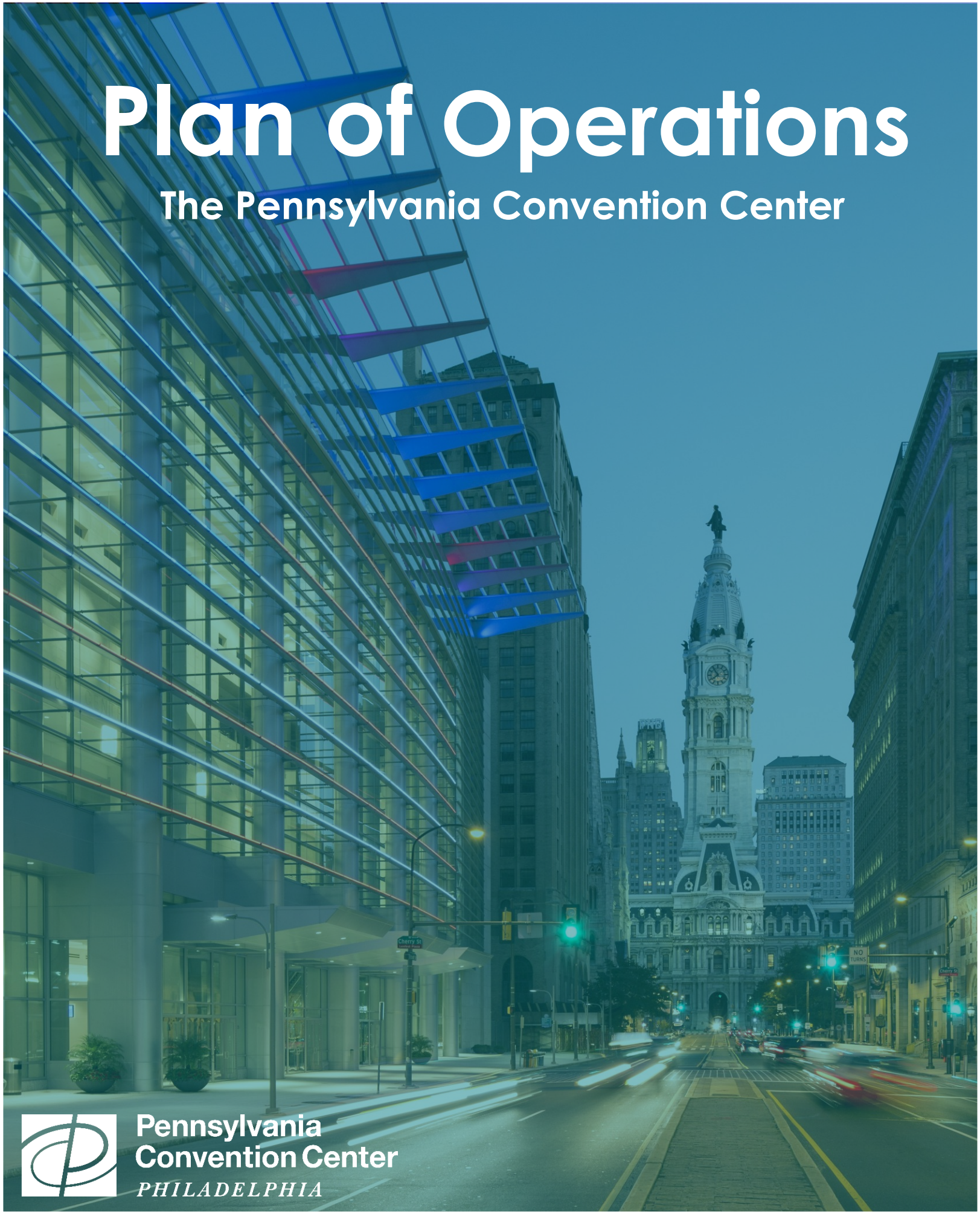
Plan of Operations

The Pennsylvania Convention Center



Pennsylvania Convention Center
PHILADELPHIA

One Convention Center Place • 1101 Arch Street • Philadelphia, Pennsylvania • 19107-2299
D: 215-418-4700 • F: 215-418-4747 • www.paconvention.com
Information contained within this document is subject to change.

Welcome to Philadelphia



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 Legends Global, the 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

Tony Hodgins
Legends Global-General Manager
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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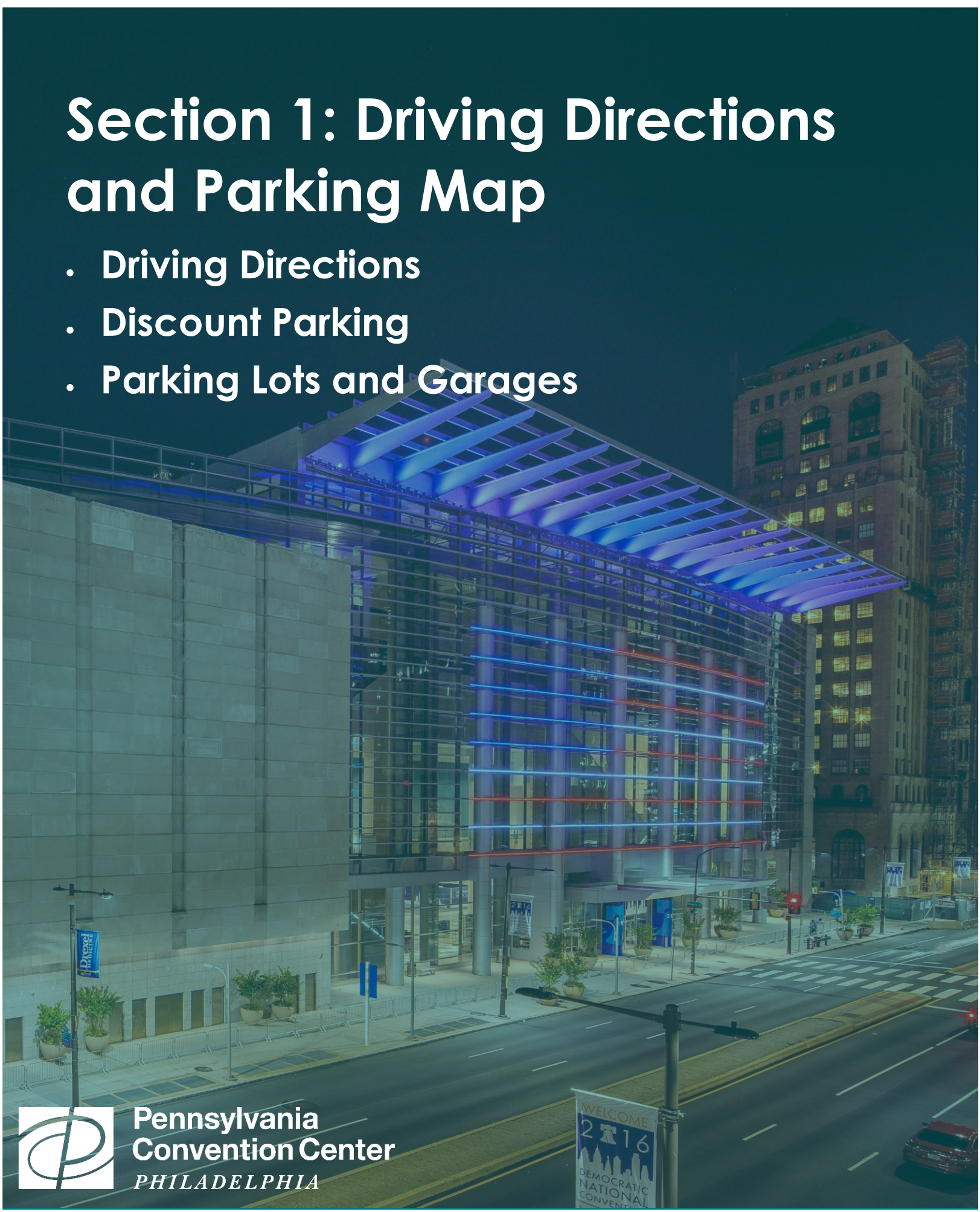
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Section 1: Driving Directions and Parking Map

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- Discount Parking
- Parking Lots and Garages



Pennsylvania Convention Center
PHILADELPHIA

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 Center 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

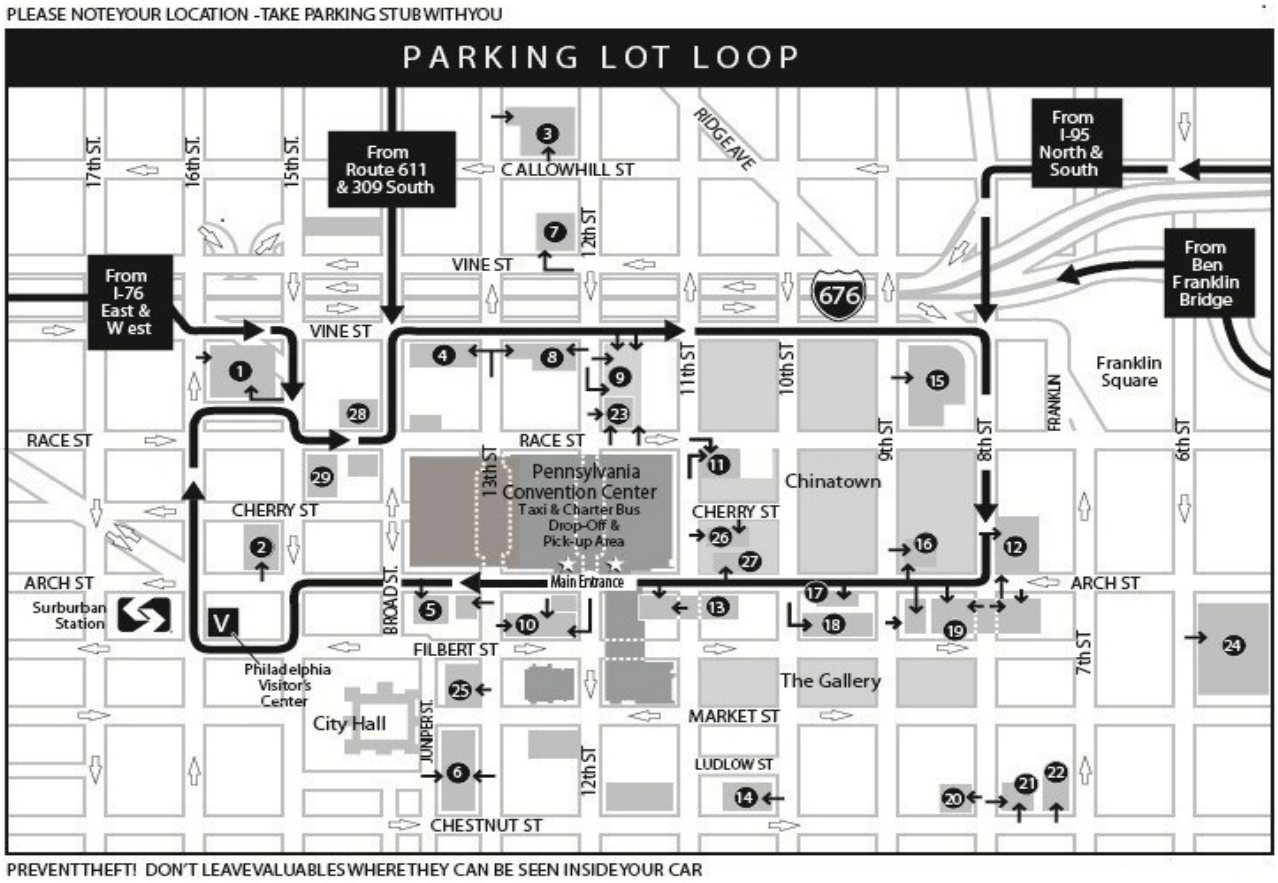
Dock G: (entrance on 13th Street between Arch and Race) Once on 12th drive two blocks to Arch Street. Make a right onto Arch Street go one block to 13th Street turn right the entrance is located on the left hand side towards the end of the block.

GPS Address: 151 North 13th Street Philadelphia Pennsylvania 19107

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

*Continued on the next page

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



Pennsylvania Convention Center
PHILADELPHIA

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

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
Event Technology 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
Noise Level
Pallets
Parking
PCC Logotype, Trademarks and Symbols
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.

Event Technology Department

The Authority's Event Technology 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 Event Technology 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 Event Technology 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 within this document

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 requires acceptance of all policies contained in the "Box Office Terms and Conditions" as well as receipt of an executed "Box Office Terms and Conditions" as a condition for using the Box Office Service.

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

Bring your message to life with Digital Signage. Deliver valuable messages that make an impact and generate a response. Our digital displays create an immersive experience and serve as a powerful tool to engage audiences, promote brands, and drive sales. For more information, please visit our website: PCC Digital Signage Catalog

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.

Exhibit Halls:

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

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

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 meet- ing 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.

Changes to key card access are under the control of the Licensee. The Licensee is responsible for the daily locking and unlocking of these rooms and making all arrangements for servicing these rooms for catering, cleaning, etc. It is the Licensee's responsibility to make sure these rooms are locked and secured. The Authority bears no responsibility for any loss that may occur. Notwithstanding the foregoing, regardless of the Licensee's obligation, the Authority affirmatively acknowledges it is not released from any obligation to exercise commercially reasonable efforts, consistent with similar centers, to ensure the safety and security of Licensee's property that is reasonably secured.

Labor Supplier (Elliott Lewis)

Elliott Lewis is the labor supplier authorized to provide show labor at the Pennsylvania Convention Center. It is the PCC's policy that all temporary show labor must be provided by Elliott Lewis (exclusive of the Authority's contracts with companies such as AUS, MNM and ARARMAK).

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 Event Technology Department exclusively operates the permanent sound systems on the Authority's behalf. Please contact the Authority's Event Technology 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 poweredehicles are prohibited in the entrance vestibules, meeting rooms, 300-Level concourse and the Food Court./OverlookCafé. 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 sixty (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. Exhibitor 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 Exhibitor 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) PCC is the preferred rigging vendor. The PCC'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

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

- General Session (prevailing rates will apply)
- Food and Beverage events & concession locations
- All other equipment should be ordered through your preferred General Service Contractor

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.

Shuttle Transportation

The PCC has a No Idling Policy per the City of Philadelphia Ordinance 12-1127. PCC No Idling signs are to be placed and removed at the end of each day by licensee preferred Transportation vendor.

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 authorized 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.

Exhibitor Services:

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 Event Technology 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 Event Technology 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
- Meeting Room Specifications

Pennsylvania Convention Center
PHILADELPHIA

Capacity Charts

100 Level Capacity Chart

200 Level Capacity Chart

300 Level Capacity Chart

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 PCC Exhibitor 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 PCC Exhibitor 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 Event Technology 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 our Event Technology Department.

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.

Exhibit Hall	Location	Width	Height
Hall A	A1 Interior Drive-In Door	23'	26'
	A2 Interior Roll Up Door	15'	16'
Hall B	B1 Interior Drive-In Door	24'	16'
	B2 Interior Roll Up Door	14'	16'
	B4 Interior Front Entrance Roll Up	13'9"	7'4"
Hall C	C1 Interior Roll Up Door	14'	16'
	C2 Interior Drive In Door	24'	26'
Hall D	D1 Interior Roll Up Door	13'	8'
	D2 Interior Drive In Door	24'	15'
Hall E	E1 Interior Roll Up Door	12'	10'
	E2 Interior Drive In Door	20'	15'
Hall F	F1 Interior Drive In Door	24'	16'
	F2 Interior Roll Up Door	24'	16'
	FDK1-F Dock Race St. Gate	41'	14'
	FDK2-F Dock 12th St. Gate	35'	14'
Hall G	G1 Dock Interior (front) door	12'	10'
	G2 Dock Interior (rear) door	12'	10'
	G Dock to G Hall Drive In Door	14'	15'
	G1-G Hall (Broad St. Side) Interior Roll up	10'	10'
	GDK-G Dock 13th St. Gate	38'	13'
House Dock	HDK1-House Dock Race St. Gate	41'	14'
	HDK2-House Dock 12th St. Gate	37'	14'

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:

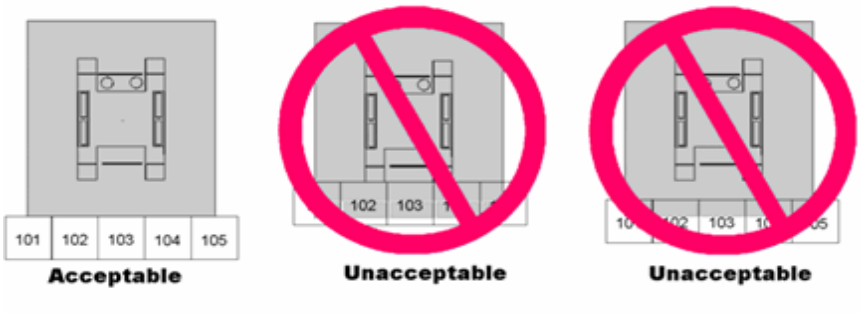
1. Plans should be submitted to your Event Manager or Director of Event Management a minimum of three (3) months prior to the event date. The Event Manager or Director of Event Management will forward these to the Philadelphia Fire Department.

