   b. Advance rates will be applicable to service orders received by PCC 21 days prior to the first day of event move-in or the deadline date noted on front of this form. Service orders received less than 21 days prior to the first day of move-in and on site will be billed at the standard rate.
   c. Third party billing is available upon request. Please contact the PCC Finance Department at 215-418-4793 for approval.
   d. Outstanding balance for services will be automatically billed to the credit card on file.
   e. Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
   f. A $25.00 handling charge will be assessed for returned checks due to insufficient funds.
   g. Cancellation of services must be received by PCC Show Services Department 21 days prior to the event.
   h. Claims regarding services provided by PCC will not be considered unless filed by customer issued prior to the close of show.
   i. **Refunds** of overpayments will be issued by submitting request to PCC Finance Department within 30 days of the close of final invoicing.
   j. For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCC shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania
   k. International exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
   l. For companies exempt from sales tax, PCC requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

RATES EFFECTIVE May 1, 2018 – April 30, 2019. RATES SUBJECT TO CHANGE AFTER 04/30/19
(Revised 5/17)

SAMPLE

Notice to Exhibitors

In order to keep our facility in exceptional condition for all of our clients, we ask for your cooperation in enforcing these guidelines. Should you have any questions, please call the Event Services Department at (215) 418-4850.

1. Decorations, signs, banners, etc., may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, walls, doors, painted surfaces, or columns unless approved by the Pennsylvania Convention Center.

2. Holes may not be drilled, cored, or punched in the building.

3. Painting of signs, displays or other objects is not permitted in the building.

4. Adhesive backed (stick-on) decals or similar items (except name tags) may not be distributed or used in the building.

5. Due to extensive clean up costs, glitter and confetti are not permitted in the Pennsylvania Convention Center. Additional cleaning charges may be assessed if these materials are used.

6. Helium balloons may not be distributed in the Pennsylvania Convention Center. Balloons may be approved in advance for permanent attachment to your display. Please contact the Event Services Department at the number listed above.

7. The following carpet tape is approved for use in the Exhibit Halls: Kendall TC-19-100, Shurtape PC 618, or DF642, or approved substitutes. All tape and residue marks must be removed from the exhibit hall floor and disposed of immediately after the show. No tape of any kind will be permitted on carpeted surfaces.

8. The Pennsylvania Convention Center will not accept advance shipment of freight or materials. All shipments delivered to the Pennsylvania Convention Center must arrive after move-in date begins and must be to the attention of the show general service contractor. Under no circumstances will C.O.D. deliveries be accepted by the Pennsylvania Convention Center.

9. Parking - There are numerous parking facilities within close proximity of the Pennsylvania Convention Center. Therefore, except for loading and unloading, parking is not permitted on the loading docks. Due to limited space, unapproved vehicles may be towed at the owner's expense.

10. Display Vehicles - vehicles as part of a display are required to have less than 1/4 tank of fuel, with a locking tank or it must be taped shut. Both the negative and positive battery cables must be removed and taped. See display of motor vehicle policy for further information or contact the Event Services Department at the number listed above. All battery connections (disconnection and connection) shall be made by electricians regardless of booth size. All vehicle locations must be indicated on the floorplan.

11. Industrial personnel carts may be operated in the Pennsylvania Convention Center exhibit halls only, during move-in, move out and non-show hours. Personnel carts may only be operated in public areas during move-in, move out, and non show hours (activity permitting). Steps must be taken to protect carpeted and terrazzo surfaces by the installation of plastic or wrapping the wheels. Battery operated transportation devices specifically manufactured for the use of transporting disabled individuals may be utilized without exception. Golf carts or industrial personnel carts utilized for the purpose of transporting guests with special needs on carpeted or terrazzo must be approved in advance through your Event Manager. Please refer to PCC Floor protection Policy for further details.

Ordering Exhibitor Services Online

(this is the quickest, easiest and preferred method for ordering utilities)

Ordering your Exhibitor Services Online at the Pennsylvania Convention Center is as easy as .....1, 2, 3 use this link to access our on line system.

Pennsylvania Convention Center
PHILADELPHIA
AN SMG MANAGED FACILITY

Phone: 215.418.2032 Fax: 215.418.4875

POV GUIDELINES

Vehicles are permitted on the Show floor under the following conditions.