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.

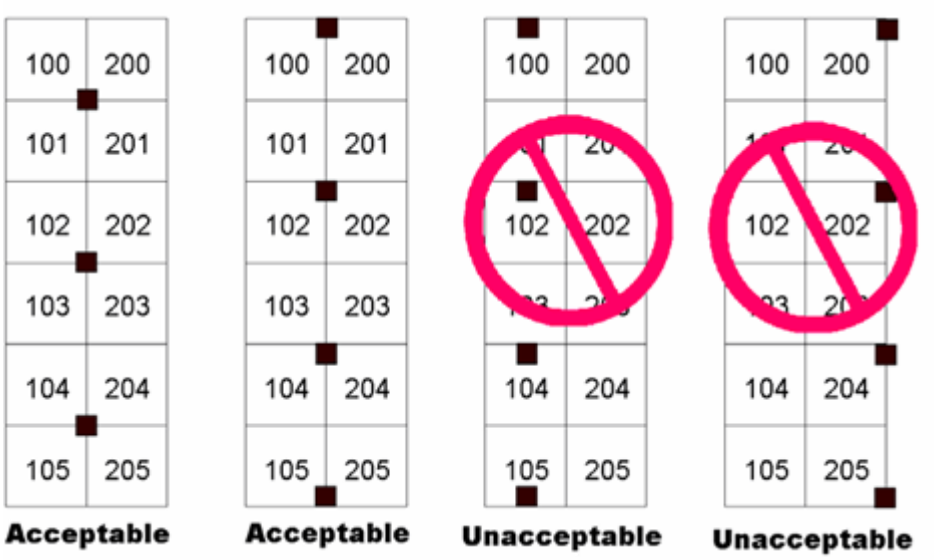
4. We suggest that floorplans submitted for approval are drawn to maximum usage of hall.

5. Minimal guidelines for acceptable floor plans are as follows:
   - 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.
   - All aisles must be a **Minimum** of 8' wide.
   - *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.
   - No visual and physical obstructions to fire exit doors are permissible.
   - All food service areas must be clearly marked.
   - Clear access must be maintained to all permanent concession stands and to all restrooms.
   - 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.



- All bone-yard/storage areas must be clearly marked on the plan
- All utility floor ports must be indicated and line up with the backline of in line booths.
- 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.

Lighting—Grand Hall

LED Bay Center Lights are dimmable by section not individually.
Platform lights located on the sides of the Grand Hall can be color coordinated with show colors, holidays, etc.

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.

Equipment Inventory and Price List

ITEM	TOTAL	PRICE
CHAIRS		
Gray Stack Chairs (18"w x 18"d)	32,180	$1.25
Red Folding Chairs (15"w x 16"d)-Elevated seating-EXHIBIT HALLS ONLY	3,950 (500 seat minimum)	$2.50
TABLES		
8' x 30" Standard Table-Height: 29-7/8"	890	$5.50
6' x 18" Classroom Table	235	$5.50
8' x 18" Classroom Table	1,280	$5.50
60" (5') Rounds	400	$5.50
72" (6') Rounds	1,370	$5.50
Cocktail Adjustable (30"w x 42"h)	392	$5.50
TABLE SKIRTING		
Gray Table Skirts	400	$10.00
Gray Velour Tops (8' x 30" tables)	273	$10.00
Black Velour Tops (8' x 30' tables)	150	$10.00
Black Spandex (Standard Only)	65	$10.00
Black Spandex Cut Out (Standard Only)	60	$10.00
LECTERNS		
Standing Lecterns (Carpeted) with lights	60	$25.00
Standing Lecterns (Carpeted) w/o Lights	30	$25.00
VIP Table Top (Wood)	2	$0.00
Table Top (Carpeted)	5	$0.00
Executive	1	$50.00
FLAGS		
United States Flag	33	$5.00
Pennsylvania State Flag	35	$5.00
Philadelphia City Flag	5	$5.00
Bases	52	$0.00
ROPE & STANCHION		
Belt Top Stanchions	160 (6' Section)	$10.00 per section
Rope & Stanchions (snap-end/covered rope)	12 (7'6" Section)	$10.00 per section
RISER/STAGES		
6' x 8' Riser (16"-24")	100	$20.00
6' x 8' Riser (24"-32")	98	$20.00
2 Steps (23"wx41"lx58 1/2"h)	58	$0.00
3 Steps (41"wx33 1/4"lx67"h)	35	$0.00
Riser Skirts (16"-24" x 6'L)-162ft	27	$0.00
Riser Skirts (16"-24"x8'L) - 108ft..	54	$0.00
Riser Skirts (24"-32"x6'L)-176ft	30	$0.00
Riser Skirts (24"-32"x8'L)-104ft	53	$0.00

ITEM	TOTAL	PRICE
4’ x 8’ Performance Stage Right Decks	210	$30.00
12' x 8' x 3 Rolling Performance understructure (48" - 72"H)	38	$0.00
4' x 8' x 2 Performance understructures (48" - 72"H/ Can build (2) 60'x40')	48	$0.00
4’ x 4’ Camera Riser(32”,36”,40”,44”,48”H)	20	$25.00
Performance Steps-Ballroom AB Only	1	$0.00
Performance Steps(44”wx109”lx61”h)	8	$0.00
Performance Skirt	844ft.	$0.00
DANCE FLOOR		
Dance Floor (3’ x 3’)	1,298	$5.00 per square
EASELS		
Easels	240	$5.00
COAT RACKS		
Coat Rack	5	$10.00
TICKET BOOTHS/DROP BOXES		
Ticket Booth (Handicap window)	2	$200.00
Booth (Double window)	2	
Ticket Drop Boxes	8	$5.00
PIANO		
Piano (Upright-Does not include tuning)	1	$100.00
MISCELLANEOUS		
Full Length Mirror	2	$75.00
Bike Rack (8’w x 43”h)	280 Sections	$20.00 per section
Bike Rack Cover—Black	25	$0.00
Bike Rack with SMG Logo	1	$0.00
55 Gallon Gray Trash Cans	493	$0.00
35 Gallon Green Recycling Cans	53	$0.00
35 Gallon Silver Barrel Trash Cans (Ballrooms & Meeting Rooms only)	17	$0.00
Black Tilts	28	$0.00
Blue Recycle Tilts	6	$0.00
Moving or Relocation of Building Furniture (front & back of house)		Hourly Rates Apply
Walk-through Metal Detectors	20	$150.00 per unit/per day

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

- General Session-prevailing rates apply
- Food and Beverage concession locations
- All other equipment should be ordered through your preferred General Service Contractor

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. Skirting provided on first row of tables ONLY.
- 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 Room Specifications 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
- Health & Safety
- Medical Testing/Waste Removal Requirements
- Policy for Display of Firearms
- Requirements for Animals in Exhibits
- Security Guidelines-including Service Animals
- Temporary Animal Exhibit Permit

Pennsylvania Convention Center
PHILADELPHIA

Approved Security Contractors (Revised 02.09.24)

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

U.S. Security Care Inc.
960 B Harvest Drive
Suite #130
Blue Bell PA 19422
Maleeka Carroll, Senior Security Advisor
Phone: (215) 460-4797; (877) 858-8772
carrollm@usscinc.com
www.usscinc.com

Imperial Events Security Services, LLC
2501 Wharton Street, Unit 1
Philadelphia PA 19146
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
Sean Betz, Contract Manager
Phone: 888-406-6661 (O); M: (215) 365-9233
Fax: 215-599-9539
sbetz@opssecuritygroup.com
www.oracleprotection.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.
31. Motorized forklifts, aerial lifts and other vehicle equipment powered by internal combustion engines are limited to loading docks, move in, move out for exhibit display purposes or in case of emergencies.
32. Exhibits are prohibited from blocking air exchanges and air flow.
33. The PCC has a No Idling Policy per the City of Philadelphia Ordinance 12-1127. PCC No Idling signs to be placed and removed at the end of each day by licensee preferred Transportation vendor.

Card & Video Game Event Security Requirements

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.

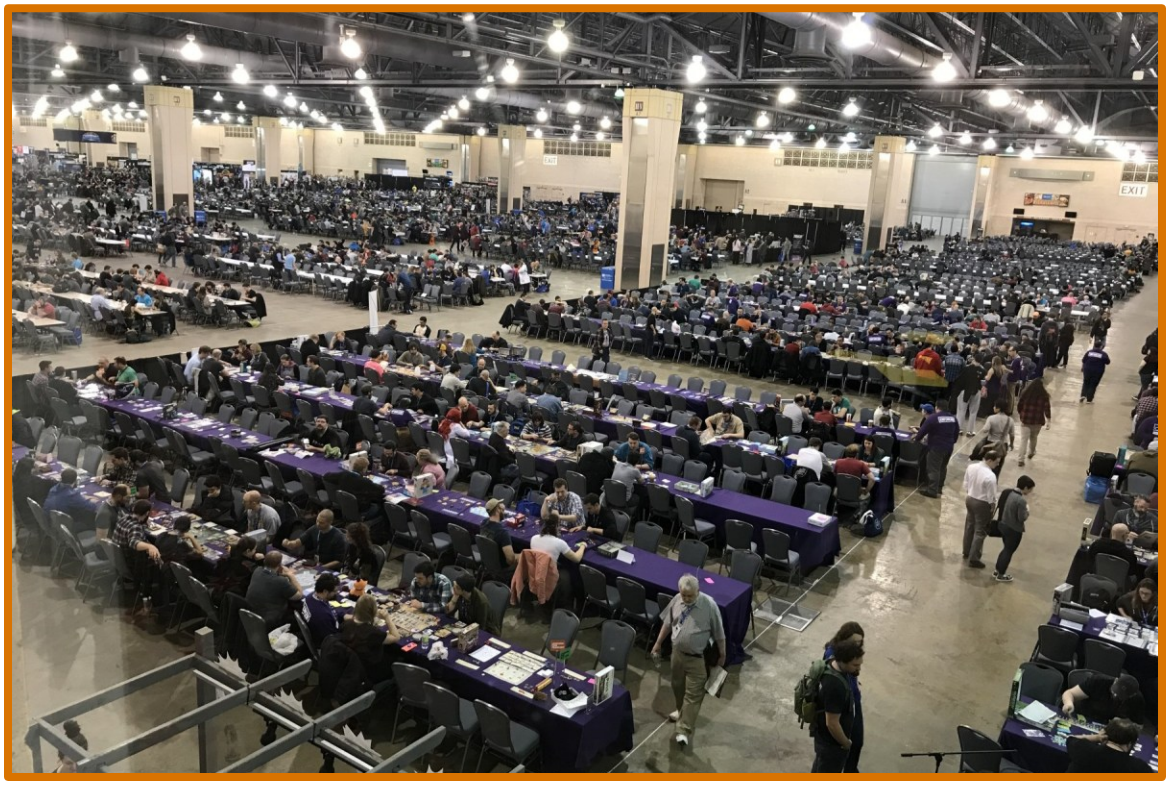
Any visitors observing and not playing must be given a different color wrist band. This wrist band must be worn on their wrist at all times. Show management will determine how many visitors will be permitted.

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.

Show management must also hire a minimum of one (1) uniformed Philadelphia Police Officer for each meeting room, ballroom, or exhibit hall. 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 signs are posted inside space 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 PCC Safety Manager prior to entering the building.**
2. All vehicles (gas and EV) must be escorted by staff on foot. No cart escort is permitted.
3. Fuel tanks and fill openings are closed with a locking tank or it must be taped shut.
4. Battery cables must be disconnected and the ends taped.
5. All battery connections (disconnection and connection) shall be made by show electricians regardless of booth size.
6. A properly tagged set of keys to each vehicle must be left with the building prior to display.
   BRING AN EXTRA SET OF KEYS.
7. Tanks cannot be refueled or emptied inside the PCC.
8. No repairs or alterations shall be made on vehicles.
9. During non-show hours, vehicles must be locked.
10. Fire extinguishers, in appropriate numbers and classifications, may be required.
11. Floors under vehicle must be protected from any leakage, spillage or other potential damage.
12. 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.
13. 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.
14. All vehicle locations must be shown on floorplans submitted to Fire Marshal for approval.

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

1. All vehicles (gas and EV) must be escorted by staff on foot. No cart escort is permitted.
2. Battery cables must be disconnected and the ends taped.
3. All vehicles (gas and EV) must have their batteries disconnected and reconnected by show electricians regardless of booth size.
4. A properly tagged set of keys to each vehicle must be left wit the building prior to display.
3. No repairs or alterations shall be made on vehicles.
4. During non-show hours, vehicles must be locked.
6. Fire extinguishers, in appropriate numbers and classifications, may be required.
7. Floors under vehicle must be protected from any leakage, spillage or other potential damage.
8. 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.
9. 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.
10. 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 Public Safety Director 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) All sports-related events require EMS services
D) If your event uses more than one hall for activities, you may need to have more than one EMS on location.
E) 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
Barrington Malcolm, Operations Coordinator
6501 Essington Ave
Philadelphia PA 19153
Toll Free 800-462-9111, ext. 133
Local (719) 730-4681
bmalcolm@crowdrx.org

National Event Services, Inc.

501 Bailey Road
Yeadon, PA 19050
Local: 610-284-3000
Toll Free: 1-866-411-3300
Toll Free: 1-866-411-3300
Mike Diienno
mdiienno@nationaleventservices.com

Event Medical Staffing Solutions, LLC

Adam Scull, Vice President
4 Hook Road
Sharon Hill, PA 19079
215-494-2693
adam@4emss.com

Fire Safety Requirements

The Philadelphia Fire Code (Fire Code), in Section F-101.3, establishes minimum requirements to provide for a reasonable level of fire safety for properties and activities within the City of Philadelphia. In conjunction with Fire Code requirements, the following fire safety requirements are established for all convention and exhibition shows in the City to provide a reasonable level of fire safety.

Aisles

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

Aerosols

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

Combustible Storage

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

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.

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.

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.

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.

Fire Safety Requirements continued

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 regardless 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.

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 Processes" 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 films, and Underwriters Laboratories. (U.L.) 2975 for foamed plastics.

Booths with Canopies (roofs, multi-level, sails, tents):

- Booths with a canopy under 300 square feet must have fire extinguishers and smoke detectors.
- Booths with a canopy over 300 square feet must provide fire watch assigned to the booth during non-show hours, be equipped with automatic sprinklers or have the structure, sail or tent taken down at the end of each day.
- Tents must be listed or certified as flame retardant. A tear sheet or tag must be available to determine compliance. A smoke detector and fire extinguisher under each tent is required.
- 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.
- 10lb ABC Fire Extinguishers shall be kept in the booth once the canopy is in place.
- 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 requirements of a single booth with a canopy over 300 square feet. This is the responsibility of the Show Organizer.

Meeting Rooms:

- Canopies are not permitted inside meeting rooms without a 24-hour fire watch.

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:

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.

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.

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.

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:

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.

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.

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

Fire Safety Requirements continued

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.

Explosives

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

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.

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).

Flammable and Combustible Liquids

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

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

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.

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.

Open Flame

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

Pyrotechnic or Fireworks Displays

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

Shuttles

When using 12th Street Tunnel for shuttle drop off/pick up, “No Idling” signs must be placed.

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.

Pennsylvania Convention Center
PHILADELPHIA

Food Truck Guidelines & Requirements

Fuel, Battery & Vehicle Safety

- These rules apply to all food trucks, including but not limited to gasoline-powered, diesel-powered, hybrid, and fully electric vehicles.
- 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 PCC Building Security prior to entering the building.
- All food trucks must be escorted into the facility by personnel on foot. The use of carts or other vehicles to escort food trucks into the building is not permitted.
- Fuel tanks and fill openings are closed with a locking tank or it must be taped shut.
- Battery cables must be disconnected and the ends taped.
- All battery connections (disconnection and connection) shall be made by electricians regardless of booth size.

Cooking, Fuel & Fire Protection

- Butane- and propane-fueled cooking equipment are prohibited.
- Propane tanks must be removed from all food trucks. If the tanks cannot be removed, the food truck may not enter the building.
- Indoor use of generators is prohibited.
- Cooking appliances in food trucks must comply with NFPA 96.
- Grease vapors must be exhausted from the building.
- Tanks cannot be refueled or emptied inside the PCC.
- No repairs or alterations shall be made on vehicles.
- During non-show hours, vehicles must be locked.
- Fire extinguishers, in appropriate numbers and classifications, may be required.

Floor & Carpet Protection

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

Floorplans & Authorization

- All vehicle locations must be shown on floorplans submitted to Fire Marshal for approval.
- No food trucks can be operated without prior Aramark authorization.

Important: Food truck placement and operation require advance coordination. Vehicle locations must be included on floorplans submitted to the Fire Marshal, and food trucks cannot operate without prior Aramark authorization.

Information is subject to change.

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 Public Safety 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 Public Safety Director 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 Public Safety Director 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 ensure the safety of the occupants.

Contact Philadelphia Dept of Public Health – 215-685-9000
Yolanda Suarez: yolanda.suarez@phila.gov
Jason Edinger: jason.edinger@phila.gov

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
Environmental Health Services
1825 E. Hilton Street
Philadelphia, PA 19134

Payment can be received online. Please contact Jason Edinger or Yolanda Suarez to arrange online payment.

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 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. Ballroom Events

Each Ballroom requires a minimum of two (2) security officers 24/7 from freight move in through move out .
One (1) Security officer at the front of each ballroom
One (1) Security officer at the rear of each ballroom

Ballroom staffing pertains to:
Ballroom A
Ballroom B
Terrace Ballroom 1
Terrace Ballroom 2
Terrace Ballroom 3
Terrace Ballroom 4

Security Guidelines Continued

C. 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.

D . Public Events and/or Large Attendance Events

a. Ticket booths
b. Crowd control
c. Escalators

Parking 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.

Contracted 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.

E. Walk-Through Metal Detectors

a. The PCC owns (20) units available for rental.

b. $150 per unit/per day. Includes set up and removal.

c. (2) Show Security Guards per unit will be required contracted through Licensee's appointed Security vendor.

d. Philadelphia Police Officer will be required-fee will be billed to licensee. Contact your Event Manager for more information.

e. Items deemed as contraband will be either discarded by security personnel or confiscated by law enforcement.

F. Service Animals

Service animals are protected under the ADA Act and are permitted to accompany persons with disabilities in any area of a facility where the general public is normally allowed.
Only dogs and miniature horses are recognized as service animals.

They are not required to wear any insignia identifying the animal as a service animal although it is helpful for building security. The animal must be trained to perform a specific service for the disabled person.

The dog must remain on a leash , house- trained and under control of the owner at all times.

Security is permitted to ask only two (2) questions when an animal enters the building:
1. Is the animal a service animal?
2. What task is the animal trained to perform in order to assist the accompanying disabled person?

Comfort or emotional assistance animals are not covered by the ADA Act.

Philadelphia Department of Public Health
Environmental Health Services
Animal Management Unit
Office (215)685-9000 / Fax (215)425-5741

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 AND/OR VETERINARY PAPERWORK TO BE PROVIDED UPON REQUEST

☐ 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 – 1825 E. Hilton St. Philadelphia, PA 19134 along with $100
Check or Money order made payable to Department of Public Health - EHS

Licensing Animals Kept for Exhibit

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 thehealth, welfare or safety of the community or the animal; current USDA license and/or additional veterinary paperwork may be required prior to permit approval.**
- **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.**

PHILADELPHIA
Department of Public Health

Animal Management Services
Environmental Health Services
1825 E. Hilton St
Philadelphia, PA 19134
(215) 685-9000
www.phila.gov/health

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
- Drone Guidelines
- Emergency Contacts Information
- FAQs-Show Management
- Green Initiatives
- Internet Pricing Guide-Show Mgmt
- Lighting & HVAC Utilities Rates
- Meeting Room Changeover Charges
- Michael A. Nutter Theatre
- Nursing Station Advertising Prices
- Photography & Logo Usage
- Rigging Checklist
- Rigging Guidelines & Regulations
- Rigging Services Order Form & Estimates
- UPS Store
- Wheelchair & Scooter Rental Information

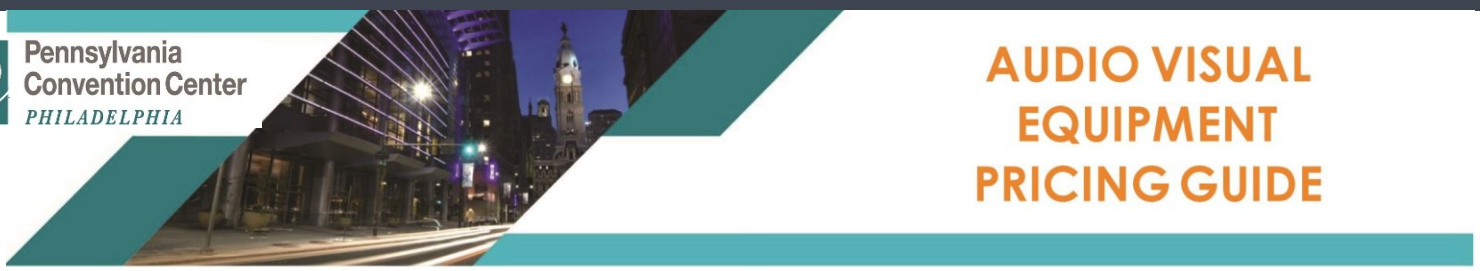
Advertising, Banners and Signage

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



Pennsylvania Convention Center
PHILADELPHIA



AUDIO VISUAL EQUIPMENT PRICING GUIDE

Please contact Event Technology at **Eventtechnology@paconvention.com** or **215-418-4800** for additional information.

PRESENTATION EQUIPMENT	
34" or 54" cart	$25.00
56" Safelock Stand	$20.00
D'San Perfect Cue System	$50.00
Laser Pointer	$25.00
D'San Speaker Timer	$65.00
Flipchart/Markers & Pads	$30.00
Flipchart/Post-It Pad	$65.00
Wireless Advancer with Laser Pointer	$55.00
16' Black Velour Pipe & Drape (Price per ft)	$10.00
20' Black Velour Pipe & Drape (Price per ft)	$12.00
25' Black Velour Pipe & Drape (Price per ft)	$15.00

AUDIO EQUIPMENT	
Dynamic Wired Microphone	$35.00
Condenser Lavalier	$35.00
Lo-Profile Podium Microphone	$40.00
Boom Microphone Stand	$10.00
Wireless Handheld or Lavalier Microphone	$115.00
Wireless Headset Microphone	$140.00
Gooseneck for Podium	No Charge
4 Channel Audio Mixer	$45.00
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

Eventtechnology@paconvention.com • 215-418-4800

RATES EFFECTIVE MARCH 5, 2019 (REV. AUG 2017)

AUDIO EQUIPMENT CONTINUED	
Yamaha LS9 32ch. Digital Console	$350.00
Dugan Auto Mixer	$200.00
1/3 Octave Stereo Equalizer	$50.00
Press Multi Box	$95.00
Telephone Audio Interface	$175.00
Direct Box	$20.00
Camera Audio Patch	$20.00
Audio Distribution Amplifier (1x8)	$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 section/per room)	$50.00
Ballroom House Sound System Access Fee (Per Section)	$75.00
Piped in Music (per Room)	$50.00
Paging Microphone (Per exhibit hall/per show) w/ wired mic	$75.00
Paging Microphone (Per exhibit hall/per show)	$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
Meyer UPM Speaker	$75.00
JBL VRX932 Line Array Speaker	$150.00
JBL VRX918 Subwoofer	$125.00
Roland Audio Recorder	$95.00
K-Array KR202 Speaker System (2 Speakers)	$400.00

LIGHTING EQUIPMENT	
Ballroom Lighting Standard Package	$695.00
Ballroom Lighting Full Package	$895.00
Colorblast LED Uplight Head Unit	$75.00

Eventtechnology@paconvention.com • 215-418-4800

RATES EFFECTIVE MARCH 5, 2019 (REV. AUG 2017)

LIGHTING EQUIPMENT CONTINUED	
Colorblast LED Uplight (Wired)	$35.00
LED Uplight (Wireless)	$25.00
26° Leko Light	$25.00
19° Leko Light	$25.00
Pipe & Base Tree (12')	$25.00
Crank Up Tree (16')	$100.00
12 Channel Lighting Console	$85.00
6 Channel Dimmer Pack	$75.00

VIDEO & DATA DISPLAY EQUIPMENT	
19" LCD Flat Panel Display (Data Only)	$75.00
32" LCD Flat Panel Display (Data & Video)	$200.00
40" LCD Flat Panel Display (Data & Video)	$300.00
55" LCD Flat Panel Display (Data & Video)	$500.00
75" LED Flat Panel Display (Data & Video)	$650.00
Other sizes Available	(Call for quote)
Monitor Floor Stand or Table Stand	$50.00
Blu-ray Player	$100.00
Small Meeting Room LCD Projector	$300.00
Large Meeting Room LCD Projector	$550.00
Ballroom/Exhibit Hall Projector	$2,000.00
Short or Long Throw Lenses for Projector	$150.00
LCD Support Package includes HDMI cable/Projection video cart/ power strip	$65.00
Laptop w/ Microsoft Office	$125.00
Playback Pro Laptop	$200.00
Digital Media Player	$30.00
Lenovo 21.5" All-In-One PC	$250.00
ATEM Production Studio 4K Switcher w/computer	$400.00
ATEM 1 M/E Production Studio 4K Switcher w/computer	$525.00
Blackmagic HDMI-SDI Converter	$50.00
Blackmagic SDI-HDMI Cross Converter	$50.00

Eventtechnology@paconvention.com • 215-418-4800

RATES EFFECTIVE MARCH 5, 2019 (REV. AUG 2017)

VIDEO & DATA DISPLAY EQUIPMENT CONTINUED	
SDI D/A	$50.00
Video Converter (DAC-70 or Decimator)	$50.00
Epiphan Pearl 2 Video Recorder	$470.00
Teleprompter	(Call for quote)
Video Encoder (Overflow meeting rooms)	$500.00
Video Decoder	$125.00
Custom Video Camera Package	(Call for quote)
HD Video Camera	$400.00
Tripod System for Camera	$100.00
Sony PTZ Camera with Controller	$625.00

PROJECTION SCREENS	
6' Tripod Screen	$30.00
8' Tripod Screen	$45.00
6'11" x 12'2" Stumpfl Wide Screen and Frame	$265.00
6'11" x 12'2" Dress Kit	$50.00
7'6" x 13'4" Stumpfl Wide Screen and Frame	$325.00
7'6" x 13'4" Dress Kit	$50.00
9' x 16' Stumpfl Wide Screen and Frame	$400.00
9' x 16' Dress Kit	$100.00
11' 3" x 20' Stumpfl Wide Screen and Frame	$405.00
13' 6" x 24' Stumpfl Wide Screen and Frame	$450.00

MICHAEL A. NUTTER THEATER	
Michael Nutter Theater Package w/Audio & Video includes all built-in Audio & Video equipment and 4 Wireless Microphones	$1,500.00
Michael Nutter Theater Package w/Audio, Video & Lighting includes all built-in Audio, Video & Lighting equipment and 4 Wireless Microphones	$1,800.00
Michael Nutter Theater Projection Screen Only	$165.00

CABLE SERVICES	
Cable Feed w/HD Cable Converter box	**$400.00**

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**

IMPORTANT AUDIO VISUAL EQUIPMENT INFORMATION

All pricing is for daily rates, weekly rates available upon request. **Rates do not include labor.** Wall mounting is available for monitors upon request, please consult with your Event Technology Manager for more information.

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.

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 PCCA bank account. At the time of settlement for your event, the Center will deduct ticket revenues (gross ticket sales) for any outstanding balance due to the Center then pay the Event any monies due.

The convention center requires acceptance of all policies contained in the "Box Office Terms and Conditions" as well as receipt of an executed "Box Office Terms and Conditions" as a condition for using the Box Office Service.

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 Public Safety Director and will be based on location of the ticket sales and anticipated attendance and sales.

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER SAMPLE CERTIFICATE - LEVEL A	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED	INSURER A :	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 10,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY	$ 1,000,000
	POLICY PRO-JECT LOC						GENERAL AGGREGATE	$ 2,000,000
	OTHER:						PRODUCTS - COMP/OP AGG	$ 1,000,000
								$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE / OTH-ER	STATUTORY
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH)						E.L. EACH ACCIDENT	$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 500,000
							E.L. DISEASE - POLICY LIMIT	$ 100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Pennsylvania Convention Center Authority, SMG, Philadelphia Convention & Visitors Bureau, City of Philadelphia and the Commonwealth of Pennsylvania are named as additional insureds.

SAMPLE

CERTIFICATE HOLDER

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

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

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ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER SAMPLE CERTIFICATE - LEVEL B	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED	INSURER A :	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						MED EXP (Any one person)	$ 10,000
	POLICY PRO-JECT LOC						PERSONAL & ADV INJURY	$ 1,000,000
	OTHER:						GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 1,000,000
								$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
X	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
X	HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
X	UMBRELLA LIAB X OCCUR						EACH OCCURRENCE	$ 5,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$ 5,000,000
	DED RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE / OTH-ER	STATUTORY
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH)						E.L. EACH ACCIDENT	$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 500,000
							E.L. DISEASE - POLICY LIMIT	$ 100,000

SAMPLE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
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

CANCELLATION

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AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

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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)	Construction & Demolition (C&D)
Bay 14—B Dock (permanent)	Construction & Demolition (C&D)
Bay 15—A/B Dock (permanent)	Single Stream Compactor
Next to Dock 15 inside(permanent)	Trash/Landfill Compactor
Bay 16 - A Dock (permanent)	Construction & Demolition (C&D)
Bay 20—A Dock (temporary)	Construction & Demolition (C&D)
Bay 21—A Dock (temporary)	Single Stream
Bay 37—F Dock (permanent)	Construction & Demolition
Bay 38—F Dock (permanent)	Single Stream
Bay 43 - House Dock (permanent)	Food & Beverage Compactor
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 49—D Dock (temporary)	Construction & Demolition
Bay 56—E Dock (temporary)	Construction & Demolition (C&D)

Cleaning, Maintenance and Waste Removal

Waste Removal & Hauling Fees

Trash/Landfill Dumpster - $700.00 Per Dumpster. The PCC provides one complimentary trash haul per exhibit hall per show.
Single Stream Recycling Dumpster—$350.00 Per Dumpster
Construction & Demolition (C&D) Dumpster – $800.00 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 dock bay 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 and plastic utensils.

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 Recyclable 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.

Sustainable Event Checklist

Below are suggested considerations for planning your sustainable event.

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 Exhibitor Services 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 Exhibitor Services Department when power is needed.
3. A licensee may use one outlet for personally owned computers (limit 2). The Exhibitor Services Department will provide an adaptor at not cost.
4. A contractor may use one outlet per meeting room for an AV Presentation. The Exhibitor Services 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 Exhibitor Services 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.