1. It must be a non-commercial Personal Own Vehicle (No lettering/advertising is permitted on the vehicle). It must be privately owned by the Exhibitor.
2. The PCC "Display of Motor Vehicles" Safety Guidelines must be followed.
3. The Approved General Contractor must supervise the vehicle movement, unloading and loading.
4. Vehicles may have a time constriction on the event floor which would be at the sole discretion of the contractor.
5. Vehicles may not idle while Unloading and Loading
6. Prior to move-in, a clean-up plan must be in place to mitigate unsafe working conditions resulting from foul weather such as water, mud, dirt, snow, rain, ice, etc.
7. All vehicles are required to be insured and evidence of such may be required.

PCC SAFETY GUIDELINES FOR EXHIBITORS

BOOTHS 600 SQ/FT OR LESS:

A. A ladder up to 6ft. may be used in accordance with the manufacturer guidelines.
B. Battery operated power tools can be used. Power actuated tools, such as Hilti guns and gas filled nailers may not be used under any circumstances.

ALL BOOTHS:

A. Accessing floor ports in exhibit halls is strictly prohibited.
B. The use of gasoline powered equipment is not permitted.
C. Generators are prohibited.
D. Vehicle batteries shall be disconnected and reconnected by electricians regardless of booth size.
E. Rigging of heavy objects is not permitted. Riggers would be required for such work.
F. The use of safety protection is required when needed, such as safety glasses, gloves, etc.
G. The use of hoists will not be permitted.
H. The use of a device with an open flame, such as a propane torch, is prohibited.
I. Lasers, rotating or still, shall not be permitted
J. No smoking shall be permitted inside the facility-including electronic cigarettes.
K. Exhibit booths or displays may not block fire equipment. Columns, electrical closets, and electrical panels must be accessible.
L. All electrical cords run across the show floor or under carpet will be installed by SMG Electricians regardless of booth size.
M. In all booths (including booths less than 600sq/ft.) where an Exhibitor Appointed Contractor (EAC) or Decorator is utilized, electricians will install all light fixtures, lit signage, and all other work deemed as electrical jurisdiction.
N. Lead acid batteries may not be used for power in any booth.
O. Small air compressors that are not part of equipment (separate unit) are prohibited from use on the show floor. An order for Compressed Air is required through Client Utilities Department.
P. The use of restroom sinks to fill and drain tanks, pots, buckets, etc. in exhibit halls is prohibited. An order for Water Fill & Drain is required through Client Utilities Department.
Q. Dumping of any type of liquids into restroom sinks, toilets or exhibit hall floor ports is strictly prohibited.

(Rev. 7/14/17

RETURN THIS FORM TO:
PCC ORDER PROCESSING
1101 Arch Street
Philadelphia, PA 19107
Phone: 215.418.4800
Fax: 215.418.4805
showservices@paconvention.com

Pennsylvania Convention Center
PHILADELPHIA

AN SMG MANAGED FACILITY

ADVANCED RATE DEADLINE:

TELECOMMUNICATIONS SERVICE ORDER

(Please read terms and conditions on reverse side)

Exhibiting Firm: _____ Booth No.: _____

Address: _____ Event: _____

City: _____ State: _____ Zip: _____

Exhibitor Contact Name: _____ Title: _____

Phone: (____) _____ FAX: (____) _____ E-Mail: _____

CREDIT CARD AUTHORIZATION REQUIRED

[ ] Visa [ ] MasterCard [ ] Amex Account Number: _____ Exp Date: _____

Print Card Holder's name: _____ Signature: _____

Check enclosed #: _____ Amount: _____

PHONE SERVICE *(unlimited local and long distance calls at no additional charge)*

QTY	SERVICE	ADVANCE	STANDARD	TOTAL
	Single Line Telephone Service	$300.00	$350.00	
	Credit Card Line/Fax Line	$300.00	$350.00	
	Multi Line Telephone Service	$450.00	$525.00	

PHONE EQUIPMENT & FEATURES

QTY	SERVICE	ADVANCE	STANDARD	TOTAL
	Conference Phone (Single Line Telephone Service must be ordered)	$100.00	$150.00	
	Voice Mail	$25.00	$25.00	
	Other:			

Phone Service originates at back of booth; please attach a floor plan if service is required in a location other than back of booth.

SUB TOTAL	
8% SALES TAX	
TOTAL	

TO ORDER ON-LINE VISIT OUR WEBSITE AT WWW.PACONVENTION.COM

RATES EFFECTIVE MAY 1, 2018 – APRIL 30, 2019. RATES SUBJECT TO CHANGE AFTER 04/30/19.