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 hereby 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

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. 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 several 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:

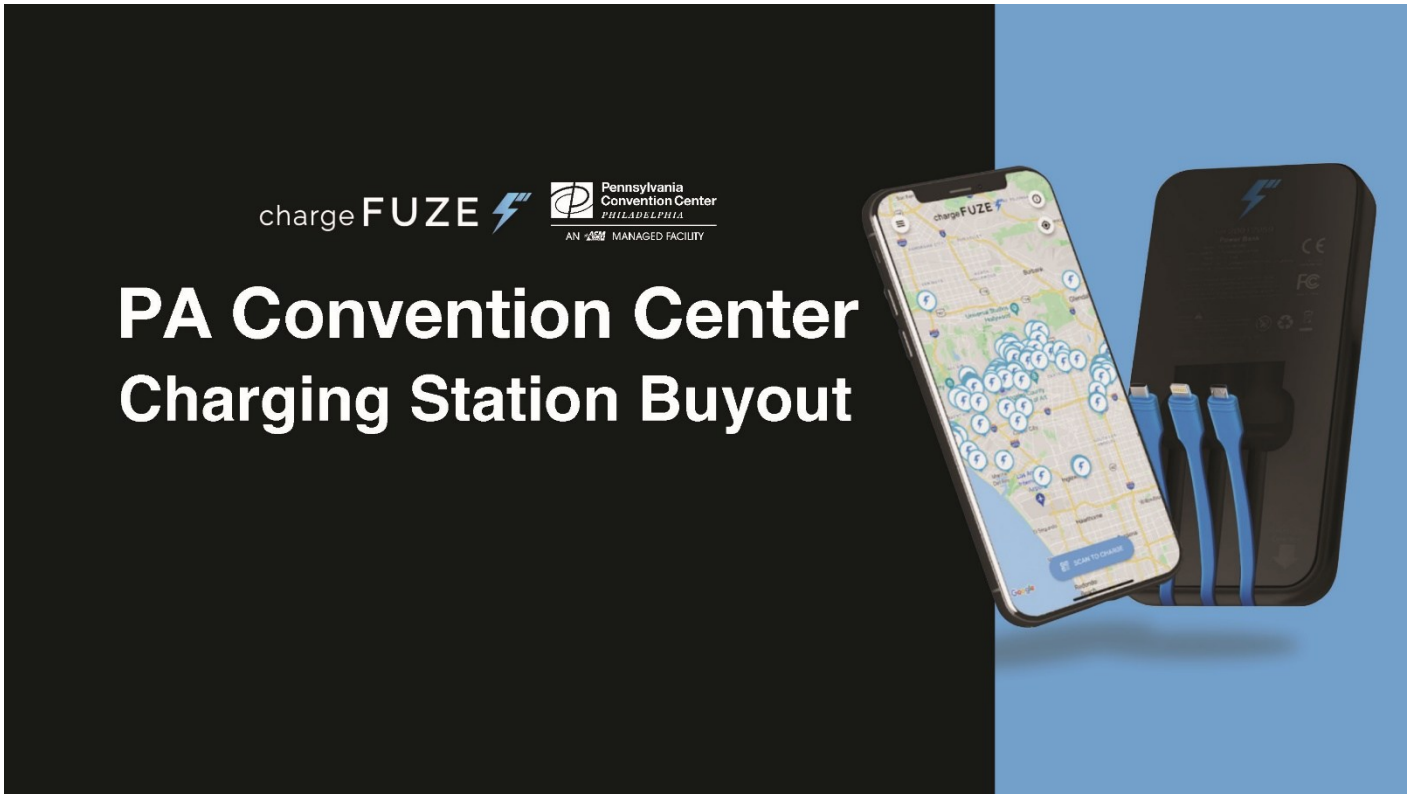
Pennsylvania Convention Center
Name of Show/Meeting
Loading dock
Exhibit hall or meeting space for event (Exhibitors must include booth # & company name)
Philadelphia, PA 19107

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.

Digital Signage

Charging Station Information



Pennsylvania Convention Center PHILADELPHIA

PENNSYLVANIA CONVENTION CENTER DONATION PROGRAM

About Our Donation Program

The Pennsylvania Convention Center is committed to sustainability and serving the community in which we serve. Because of this commitment, we have established a robust donation program through which we partner with our costumers to provide local charities, nonprofit, and educational organizations with gently used items that may remain at the conclusion of some of our shows.

Why Partner with Us

Corporate social responsibility is an important element of any event and we at the Pennsylvania Convention Center want to help you achieve your CSR goals while you are here in the City of Brotherly Love and Sisterly Affection.

The Center has well established relationships with various nonprofit organizations, in and around the Philadelphia area, including Habitat for Humanity, the Boys and Girls Clubs of Philadelphia, and Methodist Services. These organizations are always in need of items that could make a difference for the individuals they serve.

By partnering with us, we would be able to connect you with these organizations and coordinate the post-event collection logistics, to help make the process as simple as possible.

How it Works

1. Before your event, our Director of Engagement, Dominique Bonds, will discuss donation opportunities for your event.

2. Once this is determined, the Engagement team, and the assigned Event Manager will collaborate with the show contractor to decide on designated space where your exhibitors should leave their items for pickup after the event and how those donations will be identified.

Pennsylvania Convention Center PHILADELPHIA

3. This information will be shared with all of you show's exhibitors so that they leave their clearly marked items in the assigned space after the event.

4. Our team will contact the selected nonprofit to schedule the collection of the items.

What to Donate

While we do not accept perishable food and beverage items, below is a list of suggested items that could be donated.

- Furniture (e.g. sofas, chairs, bar stools, bookshelves, tables)
- Bags
- Pens or other stationery
- Books
- Booth décor (e. G. artwork, centerpieces, lamps)
- Miscellaneous personal care items (e.g. hand sanitizer, lotion, lip balm)

For more information, contact:

Dominique Bonds
Director of Engagement

dbonds@paconvention.com

218-418-2105

Pennsylvania Convention Center Drone Guidelines

(revised 2.2.22)

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 PCC prior to operation.
2. Dates and hours of operating the UAS inside the PCC must be pre-approved by PCC.
3. The name, address, piloting experience and FAA Approval/Certificate of Registration of the UAS operator will be submitted to PCC 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 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
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 – 13th & Race Streets
- East Building—200 Level—East Side of Bridge
- East Building—Hall B Exterior Corridor Near Rear Freight
- East Building – Ballroom B Pre-function (AED Only)
- East Building – Hall F Concourse (AED Only)
- West Building—Broad Street Atrium—South Side Wall Arch Street Side
- West Building—200 Level/Top of Escalator #41 & 42—Outside of Hall E
- West Building—Terrace Level/Rear Corridor/Behind Terrace 1

Frequently Asked Questions - Show Management

Loading and Unloading

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

- Yes, regardless of booth size and it is not a commercial registered vehicle.
- Customers may unload their Personally Owned Vehicle (POV) from a designated area at the Convention Center, but not the loading dock.
- 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 work in their booths after the vehicle is removed from the loading dock.
- Exhibitors, show management and customers may use their own equipment, including but not limited to carts, dollies, luggagecarriers and 2-4 wheel hand trucks. No motorized or hydraulic devices will be permitted. Exhibitors, show management andcustomers will not be provided equipment (dollies, hand truck, etc.) to unload POVs. Show labor (laborers) may provide cart service to exhibitors

Computers

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

- Show management and full time staff may install personal or company owned computers for registration and show management licensed areas for non-public use.

I am bringing computers, monitors, printers into the building. We are using them for registration, show management offices, and show management booths. Is my IT staff permitted to come in and set up my computers:

- Exhibitor and show management full-time employees of their company may set up and connect computers, tablets, and computer components and any required low voltage power supply equipment for non-public use. Public use computers and tablets such as exhibiting booth space and meeting rooms would require show labor (electricians) to install and dismantle.

Computer equipment and related equipment (RFID, beacons, attendee tracking, etc.) provided by a 3rd party vendor requires electrical labor for installation and dismantle. Any/all cabling associated with the equipment will be installed by electricians.

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

- Show management may install personal and company owned computers for registration and show management licensed areas.
- Rental and 3rd party computers/tablets would require install and dismantle by show labor (electricians).

Internet

Is wireless internet available in all areas of the convention center?

- Wireless internet access is available for purchase in all meeting rooms, exhibit halls and ballrooms. Is there free wireless internet at the convention center?
- Complementary/free wireless is provided on all concourses, Grand Hall, and Overlook Cate area. Can my attendees purchase wireless through your network?
- Attendees cannot purchase wireless on an individual basis through our wireless network.

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

- Each access point can support up to 100 devices. Many of our meeting rooms have multiple access points.

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.
- Labor is inclusive for internet and telecom services.

Who runs additional data cabling?

- The installation of additional data cabling is handled through our Utilities department; 215-418-2190 or exhibitorservices@paconvention.com. The Event Technology Department will coordinate the installation of your initial drop.

I have a radio station 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\, and ISDN circuit would need to be ordered through Verizon or a local telephone carrier. The carrier would install the line in our MDF and our technicians would extend the line to the requested location. 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 (excluding framed signs andone-meter boards or larger).
- Show management and customers may place pop-up retractable signage (excluding frames signs and one-meter boards or (larger).

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 within their booth.

Audio Visual

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

- Show labor (stagehand) will setup and operate sound and lighting for musical presentations such as DJs except when presentations use house sound system.

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

- Show management may record their event with a personally owned, self-contained camera. Media camera personnel may record short news clips with a self-contained camera without show labor.
- If external lighting, cabling or microphones are needed, show labor will be required. If the recording will be used for a show or program, show labor will be required.

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

- You may setup presentation equipment in your booth provided you own the equipment.
- AV equipment to be setup in a meeting room would require show labor (stagehand) for setup, removal and operation of equipment.
- Any sound systems such as microphones, mixers, etc. will require show labor (stagehand).

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

- The band may unload their instruments providing it is not a commercially registered vehicle.
- They will not require show labor to setup unless they are using rented equipment.
- If rented equipment is used, they will need show labor to unload and setup. In most cases a band will not need show labor unless they have AV and lighting needs.

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

The following is a list of AV assignments that should be discussed with the Contractor Services Manager assigned to your event:

- Audience Response
- Videography
- Third party recording companies
- Any media or network coverage
- DJ's
- Hearing impaired equipment
- Translation booths
- Teleprompters
- Live streaming
- Outside entertainment or bands
- Traveling staff
- Spyderoperations
- RFID

Pennsylvania Convention Center PHILADELPHIA

PCCA & ASM GLOBAL GREEN TEAM

Pennsylvania Convention Center Green Initiatives

The Pennsylvania Convention Center and the PCCA ASM Global Green Team are 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 Single Stream (paper, aluminum, glass bottles and jars, plastic containers) and Construction and Demolition, C&D, (Booth material, shrink wrap, furniture, metals, wood, pallets, carpets, foam board and padding, small amounts of brick and concrete). 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. The Center recycles Universal Waste, U-waste, (light bulbs, light fixtures, wet & dry cell batteries, ballasts and other mercury containing devices) and also Electronic waste, E-waste, (computer boards, tablets, monitors, TV's, specialty AV equipment and any devices with plugs (non-fluid in them).

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. Food Production waste is processed at the Centers Kitchen digesters to an organic waste onsite which then is converted to a clean green biological solution that eliminates waste.

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 low flow fixtures for water, soap, hand dryer and paper products saves on waste consumption. Automatic LED lighting helps to reduce energy costs.

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 Housekeeping Department.

Below are some of the equipment and materials currently used:

Tennant Company – The Tennant Orbio technology equipment, using onsite generation systems, turns ordinary water and salt into a highly effective cleaning solution that replaces many conventional cleaning chemicals reducing hazards and the large environmental footprint associated with the use of the traditional packaged chemicals. Tennant also has Hepa filtration vacuum equipment that plays a large role in floor care and is the gold standard for air purification and indoor air quality.

Kaivac Company – Kaivac has no touch cleaning systems that clean restrooms and other areas with extreme soil removal that allows staff to clean hygienically without touching contaminated surfaces. The automatically diluted cleaning solution is applied to the various surfaces and reduces chemical usage by 90%. These products are Green Seal certified.

National Chemical Laboratories Chemical Management System – meets US EPA registered product standards for disinfectants, Green Seal GS-37 standard for multi-surface and all-purpose cleaners. Dilution system reduces chemical and water usage.

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

Pennsylvania Convention Center PHILADELPHIA

PCCA & ASM GLOBAL GREEN TEAM

Green Initiatives Continued

Technical Concepts Company – GS 41 pure & natural lotion soap used in restroom automatic dispensers.

Purell Company – used in restroom automatic dispensers.

Clorox Company – supplied for instant hand sanitizer.

The Pennsylvania Convention Center continues to strive for and improve these initiatives in a continuing effort to make improvements in air quality, waste minimization, energy efficiency, water conservation and environmental purchasing in the operation and services provided to our staff and visitors.

GREEN TEAM RECYCLING GUIDELINES
FOR THE PENNSYLVANIA CONVENTION CENTER

DOCK NUMBER AND LOCATION	REFUSE TYPE
1 – C Dock (p)	Cardboard Compactor
2 – C Dock (p)	Single Stream Open Top
3 – C Dock (p)	Construction & Demolition
14 – B Dock (p)	Construction & Demolition
15 – A/B Dock Outside (p) Next to Dock 15 Inside (p)	Trash/Landfill Compactor Trash/Landfill Compactor
16 – A Dock (p)	Construction & Demolition
20 – A Dock (t)	Construction & Demolition
21 – A Dock (t)	Single Stream Open Top
37 – F Dock (p)	Construction & Demolition
38 – F Dock (p)	Single Stream Open Top
43 – House Dock (p)	Food + Beverage Compactor
45 – G Dock (p)	Construction & Demolition
46 – G Dock (p)	Food + Beverage Open Top
49 – D Dock (p)	Construction & Demolition
56 – E Dock (t)	Construction & Demolition

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

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

PCCA & ASM GLOBAL
GREEN TEAM

TRASH/LANDFILL – DO

Chip Bags	Styrofoam	**COMPOSTING**
Candy Wrappers	Tape	**Food Scraps**
Condiment Packets	Gum	**Liquids**
Plastic Bags	Miscellaneous	**Tea Bags**
Coffee Cups Lids		**Coffee Grinds**

SINGLE-STREAM RECYCLING – DO

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

NOT ACCEPTABLE FOR SINGLE-STREAM RECYCLING – DON'T

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

CONSTRUCTION AND DEMOLITION (C & D) - DO

Booth Material	Wood	Carpet Padding
Furniture	Pallets	Small amounts of Bricks
Plastic Wrap	Carpet	
Metals	Foam Boards	

NOT ACCEPTABLE FOR CONSTRUCTION & DEMOLITION (C&D) – DON'T

No Hazardous	No Electric with cords	No Tires
No Food or Organic Waste	Bulbs	No Mattresses
No Soil	Batteries	No Single Stream

PCC/OPS: ~~5/26/22,~~ ~~8/11/22~~ 6/9/23

Sustainable Event Checklist

The Pennsylvania Convention Center is committed to reducing the environmental impact of our operations and services, to produce efficient and sustainable events. Through the PCCA/ASM Global Green Team and the ASM Global Acts program, our goal is to serve as an industry leader in environmental program implementation through partnerships with our customers, guests, team members, stakeholders, and communities.

Pennsylvania Convention Center PHILADELPHIA
AN ASM GLOBAL MANAGED FACILITY

Below are suggested considerations for planning your sustainable event.

Event Tracking

- ○ Please discuss your event tracking needs **in advance** with your Event Manager. The PCC offers utility and waste diversion reporting at no cost to our clients.

Utilities - Move-in / Move-Out

- ○ The PCC provides full lighting, heating or air conditioning for your event hours.
- ○ Setup lighting is included for your event move-in/move-out hours.
- ○ Heating and Cooling is not provided for move-in/move-out hours.
- ○ Schedule move-in/move-out hours to reduce the time doors are open to the outdoors.
- ○ Schedule escalator run times only as needed.

Event Items

- ○ Take advantage of the PCC's digital signage to reduce signage printing costs and waste.
- ○ Corrugated cardboard signage is recommended as a greener, less expensive alternative to foam core, which cannot be recycled.
- ○ Provide QR code technology to access event schedules and information to avoid printing waste and costs.
- ○ Use recycled event materials such as digital nametags, giveaways, lanyards and tote bags.

Local Transportation Options

- ○ Direct access to the Philadelphia International Airport and Jefferson Station at the Pennsylvania Convention Center saves on costs.
- ○ The PCC is located within walking distance to over 1,000 food establishments, 400 outdoor cafes and 14,000 hotel rooms. In addition to its walkability, Philadelphia offers one of the largest public transit systems in the country and our bike share program has 250 bike share stations for attendees to reduce their costs and carbon footprint.

Food & Beverage

- ○ The PCC provides 100% compostable ware and cutlery as a lower cost alternative to china options.
- ○ Aramark has many locally produced and grown food products to choose from.
- ○ Aramark utilizes food digesters in their kitchens for all of their food production waste, diverting it from landfill.
- ○ The PCC povides hydration water stations to reduce plastic water bottle usage.

Sustainable Products and Packaging

- ○ The PCC recommends using products that are energy efficient, reusable, renewable, and have a low environmental impact.
- ○ The PCC recommends using items that do not need packaging or that come in reusable, biodegradable, recyclable or bulk packaging.

Waste Diversion

- ○ Discuss, **in advance**, the loading dock assignment plan and front of house bin placement for your waste and recycling streams.
- ○ The PCC's primary recycling streams are Construction & Demolition (C&D) and single stream. C&D is ideal for move-in and move-out materials including booths, furniture, plastics, metals, wood pallets, carpet, padding and small amounts of bricks, blocks and concrete.
- ○ The PCC works with local organizations and charities to donate remaining event materials or food items. Please discuss your donation goals **in advance** with your Event Manager.
- ○ Composting, electronic waste and universal waste can be recycled and should be requested **in advance** at the pre-planning meeting with your Event Manager.



Make a Splash with Branded Hydration Stations

Rental Pricing

All-Inclusive Package

$2,500 per station

- One flat rate per station for the duration of the show

Additional Options

- Top Front Branding Only - $3,200 per station per event
- Bottom Front Branding Only - $3,500 per station per event
- Full Front Branding (Top and Bottom) - $3,800 per station per event

Customer to provide artwork 10 days prior to the event.









For more information please contact:

Tom Betteridge | Senior Client Utilities Manager
P: 215.418.4802 | C: 267.632.1136
E: tbetteridge@paconvention.com

One Convention Center Place • 1101 Arch Street • Philadelphia, Pennsylvania • 19107-2299 D: 215-418-4700 • F: 215-418-4747 • www.paconvention.com
Information contained within this document is subject to change.

Pennsylvania Convention Center PHILADELPHIA

Pennsylvania Convention Center
PHILADELPHIA



SHOW MANAGEMENT HIGH SPEED INTERNET PRICING GUIDE

Show management internet and networking packages are customizable.

Please contact Event Technology at
Eventtechnology@paconvention.com or **215-418-4800** for additional information.

Dedicated Public Internet Service	
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 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.**	**$9,000**
DEDICATED PUBLIC 6Mb SERVICE 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.**	**$7,000**
DEDICATED PUBLIC 3Mb SERVICE 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.**	**$4,250**
DEDICATED PUBLIC 1.5Mb SERVICE 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.**	**$2,500**
ADDITIONAL PUBLIC IP ADDRESSES	**$160**
Private Internet Service	
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 This service provides 9 Mbps Ethernet connection speed within one designated area. 4 IP addresses will be provided.	**$1,800**
PRIVATE 6Mb SERVICE This service provides 6 Mbps Ethernet connection speed within one designated area. 4 IP address will be provided.	**$1,200**
PRIVATE 3Mb SERVICE This service provides 3 Mbps Ethernet connection speed within one designated area. 4 IP address will be provided.	**$1,000**
ADDITIONAL PRIVATE IP ADDRESSES	**$125**

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RATES EFFECTIVE MARCH 5, 2019 (REV. AUG 2017)

Other Internet Options			
SWITCH RENTAL 16-Port Gigabit Ethernet switch – 10/100/1000 Mbps	$100		
DRY VLAN OR SHARED INTERNET CONNECTION 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.	$600 per drop		
HIGHER BANDWIDTH OPTIONS For 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.

Pennsylvania Convention Center PHILADELPHIA



SHOW MANAGEMENT WIRELESS INTERNET PRICING GUIDE

Please contact Event Technology at
Eventtechnology@paconvention.com or **215-418-4800** for additional information.

Please Note:

- 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.

Complementary Internet Service

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, PCCWELCOME, is an unmanaged service with shared 1.5Mb bandwidth.

Wireless Internet Service Prices

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 This package includes wireless internet coverage in the exhibit hall for the duration of the event.	**$10,000** PER HALL
BALLROOM BUYOUT This package includes wireless internet coverage in the ballroom for the duration of the event.	**$1,000** PER BALLROOM SECTION
EXHIBIT HALL HOTSPOT This package includes wireless internet coverage in a designated location on the exhibit hall for attendees only for the duration of the event.	**$2,500** (UP TO 30 X 30 BOOTH)
MEETING ROOM This package includes wireless internet coverage in designated meeting room/s for the duration of the event.	**$500** PER ROOM

Advantages of 5GHz vs 2.4Ghz

Wi-Fi networks operate on two main frequency bands - 2.4GHz and 5GHz. While both bands offer their unique advantages, there are compelling reasons to turning off the 2.4GHz band in certain scenarios.

Key Advantages of 5GHz

- **Higher Speeds**
  The 5GHz band generally provides faster data transfer rates compared to the 2.4GHz band. This is crucial for activities that demand high bandwidth, such as streaming high-definition videos, and large file transfers.
- **Reduced Interference**
  The 2.4GHz band is more crowded as it is commonly used by various devices like microwaves, cordless phones, and Bluetooth devices. Turning off 2.4GHz can reduce interference, leading to a more stable and reliable Wi-Fi connection.
- **Less Susceptible to Signal Degradation**
  5GHz signals are less susceptible to interference from physical obstacles like walls and other electronic devices. This makes 5GHz ideal for providing a strong and consistent signal in environments with potential obstructions.

Scenarios for Turning Off 2.4GHz

- **High-Density Areas**
  In locations with a high concentration of Wi-Fi networks, such as downtown office buildings or crowded urban areas, turning off 2.4GHz can help reduce interference and enhance overall network performance.
- **Demanding Applications**
  For users engaged in data-intensive activities like video conferencing, or streaming, relying solely on the 5GHz band can ensure a smoother and more responsive experience.
- **Smart Devices**
  Many smart devices operate on the 2.4GHz band. If your network primarily consists of modern devices that support 5GHz, turning off 2.4GHz can help optimize bandwidth for these devices.

By leveraging the advantages of the 5GHz band, users can enjoy faster speeds, reduced interference, and an overall enhanced Wi-Fi experience.

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

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, 107B, 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**.

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

- General Session-prevailing rates apply
- Food and Beverage concession locations
- All other equipment should be ordered through your preferred General Service Contractor



MICHAEL A. NUTTER THEATRE

at the Pennsylvania Convention Center

OVERVIEW

- 600 FIXED SEATS
- BUILT-IN STAGE
- SLOPED LECTURE HALL FLOORING
- ADA SEATING LOCATIONS

IDEAL FOR

- FILM FESTIVALS
- MOVIE PREMIERES AND SCREENING
- CORPORATE MEETINGS
- GROUP PRESENTATIONS
- COMEDY SHOWS
- SPOKEN WORD PERFORMANCES
- MUSICAL ACTS
- AUDITIONS

TECHNOLOGY

- 26' STEWART FIREHAWK G4 FILM SCREEN
- DIGITAL 4K CINEMA PROJECTOR - DCP COMPLIANT
- 7.1 SURROUND SOUND SYSTEM (SWITCHABLE TO STEREO)
- 40-CHANNEL DIGITAL MIXER
- DIGITAL SNAKE
- CONTROL BOOTH AUDIO AND VIDEO MONITORS
- LOW-PROFILE STAGE MONITORS
- AUDIO/VIDEO INPUTS ON STAGE AND IN CONTROL BOOTH
- BUILT-IN SUBWOOFERS
- ENHANCED LED LIGHTING



FOR BOOKING INFORMATION,
CONTACT THE PCC SALES TEAM:

W 215-418-4750
sales@paconvention.com
www.paconvention.com

Pennsylvania Convention Center
PHILADELPHIA
AN ASM GLOBAL MANAGED FACILITY

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 (4) units located in the following locations:

100 Level
- 13th & Arch Street (near meeting room 109AB)
- Broad Street Atrium – corner of Arch & Broad Street

200 level
- Bridge West
- Hall E Concourse – South Corner



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 the 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 Director, Marketing & Communications, requests the name of the 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 the 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:

Jude-Anne Spencer-Phillip
Director, Marketing & Communications
Pennsylvania Convention Center Authority
One Convention Center Place
1101 Arch Street
Philadelphia, PA 19107-2299
jphillip@paconconvention.com
Phone: (215) 418-4857
Fax: (215) 418-4861

Production & Theatrical 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.

Production & Theatrical Rigging Guidelines

Production & Theatrical Rigging Service Order Form and Estimate Packet

Production & Theaterical Rigging Checklist



Pennsylvania Convention Center
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SHOW MANAGEMENT TELECOMMUNICATION PRICING GUIDE

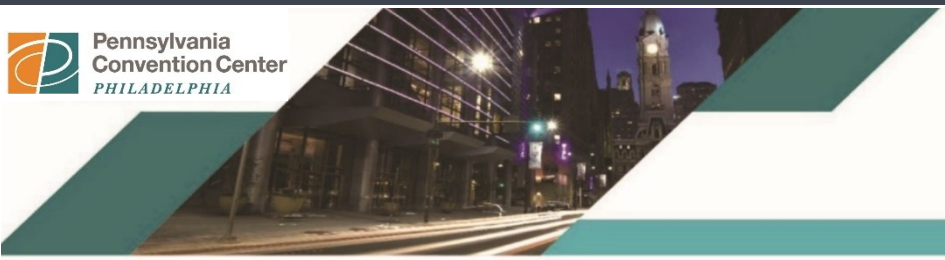
Please contact Event Technology at **Eventtechnology@paconvention.com** or **215-418-4800** for additional information.

Telecommunication Services	
SINGLE LINE TELEPHONE SERVICE OR FAX/CREDIT CARD LINE • Telephone service with call waiting feature. • Single line telephone instrument included. • All outbound calls must be preceded with "9" • Credit Card and Fax equipment must also be programmed with "9" for outbound calling. • Unlimited local, toll free & long distance calling at no charge.	**$300**
MULTI LINE TELEPHONE SERVICE • Multi line business telephone with feature keys providing hold, transfer, speed dial, conference calling and redial options. • All outbound calls must be preceded with "9" • Unlimited local, toll free & long distance calling at no charge. • Multi-line telephone instrument included	**$450**
DATA CREDIT CARD LINE • This service is required when using a mobile ticket booth ordered through the PCC (1 line per booth)	**$500**
VOICEMAIL SERVICE • Provides you with the ability to record and retrieve voice mail messages with the benefit of a secure password.	**$25**
CONFERENCE PHONE (analog line must be ordered first) • Provides you with the ability to conference call.	**$100**
EXTEND FIBER LINE TO BOOTH/ROOM • Multi-mode or Single-mode connections are available to extend Show Management video or data. SC or LC connections are available. Show Management is required to provide appropriate patch cables, on both ends, for connections to customer equipment.	**$600**

Eventtechnology@paconvention.com • 215-418-4800

RATES EFFECTIVE MAY 1, 2018 (REV. AUG 2017)

Pennsylvania Convention Center PHILADELPHIA



The UPS Store

THE UPS STORE & BUSINESS CENTER

Pennsylvania Convention Center
1101 Arch Street, 2nd Floor, Philadelphia, PA 19107

Phone: 215-418-2125
267-467-8886 (Paul)

Fax: 215-418-2406

Email: print7187@theupsstore.com

Hours: Varies based on Convention schedule

Print & Copy Services

PRINT & COPY SERVICES			
	BLACK & WHITE (20 -22 LBS)	COLOR (28 LBS)	COVER PAGE/CARDSTOCK (80 LBS)
8.5 X 11 inches	$ 0.25	$ 0.99	$ 1.29 (B&W)/ $2.99
8 X 14 inches	$ 0.35	$ 1.49	$ 1.49 (B&W)/ $3.49
11 X 17 inches	$ 0.45	$ 1.99	$ 2.39 (B&W)/ $3.99

*** Color papers, different sizes and volume discounts are available**

Fax Service

Domestic.....$2.00 per page
International.....$10.00 first page, add $5.00 per page

Computer Work Station

$3.00 for first 5 minutes; after $0.40 per minute

Hand Truck Rentals

$10.00 per half hour; Max $30.00 per day

Other Services

● ● Laminating ● Signs ● Posters ● Scooter Rentals

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
- Crate Storage
- 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

Pennsylvania Convention Center
PHILADELPHIA

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 (forklift, 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 build- ing 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 pad- lock 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

- FAQs – Exhibitors
- FAQs – Show Management
- Jurisdictions Form
- 2026 EL Labor Order Form
- 2026 PCC SMG Traffic Checker Order Form
- Personal Own Vehicle Guidelines
- PCC Safety Guidelines for Exhibitors
- Electric Service Checklist
- 2026 OT and Holiday Provision Sheet

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.

Right of Entry

- 2026 Credit Application Agreement
- 2026 Credit Authorization Form
- Labor Rates May 1, 2026 through April 30, 2027

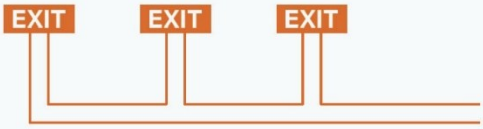
Crate Storage

Display Vehicles:

- All vehicle locations must be shown on floor plans (as a vehicle icon) to be submitted for Fire Marshal approval.
- All vehicles that will be on the show floor must have their fuel levels checked by ASM Security before entering the building-approved fuel levels are: ¼ tank of fuel or 5 gallons (whichever is less).
- PCC Command station requires a set of keys to all vehicles on the show floor
- All vehicles on the show floor must have their batteries disconnected by Show Electricians
- All vehicles on the show floor must have their gas caps taped
- All vehicles must be led in by people on foot. (Not by people on carts)

Truck Bays:

- All trailers and box trucks must be chocked
- No overnight parking is permitted
- All parked vehicles must have parking passes
- Flashers are required to be turned on when unloading vehicles.
- Empty crates must not be stacked higher than the top of the bay doors
- No parking and no storage on the ramps (A, B, C, D, E, F and G).
- **Clear paths must be maintained to all exits**



- Do not block dumpsters or compactors
- No parking is permitted within 15' of Propane cages
- Skids must be placed in empty trailers or in a skid dumpster
- Propane tanks must be placed in the cages

Miscellaneous:

- All empty crates need to be removed from the hall – they cannot be stored in occupied halls or behind meeting rooms.
- All empty pallets need to be removed from the building and placed in an empty trailer or in the skid dumpster in Bay 14.
- All propane tanks need to be removed from the building and placed in a cage outside on the dock.
- All empty cardboard boxes need to be removed from the building and placed on empty trailers
- All wooden scraps need to be removed from the hall
- No motorized carts during show hours
- 8' minimum aisles
- Double Deck booths cannot be within 20' of each other
- No forklift activity during show hours
- **All electrical cords must be taped down with caution tape**



- Electrical cords may not run under doorways
- Combustible storage within a booth shall be limited to a one-day supply. Combustible storage outside of a booth is prohibited.
- Masking drape needs to be on the Fire Marshal approved floor plan
- When masking off areas, baffled exits with exit signs are required
- Smoking and vaping are not permitted in any loading dock areas including the Vine Street ramp.
- All flammable/combustible liquids must be stored in labeled safety cans in flammable storage cabinets.
- 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 Customer is responsible for ensuring that exhibitors, all hired contractors and others servicing the event comply with this important safety regulation.

Building Safety for Decorators and A/V Contractors



Pennsylvania Convention Center
PHILADELPHIA

Crate Storage continued

Fire Stair and Emergency Exit Doors:

- When the site line for an exit sign is obstructed, the exit sign must be supplemented by a visible exit sign.
- Nothing is permitted within 15' in any direction of Fire Stairs.
- Clear paths must be maintained to all exits.

Stairwells:

- Fire Stairs must always remain clear.

Electrical Columns:

- Nothing is permitted within 5' of Electrical Columns
- It is required that ALL fire hoses valves, extinguishers, and column cabinets 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.
- All column doors must be able to be opened all the way.
- If any of the markings are covered, those markings that are covered must be replaced with visible markings.

Hall Aprons:

- Storing Empties behind halls
  - Must have 3' wall clearance
  - Must have an 8' traffic aisle
  - Must have 10lb ABC Fire extinguishers every 10'
  - Do not stack empties higher than 8'
- No storing empty pallets, propane tanks, gasoline and empty cardboard boxes.
- Clear paths must be maintained to all exits.
- Propane tanks must be removed from lifts left in the building overnight.
- Dock levelers must be in the seated position when not in use.

Hall Overhead Doors and Ramps:

- There should be nothing between the overhead doors (A1, B1, C2, D2 and F1) at any time.
- There should be nothing on the ramps at any time (A, B, C, D, E, F and G).