SAMPLE

TELECOMMUNICATIONS SERVICE ORDER
TERMS & CONDITIONS

1. **INSTRUCTION FOR COMPLETING ORDER FORM**
   - **a.** Order must be typed or clearly printed, illegible forms will delay processing.
   - **b.** Services requested at location other than back of booth must include floor plan.
   - **c.** For services and equipment not listed on the service order form, call the PCCA Show Services Department for availability and quotes at (215) 418-4800 or e-mail **showservices@paconvention.com**

2. **EXPLANATION OF SERVICE**
   - **a.** Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
   - **b.** Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCC Show Services Desk.

3. **RULES & REGULATIONS FOR SERVICES**
   - **a.** Services provided **may not be** shared by multiple exhibits.
   - **b.** All materials and equipment furnished by PCC and/or its sub-contractors shall remain the property of PCC and/or its sub-contractors.
   - **c.** PCC and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
   - **d.** PCC or its sub-contractors are not responsible for interruption or fluctuation of services.
   - **e.** All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCC safety standards. All equipment is subject to inspection and approval by PCC prior to connection to service.
   - **f.** Customer is responsible for any lost or damaged equipment supplied by the PCC.

4. **PAYMENT TERMS & CONDITIONS**
   - **a.** **Full payment is due with service order.** Credit Card Pre-authorization for onsite charges is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center** (PCC), and accepted credit cards. **Service orders will not be processed without payment.** Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
   - **b.** Advance rates will be applicable to service orders received by PCC 21 days prior to the first day of move-in or the deadline date noted on front of this form. Service orders received less than 21 days prior to the first day of move-in and on site will be billed at the standard rate.
   - **c.** Third party billing is available upon request. Please contact the PCC Finance Department at 215-418-4793 for approval.
   - **d.** Outstanding balance for services will be automatically billed to the credit card on file.
   - **e.** Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
   - **f.** A $25.00 handling charge will be assessed for returned checks due to insufficient funds.
   - **g.** Claims regarding services provided by PCC will not be considered unless filed by customer issued prior to the close of show.
   - **h.** **Refunds** of overpayments will be issued by submitting request to PCC Finance Department within 30 days of the close of final invoicing.
   - **i.** For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCC shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania
   - **j.** International exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
   - **k.** For companies exempt from sales tax, PCC requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

SAMPLE

RATES EFFECTIVE MAY 1, 2018 – APRIL 30, 2019. RATES SUBJECT TO CHANGE AFTER 04/30/19.

ORDERS MAY BE PLACED ONLINE AT: https://tinyurl.com/ydxgtx7x

IF PAYING BY CHECK RETURN THIS FORM TO:
PCCA/SMG ORDER PROCESSING
1101 ARCH STREET
PHILADELPHIA, PA 19107
FAX FORM TO: 215-418-4813
INQUIRIES ONLY: 215-418-2190

Pennsylvania Convention Center
PHILADELPHIA
AN SMG MANAGED FACILITY

ADVANCED DEADLINE DATE:

WATER & COMPRESSED AIR SERVICE ORDER

(Please read Terms and Conditions attached)

Exhibiting Firm: _____ Booth No.: _____

Billing Address: _____ Event: _____

City: _____ State: _____ Zip: _____

Exhibitor Contact Name: _____ Title: _____

Phone: _____ E-Mail: _____

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials

□ Visa □ MasterCard □ Amex Account Number: _____ Exp Date: _____

Print Card Holder's name: _____ Signature: _____

Check enclosed #: _____ Amount: _____

Rate includes installation to back center of in-line and peninsula booths only.
Labor & material required for distribution to other locations, Island booths and connection to equipment.

QTY.	SERVICE	ADVANCED	STANDARD	TOTAL
	1 / 2" Main Airline w/ Shutoff	$300.00	$350.00	
	Additional 1 / 2" Airline Connection	$115.00	$165.00	
	1 / 2" Water line w/ Shutoff	$210.00	$260.00	
	1 / 2" Additional Water line w/ Shutoff	$115.00	$165.00	
	3 / 4" Drain line	$210.00	$260.00	
	3 / 4" Additional Drain line	$115.00	$165.00	
	Water Fill & Drain up to 200 gal.	$170.00	$220.00	
	Additional 100 gal. Water Fill & Drain – Labor Additional	$70.00	$90.00	
	Prep Sink (Water & Drain Additional)	$120.00	$160.00	
	Basic Hot Water Heater Package (Includes hot/cold water lines, drain line, water heater, plumbing & electric labor at column location only). Other locations and various setups will incur additional charges.	$1,150.00	$1,200.00	
			Sub Total	
			8% Sales Tax	
			TOTAL	