Booths with Ceilings:

- A booth with a canopy **under** 300 square feet must have fire extinguishers and smoke detectors.
- A booth with a canopy **over** 300 square feet must provide a fire watch assigned to the exhibit during non-show hours or be equipped with automatic sprinklers.

Booths with Tents:

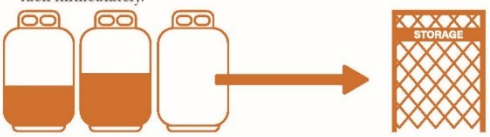
- Tents must be listed or certified as flame retardant. A tear sheet or tag should be available to determine compliance.

Food Trucks:

- All vehicles that will be on the show floor must have their fuel levels checked by ASM Security before entering the building approved fuel levels are: ¼ tank of fuel or 5 gallons (whichever is less).
- Butane and Propane fueled cooking equipment are prohibited.
- Propane tanks must be removed from all food trucks.
- Indoor use of generators is prohibited.
- Cooking appliances in food trucks must comply with NFPA 96.
- Grease vapors are required to be exhausted from the building.

Propane:

- Storage of any type of fuel in the building is prohibited.
- All propane tanks must be stored on the propane racks outside on the exterior Docks behind Hall A, Hall B, Hall C, Hall D, Hall F and Hall G.
- When not in use, all lift equipment (forklift, scissors etc.) shall be properly stored outside the building.
- Refueling must occur outside the building.
- **Empty cylinders must be placed back in the storage rack immediately.**



Bone Yards:

- Storage is not permitted for the following:
  - Empty crates
  - Empty pallets
  - Propane tanks
  - Gasoline
  - Paint
  - Empty cardboard boxes
- Nothing within 15' in any direction of exit doors.
- Nothing within 15' in any direction of Fire Stairs.
- Clear paths maintained to all exits.
- Nothing permitted within 5' of Electrical Columns.
- No wooden scraps.
- Fire extinguishers must be placed in the boneyard.
- No forklift activity during show hours.
- All electrical cords must be taped down with caution tape.
- Electrical cords may not run through or under doorways.

Motorized Lifts, Carts & Vehicles:

- Cell phones and radios are not permitted while operating any powered equipment.
- Carts shall not have riders except where a manufacturer's seat has been provided.
- Carts shall not be operated on any concourse unless the wheels are wrapped or plastic is applied to the carpet.
- 4 wheel carts shall not be operated on the 300 level.
- Forklift and Aerial lift operators must be trained and must carry documentation.
- Consumption of food or drinks is prohibited while operating a powered vehicle.
- Forklifts and carts shall operate at a speed to permit a quick and safe stop.
- Always drive in reverse when load restricts forward vision.
- Never block column doors, fire exits or equipment, aisles, or stairways.
- A guide/ground person, wearing a hard hat, safety vest, and red flag, shall be assigned to all boom and scissor lifts to ensure clearance of the area below.
- When not in use, all fuel powered lift equipment shall be properly stored outside the building. During inclement weather, with the PCC approval, forklifts may be stored in the loading dock corridor. Forklifts stored on the loading dock must have all fuel tanks removed.

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 #:**	**Email:**
# 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 _____ **Marshalling Yard Usage:** Yes_____ NO_____	**Carpet Cleaning Contracted by Decorator:** 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: EM e-mail

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

Pennsylvania Convention Center
PHILADELPHIA

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 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 daily 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.

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".

One Convention Center Place 1101 Arch Street Philadelphia, Pennsylvania 19107-2299 **D: 215.418.4700** **F: 215.418.4747** **www.paconvention.com**

SAMPLE

PCC. 02/2014

Pennsylvania Convention Center
PHILADELPHIA

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 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 single 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 Pennsylvania HARMLESS FOR ANY AND ALL DAMAGES, LOSSES, CLAIMS, COSTS AND EXPENSES (INCLUDING REASONABLE ATTORNEYS 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 attorney's 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, WINDSTORM, 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

PCC. 02/2014

One Convention Center Place 1101 Arch Street Philadelphia, Pennsylvania 19107-2299 D: 215.418.4700 F: 215.418.4747 www.paconvention.com

Pennsylvania Convention Center PHILADELPHIA

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 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

One Convention Center Place 1101 Arch Street Philadelphia, Pennsylvania 19107-2299 D: 215.418.4700 F: 215.418.4747 www.paconvention.com

Pennsylvania Convention Center PHILADELPHIA
AN SMG MANAGED FACILITY

Eastern Lift Truck Co. Since 1971

Public - Rental Schedule for Core Fleet (On Site Equipment) at PA Convention Center

- NO freight charge for equipment rented out of our Core Fleet (On Site Equipment)
- Additional Savings: Rent 3 consecutive days and get the weekly rate

Contact Eastern Lift Truck Co. with inquiries or to make a reservation

- Will Allely Cell Phone (302) 293-0103 wallely@easternlifttruck.com Onsite
- Rich Kehley Cell Phone (609) 820-3555 rkehley@easternlifttruck.com Rental Manager
- Joseph Timlin Cell Phone (609) 472-9174 jtimlin@easternlifttruck.com Sales

Equipment Type	Daily Rate	Weekly Rate	Monthly Rate
Aerial Work Platform			
60' Boom	743.00	1,495.00	2,915.00
45' Boom	543.00	1,152.00	2,170.00
32' Scissor	337.00	654.00	1,055.00
26' Scissor	281.00	588.00	885.00
19' Scissor	262.00	468.00	750.00
Forklifts			
5000 lb	362.00	798.00	1,675.00
4 Stage	405.00	852.00	1,800.00
5000 lb w/Scale	450.00	950.00	2,125.00
Electric Cart			
3 Wheel	145.00	300.00	525.00
Long Deck	155.00	325.00	575.00
With Cab	155.00	325.00	575.00
Golf Cart			
Gas	200.00	475.00	895.00
Electric	200.00	475.00	895.00
Trailer – Job Site*	200.00	350.00	700.00
Pallet Jacks	215.00	325.00	655.00
Light Towers	187.00	387.00	825.00
Carpet Pole	75.00	175.00	300.00

*Customer is responsible for their own propane. Any fuel used from the machine will be charged a fuel rate.
*Quantities are subject to change based on usage.
*Customer is responsible for safety harnesses.
*Trailer setup and transportation is additional.

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

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

12th & Arch Entrance Vestibules
Food Court Level- Rooms 300-310
300-Level Concourse
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
Flat, long bed, four wheel carts
Three & four wheel carts & golf carts
Articulating & telescoping personnel lifts
Elevated lift platforms & scissor lifts

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) Exempt 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.

10) 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) 289-2200
Fax: (609) 272-1680
Liz Hudock
www.aexservices.com

White Exposition
1800 JFK Blvd Suite 300
Philadelphia PA 19103
Office: (888) 512-8965
DeWight Williams

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

T3 Expo
655 West 34th Street
New York, NY 10001
Office: (203) 395-0568
Kevin Richards
https://t3expo.com/

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

Freeman Decorating Company
140 Central Ave, Suite 130
Kearny, NJ 07032
Office: (201) 299-7423
Fax: (201) 299-0452
Mike Pietraszek
www.freemanco.com

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

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.

10. Traffic will need to be scheduled for vehicle movement to and from the Marshaling Yard. Prevailing rates apply.

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_____

_____.
(Contractor)

For and in consideration of the PCCA 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. PCCA agrees to arrange for Contractor to use the Premises, on an exclusive basis, subject to the terms and conditions outlined herein. Contractor may be required to share the marshaling yard with another contractor conducting business at the Pennsylvania Convention Center based on PCCA event scheduling.

2. Contractor acknowledges that the PCCA 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 PCCA from any and all claims arising from such use other than claims arising out of the negligence or willful misconduct of the PCCA.

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 PCCA Director of Public Safety who reserves the right to require different or additional insurance from the 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 PCC Director of Public Safety 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 PCC personnel approved by the Contractor Services ("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 PCC 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. PCC traffic will need to be scheduled for vehicle movement to and from the Marshaling Yard. Prevailing rates apply.

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 they do not abide by these rules they forfeit 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
- Electrical Checklist
- Exhibitor Rigging
- Exhibitor Rights
- FAQs-Exhibitors
- High Speed Internet Service Order Form-Sample
- Notice to Exhibitors
- On-Line Exhibitor Services
- Personally Owned Vehicle (POV) Guidelines
- Safety Guidelines for Exhibitors
- Telecommunications Service Order Form-Sample
- Water & Compressed Air Order Form-Sample

Pennsylvania Convention Center
PHILADELPHIA

Pennsylvania Convention Center
PHILADELPHIA



EXHIBITOR AUDIO VISUAL SERVICE ORDER FORM

(PLEASE READ TERMS AND CONDITIONS ATTACHED)

IF PAYING BY CHECK RETURN THIS FORM TO:
PCCA/LEGENDS Order Processing
1101 Arch Street
Philadelphia, PA 19107
Inquiries only: 215-418-2190
Email: exhibitorservices@paconvention.com

ADVANCED DEADLINE DATE:

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.
In our efforts to follow PCI compliance security guidelines and to safeguard your credit card information, we can no longer accept credit card information via this order form. Complete and email form to: exhibitorservices@paconvention.com. Once processed a payment link will be sent to the email address provided above.

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

PRESENTATION EQUIPMENT	QTY	ADVANCED 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	
VIDEO EQUIPMENT				
32" HD Flat Panel Display *(Data & Video)* Black		$305.00	$385.00	
40" HD Flat Panel Display *(Data & Video)* Black		$535.00	$670.00	
55" HD Flat Panel Display (Data & Video) Black		$745.00	$930.00	
75" HD LED Display (Data & Video) Black		$1,285.00	$1,605.00	
Other HD Flat Panel Displays available		*Call for Pricing*		
Floor Stand or Tabletop Stand (circle one)		$125.00	$156.00	
Digital Media Player		$80.00	$100.00	
Wall Mounting		*Call for Pricing**		
HD PROJECTORS				
4,500 Lumen HD Projector		$750.00	$938.00	
LAPTOP COMPUTER				
Laptop Computer with MS Office		$313.00	$391.00	
AUDIO 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 Wired Microphone Floor Stand, Podium, or Table Top (circle one)		$88.00	$110.00	
Wireless Microphone Handheld or Lavalier (circle one)		$288.00	$360.00	
Wireless Headset Microphone		$350.00	$437.50	
6 Channel Audio Mixer		$180.00	$225.00	
Other Items Available.		*Call for Pricing*		

ADDITIONAL MATERIALS	
TOTAL CHARGES	
EQUIPMENT SUBTOTAL	
8% SALES TAX	
SERVICE CHARGE* ($150 OR 30% of equipment total, whichever is greater)	
TOTAL AMOUNT DUE	
ONSITE CONTACT INFORMATION	
On-site Contact Name:	
Cell Phone Number:	
Delivery Date/Time:	
Pick-up Date/Time:	

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 note power is not included in the cost of equipment. Please contact the Exhibitor Services Department at 215-418-2190 to order additional equipment. A representative from your company must be on hand to sign for the equipment.

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/Legends Global Exhibitor Services Department for availability and quotes at **(215) 418-2190** or e-mail **exhibitorservices@paconvention.com**

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)
- Accepted credit cards: VISA / MASTERCARD / AMERICAN EXPRESS.

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. To pay by credit card, please contact our **Accounts Receivable Department** on **215-418-4794** for assistance.
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. To pay by credit card, please contact our **Accounts Receivable Department** at **215-418-4794** for assistance.

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 balance 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 Exhibitor 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 Exhibitor 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 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 Exhibitor 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:** _____

SAMPLE



ELECTRIC SERVICE & LABOR INSTALLATION ORDER FORM

(PLEASE READ TERMS AND CONDITIONS ATTACHED)

IF PAYING BY CHECK RETURN THIS FORM TO:
PCCA/LEGENDS Order
Processing 1101 Arch Street
Philadelphia, PA 19107
Inquiries only: 215-418-4815
Email: exhibitorservices@paconvention.com
ORDERS MAY BE PLACED ONLINE AT: www.paconvention.com

ADVANCED DEADLINE DATE:

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.
In our efforts to follow PCI compliance security guidelines and to safeguard your credit card information, we can no longer accept credit card information via this order form. Complete and email form to: exhibitorservices@paconvention.com Once processed a payment link will be sent to the email address provided above.

STANDARD 110V/120V SERVICE
Service originates back center of inline & peninsula booths

QTY	SERVICE	ADVANCED RATE	STANDARD RATE	TOTAL
	500 watts	$140.00	$168.00	
	1000 watts	$175.00	$205.00	
	2000 watts	$225.00	$270.00	
	24 hr. – 500 watts	$210.00	$252.00	
	24 hr. – 1000 watts	$232.00	$325.00	
	24 hr. – 2000 watts	$292.00	$395.00	
	OTHER	*Call for Pricing*		

RENTAL LIGHTS
Price includes power, labor to install/dismantle and a one-time focus on stage

QTY	SERVICE	ADVANCED RATE	STANDARD RATE	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	

208V MOTORS/MACHINERY SERVICE
Labor and material charges will apply

QTY	SERVICE	ADVANCED RATE	STANDARD RATE	TOTAL
	20 amp 1Phase	$410.00	$510.00	
	30 amp 1Phase	$430.00	$575.00	
	60 amp 3Phase	$800.00	$1,120.00	
	100 amp 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	$1,6800.00	
	24HR 100amp 3Phase	$1,920.00	$2,250.00	
	OTHER	*Call for Pricing*		

- 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 floor labor will be automatically charged 50% of the total installation hours.
- Dismantle of overhead services, signs, truss, motors and lights will be billed on actual labor hours incurred.

ELECTRICAL LABOR RATES PER HOUR

STRAIGHT TIME: WEEKDAYS 8 AM – 4:30 PM		**OVER TIME:** WEEKDAYS 6 AM TO 8 AM AND AFTER 4:30 PM; ALL DAY SATURDAY		**DOUBLE TIME:** ALL DAY SUNDAY AND HOLIDAYS	
Regular Rate	$146.00	Regular Rate	$219.00	Regular Rate	$292.00

☐ 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/LEGENDS Global 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	☐ 208v/480v Service Connection Electrical Equipment/Hardwire	☐ Dedicated Daily Booth Labor (submit schedule if necessary)	☐ Close Circuit TV, Security Cameras/Monitors Satellite Dish Assembly / Dismantle & Cabling
☐ Network Data Cabling Distribution & Terminations	Date: Time:	Date: Time:	Date: Time:
Date: Time:	☐ PCC/LEGENDS Truss/Motors/Lights	☐ Suspended Electrical Signs w/Lights and/or Motors	☐ Disconnect/Connect Vehicle Battery
☐ Booth Lighting, Stem Lights & Electrical Signage	☐ Exhibitor Rental	Install Date:	Disconnect Date:
Install Date:	Install Date:	Time:	Time:
Time:	Time:	Dismantle Date:	Reconnect Date:
Dismantle Date:	Dismantle Date:		

exhibitorservices@paconvention.com • 215-418-2190

RATES EFFECTIVE MAY 1, 2026 TO APRIL 30, 2027

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/LEGENDS Global Exhibitor Services Department for availability and quotes at **(215) 418-2190** or e-mail **exhibitorservices@paconvention.com**

2. PAYMENT TERMS & CONDITIONS

A. **Full payment is due along with service order.** Credit Card Pre-authorization for onsite 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)**
- Accepted credit cards: VISA / MASTERCARD / AMERICAN EXPRESS.

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. To pay by credit card, please contact our **Accounts Receivable Department** at **215-418-4794** for assistance.
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/Legends Global Finance Department** at **215-418-4794** 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/Legends Global Exhibitor Services Department 21 days prior to the event. Services cancelled without 21 days prior written notice is 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/Legends Global 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/Legends Global Finance Department within 30 days of the close of final invoice.
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 lower 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/Legends Global 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 with 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/LEGENDS Global requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless we have re-billing charges to customers.

3. EXPLANATION OF SERVICE

A. Rates shown for services are for the duration of event and include 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 Exhibitor 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 PCC and/or its sub-contractors shall remain the property of PCC and/or it's Sub-contractors.
C. All rental equipment furnished by PCC not left in the booth at the close of the show will be charged an additional 75% of the original rental equipment charge.
D. 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.
E. PCC or its sub-contractors are not responsible for interruption or fluctuation of services.
F. All equipment provided by customers shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA/Legends Global safety standards. All equipment is subject to inspection and approval by PCC prior to connection to service.
G. Customer is responsible for any lost or damaged equipment supplied by the PCC.