PLUMBING LABOR RATES:
Weekdays 8am - 4:30pm $150.00per hour | Weekdays after 4:30pm & all day Saturday $225.00 per hour
All day Sunday and Holidays $300.00 per hour

□ AUTHORIZED TO LAY LINES UNDER CARPET WITHOUT EXHIBITOR SUPERVISION PER ATTACHED FLOOR PLAN
□ PROCEED UNDER SUPERVISION DATES AND TIMES INDICATED BELOW:

Install lines under carpet **Date:** _____ **Time:** _____

Final Connection to equipment **Date** _____ **Time:** _____

RATES EFFECTIVE MAY 1, 2019 TO APRIL 30, 2020

SAMPLE

PCCA/SMG WATER & COMPRESSED AIR SERVICE ORDER
TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM

- **a.** Order must be typed or clearly printed, illegible forms will delay processing.
- **b.** Services requested at location other than back of booth must include proper forms and diagrams.
- **c.** For services and equipment not listed on the service order form, call the PCCA/SMG Utility Services Department for availability and quotes at (215) 418-2190 or e-mail **utilities@paconvention.com**

2. PAYMENT TERMS & CONDITIONS

- **a. Full payment is due with service order.** Credit Card Pre-authorization for on site charges, labor and materials is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center Authority,** (PCCA) and accepted credit cards. Service orders will not be processed without payment. Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
- **b. Advanced Rates** will be applicable to service orders received with payment in full by the deadline date noted on the front of this form.
- **c. Standard Rates** will be applicable to service orders received after the Advanced Rate Deadline or orders received without payment.
- **d. Third party billing** is available upon request. Please contact the PCCA/SMG Finance Department at 215-418-4795 for approval.
- **e. Outstanding balance** for services will be automatically billed to the credit card on file.
- **f.** Credit will not be given for service installed and not used.
- **g. Cancellation of services** must be received by PCC/SMG Utility Services Department 21 days prior to the event. Services cancelled without 21 days prior written notice are subject are subject to a cancellation fee of 25%.
- **h.** A $25.00 handling charge will be assessed for returned checks due to insufficient funds.
- **i.** Rates are based on current wages and are subject to change without notice.
- **j. Claims** regarding services provided by PCCA/SMG will not be considered unless filed by customer issued prior to the close of show.
- **k. Refunds** of overpayments and dispute resolutions will be issued by submitting requests to PCCA/SMG Finance Department within 30 days of the close of final invoicing.
- **l.** For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCCA/SMG shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania
- **m. International exhibitors** are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- **n.** For companies exempt from sales tax, PCCA/SMG requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

3. EXPLANATION OF SERVICE

- **a.** Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- **b.** Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCCA/SMG Utility Services Desk.
- **c.** Electrical services will be turned off one hour after the close of show each day and restored one hour prior to opening.
- **d.** 24 hour electrical service is available for refrigeration, electronics and circulation pumps.

4. RULES & REGULATIONS FOR SERVICES

- **a.** Services provided may not be shared by multiple exhibits.
- **b.** All materials and equipment furnished by PCCA/SMG and/or its sub-contractors shall remain the property of PCCA/SMG and/or it's Sub-contractors.
- **c.** All rental equipment furnished by PCCA/SMG not left in the booth at the close of the show will be charged an additional 75% of the original rental equipment charge.
- **d.** PCCA/SMG and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
- **e.** PCCA/SMG or its sub-contractors are not responsible for interruption or fluctuation of services.
- **e.** All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA/SMG safety standards. All equipment is subject to inspection and approval by PCCA/SMG prior to connection to service.
- **f.** Customer is responsible for any lost or damaged equipment supplied by the PCCA/SMG.