SAMPLE

PCC Electrical Safety Standards For Exhibit Booths

Pennsylvania Convention Center
PHILADELPHIA

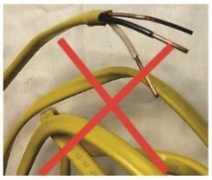
All exhibitors must use hard or extra hard cords as per National Electrical Code Standards. Cords must be UL listed, 12 AWG, and grounded. Exhibitors can run the cord along the drape line of their booth. An electrician is needed to distribute the power under the floor or to a certain location other than the drape line. Any cords that are smaller than 12 gauge or ungrounded along with ramps or cord coverings of any sort are prohibited within the booth.

Cords are available to rent through our Exhibitor Services Department.





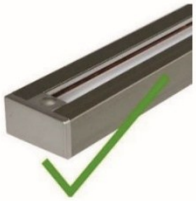
Any/all wiring that may need to be spliced onsite must be done by a PCC electrician. These connections must also be in a box per the National Electrical Codes standards.





All track lights **must** have a capped end.
An Opened-ended track is considered a live wire and a hazard, especially when attached to metal booth pipe & drape. All lighting fixtures must be UL listed and listed/labeled for its intended use as per National Electrical Code standards.

Caps are available for purchase through our Exhibitor Services Department.





Separately derived power systems are **PROHIBITED** to be used in the building.



Pennsylvania Convention Center PHILADELPHIA

Electrical Service Checklist

- ✓ Electrical service is not included with the rental of your booth space or meeting room.
- ✓ Each electrical drop within the booth must be a minimum of 500 watts. This requirement is in place to protect all equipment being connected, ensure the safety of exhibitors and attendees within the booth, and prevent over-current interruptions during the show.
- ✓ Electrical service will be turned off one hour after the close of show and restored one hour prior to show opening each day. *24HR service is available upon request for* perishables, refrigeration, electronics, pumps, etc. at an additional cost.
- ✓ Exhibitors are ***NOT PERMITTED*** to run cords under carpet.
- ✓ Exhibitors are permitted to run cords along the drape line ***ONLY***.
- ✓ All exhibitor extension cords must be grounded 3-wire 12-gauge UL listed approved cords. (household un-grounded cords are NOT permitted).
- ✓ All equipment provided by the exhibitor shall be UL listed and approved. Equipment must be compliant with the National Electrical Code, Philadelphia Building Codes, Fire Marshal, and PCCA/PCC Global safety standards.
- ✓ Exhibits found to be non-compliant will receive notification and be expected to correct the infraction. If not corrected, additional charges may be incurred.
- ✓ In all booths where an Exhibitor Appointed Contractor (EAC) or decorator is utilized, PCC electricians must install all light fixtures, lit signage, hardwiring, and all other work deemed as electrical jurisdiction.
- ✓ Vehicle batteries (including electric vehicles) shall be disconnected and reconnected by PCC electricians per the Philadelphia Fire Marshal.
- ✓ All electrical equipment and installations are subject to inspections. Any installed equipment found presenting a hazard will be subject to removal or the exhibitor will be responsible for any charges incurred due to corrections.
- ✓ Electrical distribution panels in the back of booths MUST remain accessible at all times. Exhibitors are PROHIBITED from accessing panels and PCCA electrical connections.
- ✓ Labor calls for PCC electricians must be selected as “Under Supervision” or “Without Supervision” and noted as such on the Electrical Installation & Labor Order Form. **“Will Calls” are not acceptable**.
- ✓ It is recommended that you supply the Utilities Department with a rendering and scaled floorplan noting power drop locations in your booth and/or meeting rooms.
- ✓ All on-site orders for electric service and electric labor will be billed at Standard/Show Site Rates and could lead to delays in your booth build.
- ✓ Separately derived electrical systems are ***NOT PERMITTED*** to be used in the building.

Pennsylvania Convention Center PHILADELPHIA

EXHIBITOR RIGGING GUIDELINES

IMPORTANT

These guidelines govern the installation of lighting and signage within exhibit / tradeshow areas of the Pennsylvania Convention Center. All rigging work must be performed in compliance with PCC rules, regulations, and safety standards.

1. LIGHTING & EXHIBITOR RIGGING

i. Deliver, install and remove all lighting that is suspended in exhibit / tradeshow areas; including ballrooms, theaters, and live presentations, EXCEPT:

(A) Production lighting such as fixed or motorized lights for the purpose of stage lighting (Stagehand).

ii. Deliver and hang motors, remove motors, and deliver and assemble suspended truss in exhibit / tradeshow areas; including ballrooms, theaters, and live presentations, EXCEPT:

(A) Assemble, hang and remove motors for truss for Entertainment Stages (Stagehand).

iii. Core holes for raceways for electrical power or control and sound and communication devices, equipment or fixtures.

iv. Install all lighting that is part of a booth.

2. SIGNAGE

i. Install/remove electric motors, rotating motors, electrical elements, and bridle rigging to motors for hanging signs, and attach electrical signs.

ii. Install electrical signs in booths.

3. EQUIPMENT, LABOR & REQUIREMENTS

- Rental of Truss and Motors (including its equipment) is proprietary to PCC/Legends Global.
- Installation of all truss, motors and its equipment is performed by Legends Global Electricians. Labor is not included in the rental price.
- Custom rigging estimates are preferred and provided upon request to exhibitorservices@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 Legends Global Electricians.
- All Suspended Elements that are dead hung (no lights and/or motors) are the General Service Contractor's responsibility.
- Signage weighing 150 lbs or more will traditionally require a motor(s) to be installed by Legends Global Electricians.
- Lights for truss can be supplied by exhibitor or 3rd party vendor, but must be installed by Legends Global Electricians.
- Operating of all Motor Controllers is performed by Legends Global Electricians.
- All booths using an EAC or General Service Contractor supplied labor will require Legends Global Electricians to wire or install booth lighting.
- All rules apply to dismantle and move-out.
- For more information contact Utilities Services at exhibitorservices@paconvention.com or 215-418-4815.

4. REFERENCE ONLY – SAMPLE EQUIPMENT RATES*

SILVER TRUSS – ALL LENGTHS AVAILABLE



12" Silver Truss
10' – $100.00
16' – $90.00
18' – $78.00
25' – $78.00
Corner Block – $108.00

20.5" Silver Truss
10' – $120.00
16' – $100.00
25' – $90.00
Corner Block – $120.00

BLACK TRUSS – AVAILABLE AT AN ADDITIONAL COST



12" Black Truss
10' – $120.00
16' – $110.00
18' – $98.00
25' – $98.00
Corner Block – $120.00

20.5" Black Truss
10' – $130.00
16' – $110.00
25' – $110.00
Corner Block – $130.00

STANDARD MOTOR RENTALS

1/4 TON & 1/2 TON – $350
1 TON – $370.00



ROTATING MOTOR

$250/RENTAL



All rigging must conform to PCC rules, regulations, and safety requirements.
Non-compliance may result in removal of equipment and/or correction at the Exhibitor's expense.

Information contained within this document is subject to change
P: 215-418-4700 • F: 215-418-4747 • www.paconvention.com
One Convention Center Place • Philadelphia, Pennsylvania • 19107-2299

100 percent Customer-Focused, Cost Effective PCC Show Labor at Pennsylvania Convention Center

Exhibiting at the Pennsylvania Convention Center in Philadelphia is even easier with new management by PCC - the country's best and most experienced meeting facilities managers. You can expect the same kind of seamless, professional management that PCC provides to some of the best meeting facilities in the country including Chicago, San Francisco, Denver and New Orleans. The combination of PCC 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 without booth size limitation, 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.
- Without booth size limitation, 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-commercially registered, station wagons, mini-vans, SUV's, and non-commercially registered 4 wheel pick-up trucks or vans (no lettering or advertising on vehicle) this includes tag-alongs.
- 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

- Without booth size limitation full-time 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 show labor 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 show labor (stagehands).
- I and D Exhibits (not set by the Exhibitor) are installed and dismantled by show labor (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.
- Show management may place pop up signage.

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 permitted.

Florists

- All commercial deliveries must utilize show 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 PCC Contractor Services to arrange for the procurement of the required show labor. PCC Contractor Services can be reached at (215) 418- 4900 or by fax at (215) 418-4875.

Frequently Asked Questions - Exhibitors

Loading and Unloading

As an exhibitor, can I unload my own vehicle?

- Yes, regardless of booth size and it is not a commercially registered 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.

Booth Set-Up

Install

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

- Exhibitors can set-up and/or tear-down a booth without booth size limitation if they own all materials within the booth and are full-time employees of the company.
- Exhibitors may perform work on their own display equipment after the initial set-up and/or for maintenance.

As an exhibitor, can I also work in my booth if I hire show labor (stagehands) to install my booth?

- No, once a third party vendor is involved show labor will perform all work.

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 and their full-time employees can install monitors and A/V equipment that is not rented without booth size limitation.

Can I hire an outside AV vendor for rental equipment?

- Yes, if you are using a third party vendor, show labor will be required.

Am I able to use a step ladder and a screw gun in my booth?

- Subject to building safety guidelines you are permitted to use ladders up to 6' and power tools (including battery operated) without booth size limitation.

One Convention Center Place • 1101 Arch Street • Philadelphia, Pennsylvania • 19107-2299 D: 215-418-4700 • F: 215-418-4747 • www.paconvention.com
Information contained within this document is subject to change.

Electric

As an exhibitor, can I set up my own computers?

- Yes, exhibitors may set up personally owned computers without booth size limitation that are not for public use.
- All rented equipment would require show labor to install and dismantle.

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

- Exhibitors have the right to install your own lighting without booth size limitation. Lights must be installed by a full- time employee of the exhibitor and they cannot be provided by a rental company or 3rd party.Lighting provided by a 3rd party will be installed and dismantled by show labor (electricians). They must be UL/NEC compliant.
- In all booths where an Exhibitor Appointed Contractor (EAC) or decorator is utilized, show labor (electricians) will install all light fixtures, lit signage and stem lights.

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

- An exhibitor can run cords without booth size limitation 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. Any cords installed under flooring will be installed by show labor (electricians).

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

- Batteries shall be disconnected and reconnected by show labor (electricians) regardless of booth size.

One Convention Center Place • 1101 Arch Street • Philadelphia, Pennsylvania • 19107-2299 D: 215-418-4700 • F: 215-418-4747 • www.paconvention.com
Information contained within this document is subject to change.



WIRED INTERNET SERVICE ORDER FORM

(PLEASE READ TERMS AND CONDITIONS ATTACHED)

IF PAYING BY CHECK RETURN THIS FORM TO:
PCCA/LEGENDS Order Processing
1101 Arch Street
Philadelphia, PA 19107
Inquiries only: 215-418-2190
Email: exhibitorservices@paconvention.com

ORDERS MAY BE PLACED ONLINE AT: www.paconvention.com

ADVANCED DEADLINE DATE:

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.

In our efforts to follow PCI compliance security guidelines and to safeguard your credit card information, we can no longer accept credit card information via this order form. Complete and email form to: exhibitorservices@paconvention.com Once processed a payment link will be sent to the email address provided above.

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

Dedicated Public Internet Service
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.

QTY.	SERVICE	ADVANCED RATE	STANDARD RATE	TOTAL
	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 (Not internet service)	$160.00	$195.00	
Dedicated Private Internet Service 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 (Not internet service)	$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	$750	
			Subtotal	
			8% Sales Tax	
			Total	

PLEASE NOTE:

- Higher bandwidth options are available. Please contact the **Exhibitor Services department** for a quote: **215-418-2190** or **exhibitorservices@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 PCC electricians. Labor and material charges will apply. Please provide data cabling distribution on floor plan.

exhibitorservices@paconvention.com • 215-418-2190

RATES EFFECTIVE MAY 1, 2026 TO APRIL 30, 2027

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/Legends Global Exhibitor Services Department for availability and quotes at **(215) 418-2190** or e-mail **exhibitorservices@paconvention.com**

2. EXPLANATION OF SERVICE

A. Rates shown for services are for the duration of event and include 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 Exhibitor Services Desk.

3. RULES AND 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:**
- **Standard 10BaseT Ethernet adapter (RJ 45 Interface) for each computer.**
- **Network Driver: TCP/IP**
- **Proper configuration of computer equipment for TCP/IP connection.**
- **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)
- Accepted credit cards: VISA / MASTER CARD / AMERICAN EXPRESS.

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. To pay by credit card, please contact our **Accounts Receivable Department** at **215-418-4794** for assistance.
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** on **215-418-4794** 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 Exhibitor 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 requests to PCC Finance Department within 30 days of the close of final invoice.
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 lower 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 refund to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance with 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 we have re-billing charges to customers.

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.

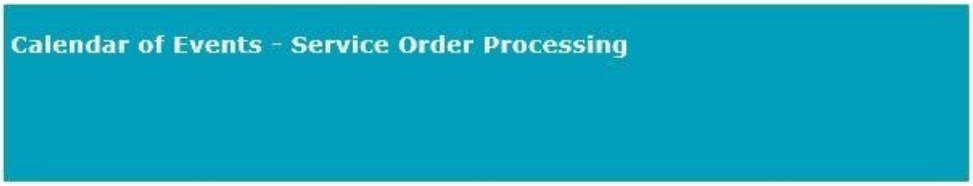
10. Display Vehicles - vehicles as part of a display are required to have less than 1/4 tank of fuel, with a locking tank or it must be taped shut. Both the negative and positive battery cables must be removed and taped. See display of motor vehicle policy for further information or contact the Event 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.



Welcome to our calendar of events. Click on an event name for more details.

June 2019 through October 2019

June 2019 | July 2019 | August 2019 | September 2019 | October 2019

June 2019

Date	Event	Location
Fri 7 - Sat 15	APIC 2019 Annual Conference - Association for Professionals in Infection Control & Epidemiology, Inc	
Mon 10 - Tue 11	Philadelphia FIGHT Prevention Summit	
Tue 11 - Mon 17	Wizard World Comic Con Philadelphia	
Sun 16 - Sat 29	International Society for Technology in Education (ISTE)	102- A

July 2019

Date	Event	Location
Wed 3 - Sun 7	MUNA	
Tue 9 - Sun 14	AHS Conference	
Wed 10 - Sun 14	Netroots Nation	

Personally Owned Vehicle (POV) Guidelines

Vehicles are permitted on the show floor under the following conditions:

1. Personally Owned Vehicle (POV) must be privately owned by the Exhibitor.
2. Personally Owned Vehicle (POV) may not be commercially registered.
3. The PCC “Display of Motor Vehicles” (pg. 33) Safety Guidelines must be followed.
4. The Approved General Service Contractor will supervise the vehicle movement, unloading and loading.
5. Vehicles may have a time constriction on the event floor which would be at the sole discretion of the General Service Contractor.
6. Vehicles may not idle while unloading and loading.
7. Prior to move-in, a clean-up plan must be in place to prevent unsafe working conditions resulting from inclement weather such as water, mud, dirt, snow, rain, ice, etc.
8. All vehicles are required to be insured and evidence of such may be required.

VEHICLES THAT QUALIFY:				
 SEDAN	 SUV	 PICKUP	 PERSONAL VAN	
VEHICLES THAT DO NOT QUALIFY:				
 TRAILER INCLUDES TAG-ALONG	 RENTALS	 BOBTAIL	 STAKEBED	 COMMERICAL VAN (INCL SPRINTER VAN)

Pennsylvania Convention Center PHILADELPHIA

PLUMBING SERVICES CHECKLIST

- Convention center plumbers must be present for all filling and draining of reservoirs, pools, tanks, ponds, or basins.
- For everyone's safety, no one, except Pennsylvania Convention Center employees are permitted access to the columns. NO EXCEPTIONS
- For the safety of our guests, cable or hose ramps cannot be used in aisles. Only in back-of-house areas when installed by show labor.
- All entities using outside sinks must have them approved by the Pennsylvania Convention Center's Utilities Department.
- Self-contained sinks must be approved by the Pennsylvania Convention Center's Utilities Department.
- Draining liquids in restroom toilets/urinals, drinking fountains or in the electrical or plumbing ports is prohibited.
- All drainage must be approved by the Pennsylvania Convention Center's Utilities Department.
- No unauthorized attachment to airlines or plumbing lines in the columns is permitted.
- Air compressors of any kind are not permitted in the Pennsylvania Convention Center.

PCC Safety Guidelines for Exhibitors

ALL BOOTHS:

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 Hilt guns and gas filled nailers may not be used under any circumstances.
C. Accessing floor ports in exhibit halls is strictly prohibited.
D. The use of gasoline powered equipment is not permitted.
E. Generators are prohibited.
F. Vehicle batteries shall be disconnected and reconnected by electricians regardless of booth size.
G. Rigging of heavy objects is not permitted. Riggers would be required for such work.
H. The use of safety protection is required when needed, such as safety glasses, gloves, etc.
I. The use of hoists will not be permitted.
J. The use of a device with an open flame, such as a propane torch, is prohibited.
K. Lasers, rotating or still, shall not be permitted.
L. No smoking shall be permitted inside the facility-including electronic cigarettes.
M. Exhibit booths or displays may not block fire equipment. Columns, electrical closets, and electrical panels must be accessible.
N. All electrical cords run across the show floor or under carpet will be installed by PCC Electricians regardless of booth size.
O. In all booths (including booths less than 600 sq/ft.) where an Exhibitor Appointed Contractor (EAC) or General Service Contractor is utilized, electricians will install all light fixtures, lit signage, and all other work deemed as electrical jurisdiction.
P. Lead acid batteries may not be used for power in any booth.
Q. 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 Exhibitor Services Department.
S. 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 Exhibitor Services Department.
T. Dumping of any type of liquids into restroom sinks, toilets or exhibit hall floor ports is strictly prohibited.



Pennsylvania Convention Center
PHILADELPHIA

TELECOMMUNICATIONS SERVICE ORDER FORM

(PLEASE READ TERMS AND CONDITIONS ATTACHED)

IF PAYING BY CHECK RETURN THIS FORM TO:
PCCA/LEGENDS Order Processing
1101 Arch Street
Philadelphia, PA 19107
Inquiries only: 215-418-2190
Email: exhibitorservices@paconvention.com

ORDERS MAY BE PLACED ONLINE AT: www.paconvention.com

ADVANCED DEADLINE DATE:

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.
In our efforts to follow PCI compliance security guidelines and to safeguard your credit card information, we can no longer accept credit card information via this order form. Complete and email form to: exhibitorservices@paconvention.com Once processed a payment link will be sent to the email address provided above.

PHONE SERVICES (Unlimited local and long-distance calls at no additional charge)				
QTY.	SERVICE	ADVANCED RATE	STANDARD RATE	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				
	Conference Phone (Single Line Telephone Service must be ordered)	$100.00	$150.00	
	Voice Mail	$25.00	$25.00	
	Other:	*Call for Pricing*		
			Subtotal	
			8% Sales Tax	
			Total	

PLEASE NOTE:

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

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 PCCA/Legends Global Exhibitor Services Department for availability and quotes at **(215) 418-2190** or e-mail **exhibitorservices@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 Exhibitor Services Desk.

3. RULES AND 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 along 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)
- Accepted credit cards: VISA / MASTERCARD / AMERICAN EXPRESS.

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. To pay by credit card, please contact our **Accounts Receivable Department** at **215-418-4794** for assistance.
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 **215-418-4794** 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 invoice.
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 lower 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 refund to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance with 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 we have re-billing charges to customers.

SAMPLE



Pennsylvania Convention Center
PHILADELPHIA

WATER & COMPRESSED AIR SERVICE ORDER FORM

(PLEASE READ TERMS AND CONDITIONS ATTACHED)

IF PAYING BY CHECK RETURN THIS FORM TO:
PCCA/LEGENDS Order Processing
1101 Arch Street
Philadelphia, PA 19107
Inquiries only: 215-418-2190
Email: exhibitorservices@paconvention.com
ORDERS MAY BE PLACED ONLINE AT: www.paconvention.com

ADVANCED DEADLINE DATE:

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.
In our efforts to follow PCI compliance security guidelines and to safeguard your credit card information, we can no longer accept credit card information via this order form. Complete and email form to: exhibitorservices@paconvention.com Once processed a payment link will be sent to the email address provided above.

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 RATE	STANDARD RATE	TOTAL
	½" Main Airline w/ Shutoff	$300.00	$350.00	
	Additional ½" Airline Connection	$115.00	$165.00	
	½" Water line w/ Shutoff	$210.00	$260.00	
	Additional ½" Water line w/ Shutoff	$115.00	$165.00	
	¾" Drain Line	$210.00	$260.00	
	Additional ¾" 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	
			Subtotal	
			8% Sales Tax	
			Total	

PLUMBING RATES		
WEEKDAYS 8 AM – 4:30 PM	**WEEKDAYS AFTER 4:30 PM AND ALL DAY SATURDAY**	**ALL DAY SUNDAY AND HOLIDAYS**
$175.00 per hour	$262.00 per hour	$350.00 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: _____

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 proper forms and diagrams.
C. For services and equipment not listed on the service order form, call the PCCA/Legends Global Exhibitor Services Department for availability and quotes at **(215) 418-2190** or e-mail **exhibitorservices@paconvention.com**

2. PAYMENT TERMS & CONDITIONS

A. **Full payment is due along with service order.** Credit Card Pre-authorization for onsite 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)**
- Accepted credit cards: VISA / MASTERCARD / AMERICAN EXPRESS.

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. To pay by credit card, please contact our **Accounts Receivable Department** at **215-418-4794** for assistance.
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/Legends Global Finance Department** at **215-418-4794** 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/Legends Global Exhibitor Services Department 21 days prior to the event. Services cancelled without 21 days prior written notice is 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/Legends Global 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/Legends Global Finance Department within 30 days of the close of final invoice.
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 lower 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/Legends Global 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 with 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/Legends Global requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless we have re-billing charges to customers.

3. EXPLANATION OF SERVICE

A. Rates shown for services are for the duration of event and include 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 Exhibitor 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.

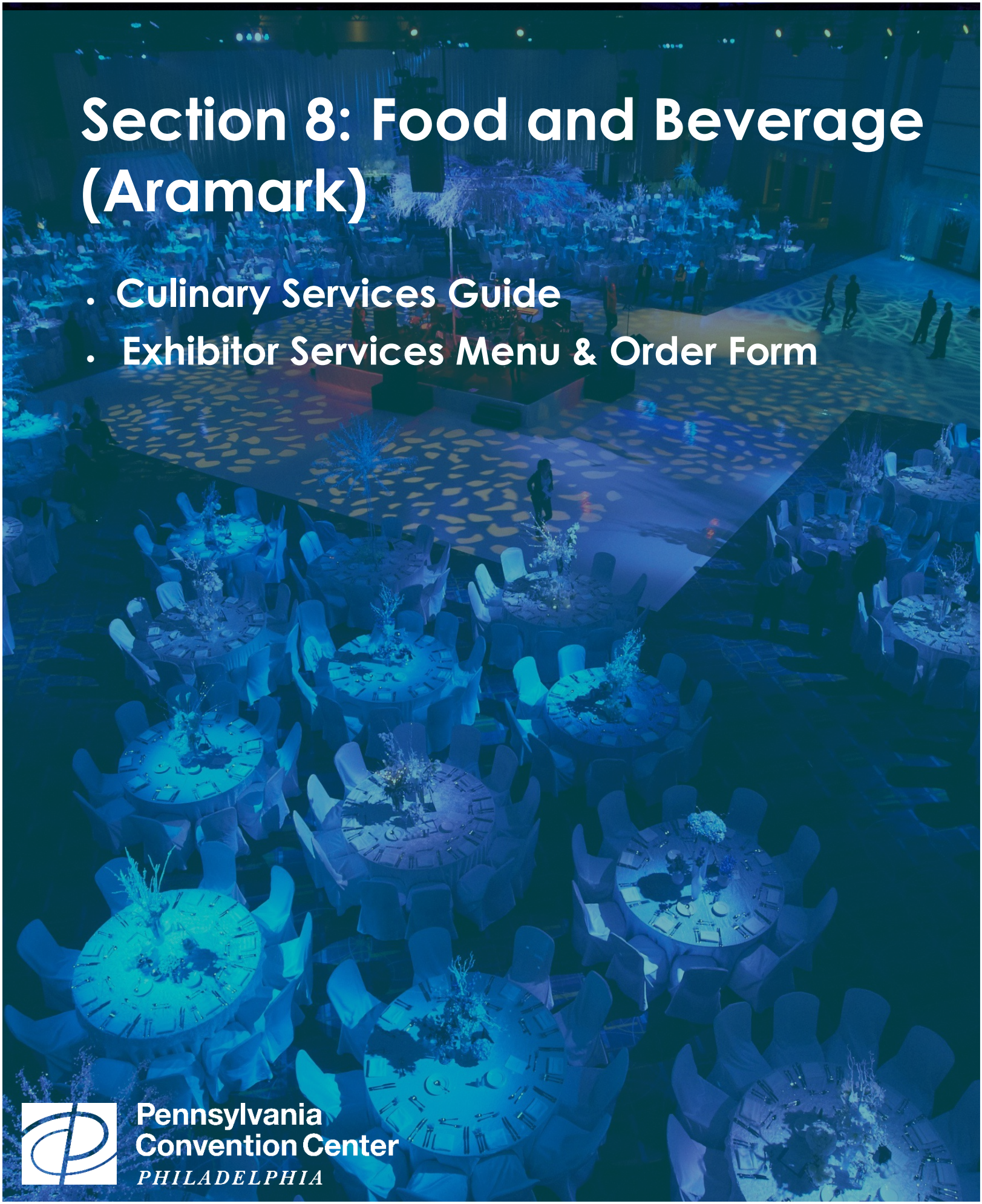
4. RULES & REGULATIONS FOR SERVICES

A. Services provided may not be shared by multiple exhibits.
B. All materials and equipment furnished by PCC and/or its sub-contractors shall remain the property of PCC and/or it's Sub-contractors.
C. All rental equipment furnished by PCC not left in the booth at the close of the show will be charged an additional 75% of the original rental equipment charge.
D. 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.
E. PCC or its sub-contractors are not responsible for interruption or fluctuation of services.
F. All equipment provided by customers shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA/Legends Global safety standards. All equipment is subject to inspection and approval by PCC prior to connection to service.
G. Customer is responsible for any lost or damaged equipment supplied by the PCC.

SAMPLE

Section 8: Food and Beverage (Aramark)

- Culinary Services Guide
- Exhibitor Services Menu & Order Form



Pennsylvania Convention Center
PHILADELPHIA

One Convention Center Place • 1101 Arch Street • Philadelphia, Pennsylvania • 19107-2299
D: 215-418-4700 • F: 215-418-4747 • www.paconvention.com
Information contained within this document is subject to change.

Aramark

[Aramark Culinary Services Guide]

Aramark – Exhibitor Menus ARAMARK

1101 Arch Street, Philadelphia, PA 19107

Pennsylvania Convention Center Exhibitor Menu

Specialty Services

**Requires a dedicated 2,000 watt service, client is responsible for ordering electric

Old City Coffee Service

Espresso Service, Specialty Coffee, Tea, & Barista Service
Contact an Aramark/SFS Sales Manager for additional information. Machine rentals are on a first come first serve basis

Soft Pretzel Warmer**

Pretzel Warmer, $150 daily rental
Super Pretzels, $225 per case of 50
Served with Spicy Mustard
$250 attendant fee for a minimum of 4 hours of service

Hosted Consumption Bar

Requires an Aramark bartender, $250 for 2 hours of service
Contact an Aramark/SFS Sales Manager for additional information

Keurig Machine**

Keurig Machine, $200 per day
Includes Keurig Machine, initial 5-gallon water tank, PC condiments, cups, stirrers, beverage napkins
Box of 24 K-Cups, $95 each
Includes four varieties
Additional 5-gallon water, $45 each

Electric Water Cooler**

Electric Water Cooler, $100 each
Includes cooler, 5-gallon water tank and flat bottom cups
Additional 5-gallon water, $45.00 each

A La Carte Items

Beverages

ALL BOXED LUNCHES INCLUDE PLAIN POTATO CHIPS, COOKIE, AND BOTTLED WATER.

Coffee	*per gallon*	$78.00
Tea	*per gallon*	$78.00
Decaf	*per gallon*	$78.00
Unsweetened Iced Tea	*per gallon*	$55.00
Lemonade	*per gallon*	$60.00
Herb Infused Water	*per gallon*	$55.00
Assorted Fruit Juice		$6.50
Bottles Water		$5.00
Mineral Water		$5.00
Soda		$6.50
Powerade		$8.00
Energy Drinks		$8.00
Simply Juice Smoothies		$11.50
Naked Juices		$12.00
Saxbys Cold Brew Cans		$12.00
5lb ice bag		$8.50

Boxed Lunches $38.00 each

Roasted Turkey
Italian Combo
Grilled Chicken Salad
Roast Beef
Vegan Smashed Chickpea Wrap
Grilled Vegetable on GF Wrap
Garden Salad
Add Chicken- $3.25

Snacks by the Dozen

Seasonal Whole Fruit	$38.00
Philly Soft Pretzels	$44.25
Mini Soft Pretzels	$35.50
TastyKakes	$80.00
Individual Bags of Snacks	$34.00
Bagels	$70.00
Danish	$56.25
Muffins	$59.50
Donuts	$73.50
Breakfast Breads	$70.50
Cookies	$40.00
Brownies	$42.00
Mini Cupcakes	$54.00
Full Size Cupcakes	$92.00
Granola Bars	$32.50
Candy Bars	$77.75
Quaker Caramel Rice Crisps	$43.50
Pringle Snack Packs	$82.25
Good Health Veggie Sticks	$49.75

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Ordering Information

Ordering

Our 20-day deadline allows sufficient time to order, plan and prepare all your food and beverage needs. All orders received after the deadline will be noted as late and will be processed after all on-time orders have been completed. All original catering orders must be received ***20 business days*** prior to the first show day, or a 10% late charge will be applied. Changes and/or cancellations must be received 3 business days prior to the first show day. No cancellations may be made after that time. Any changes made with less than 3 business days prior to the first show date will be subject to a 20% late fee. Late changes will also be subject to approval by the Aramark/SFS Sales Department based on availability of product and staff.

Payment Policy

Aramark Corporate Policy requires full payment prior to commencement of services. Additionally, a credit card must be on file for any re-orders made on site- no exceptions. A 3% processing fee will be charged to all credit card charges.

Delivery Charge

A $45 delivery charge will apply to all original orders subtotaling less than $100.

Tax and Service Fee

All food and beverage pricing are subject to a 24% administrative fee and 8% tax. All equipment charges are subject to an 8% tax only.

Pricing

All prices are subject to change without prior notification.

Service Personnel

When ordering Aramark personnel for your booth, please consider set-up time. We recommend scheduling personnel one hour prior to the start of your service. Additionally, Aramark personnel will clean food and beverage related areas. They are not permitted to do general booth cleaning such as vacuuming, emptying non-food trash, dusting, etc.

Service Ware

All booth services include the appropriate variety of high-grade disposable service ware. No china service is allowed inside the exhibit halls. For any services outside of the exhibit halls, if china service is ordered, additional china charges and labor charges will apply. Please contact your Aramark/SFS Sales Manager for applicable pricing for your service.

Beverage Service

Initial beverage delivery includes- bowl of ice, ice scoop, cups, and napkins.

Tables and Electric

Aramark/SFS does not provide skirted service tables or electrical hook-ups in your exhibit space, including meeting rooms utilized for exhibits. Please contact the appropriate contractor for these items. For electrical needs, please contact Utility Services with the Pennsylvania Convention Center.

Unauthorized Food and Beverage

Aramark/SFS is the ***exclusive*** catering for the Pennsylvania Convention Center. Absolutely no food or beverage including candy, logo water, etc., are allowed in the Pennsylvania Convention Center without approval from Aramark/SFS and appropriate waiver/corkage fees. Contact an Aramark/SFS Sales manager for Sampling Guidelines and Corkage information.

Order Form

Show Name: _____

Company: _____

Contact: _____

Address: _____

_____

Email: _____

Phone: _____ Cell: _____

Onsite Contact: _____ Onsite Cell: _____

Booth/ Room Number: _____ Number of Guests: _____

Day/Date	Start & End Time	Quantity	Item Description	Item Price

Submit your order: aramark-sales@paconvention.com	Subtotal	
	10% Late fee when applicable	
	24% Administrative fee	
	Delivery fee when applicable	
	8% Sales tax	
	Total	
	3% Credit card fee	

Cardholder's Name: _____

Cardholder's Signature: _____

Card Number: _____

Exp. Date ____/____