SAMPLE

RATES EFFECTIVE MAY 1, 2019 TO APRIL 30, 2020



Section 8: Food and Beverage (Aramark)

Culinary Services Guide

Exhibitor Services Menu & Order Form

Aramark Culinary Services Guide

Exhibitor Menu & Order Form

Aramark SFS Joint Venture
Pennsylvania Convention Center
1101 Arch Street, Philadelphia, PA 19107
Phone (215) 418.2243; Fax (215) 418.2210

AUTHORIZATION REQUEST
SAMPLE FOOD AND/OR NON-ALCOHOLIC & ALCOHOLIC BEVERAGE DISTRIBUTION

Aramark SFS Joint Venture ("Aramark") has **exclusive** food and beverage service rights at the Pennsylvania Convention Center. Organizations holding events at the Pennsylvania Convention Center and/or their exhibitors (collectively, "Exhibiting Firm") may distribute sample food and/or non-alcoholic beverage products and food/non-alcoholic beverage giveaways ("Sample Products") only with the prior written approval of Aramark.

GENERAL CONDITIONS:

1. Sample Products dispensed by Exhibiting Firm are limited to products manufactured or processed by Exhibiting Firm, and must be directly related to the purpose of the event.
2. All Sample Products must be distributed from Exhibiting Firm's exhibit location and shall comply with the following requirements:
    a. Non-alcoholic Beverage Sample Products are limited to a maximum of 3 fluid ounces.
    b. Wine & Beer Sample Products are limited to a maximum of 2 fluid ounces.
    c. Spirit Sample Products are limited to a maximum of 0.5 fluid ounces.
    d. Food Sample Products are limited to a maximum of 2 ounces.
3. For all alcoholic beverage samples, an Aramark Bartender must be hired to distribute samples.
4. Exhibiting Firm shall maintain at all times during the event, and shall provide to Aramark no later than seven (7) days prior to the first day of the event a certificate of insurance evidencing, comprehensive general liability insurance with minimum limits of liability of$1,000,000 per occurrence and $2,000,000 in the aggregate for bodily injury or property damage, including contractual liability coverage (to cover Exhibiting Firm's obligations set forth in Paragraph 4 below) and food products liability coverage (with respect to any defect or contaminant in the Sample Products and/or in the production or manufacturing of the Sample Products). The foregoing insurance policy(ies) shall be issued by a company or companies licensed to do business in the Commonwealth of Pennsylvania and reasonably acceptable to Aramark. All policies of liability insurance shall include Aramark and the Pennsylvania Convention Center Authority (the "Authority") as additional insureds.
5. Exhibiting Firm hereby agrees to indemnify, defend (with counsel acceptable to Aramark) and hold harmless Aramark and the Authority, and each of their respective subsidiaries, affiliates, employees, agents, officers and directors, and each of their respective successors and assigns, from and against all liabilities, damages, losses, claims, suits, judgments, fines, costs and expenses (including attorneys' fees and expenses), for bodily injury (including death) or property damage caused by, growing out of, or happening in connection with (i) the acts or omissions of Exhibiting Firm, its employees or agents, or use of equipment by Exhibiting Firm, its employees or agents, or (ii) the preparation, serving and/or consumption of the Sample Products.
6. Exhibiting Firm is responsible to obtain a health permit/approval (as applicable) from the Philadelphia County Health Department and a copy of all required permits/approvals must be provided to Aramark no later than three (3) days before the first day of the event.
7. Exhibiting Firm is required to prepare and serve Sample Products in accordance with industry standard sanitation, food safety and food temperature guidelines and in compliance with all applicable laws and regulations.
8. No cash sales are permitted by Exhibiting Firm.
9. Aramark will charge Exhibiting Firm standard fees for storage, handling, and delivery where applicable.
10. Food and/or beverage items used for traffic promotion (i.e., coffee, popcorn, soda, ice cream, etc.) must be purchased from ARAMARK.

Name of Event: _____ **Event Date:** _____

Exhibiting Firm Name: _____ **Phone: (____)**_____

Booth Number: _____ **Fax: (____)**_____ _____

Address: _____

Contact: _____ **Title:** _____

Product(s) you wish to dispense: _____ **Size of Portion to be dispensed:** _____

Proposed method of distribution: _____ **Quantity to be dispensed:** _____

Explain purpose for offering Sample Products: _____

By signing/executing below, you acknowledge that you have read and agree with the terms and general conditions set forth above.

Exhibiting Firm Name:_____

By: _____
Name:
Title:

The undersigned hereby consents to Exhibiting Firm's distribution of Sample Products strictly in accordance with the terms and general conditions set forth above.

ARA/SFS Joint Venture

By: Aramark Sports and Entertainment Services, LLC

By: _____
Name:
Title: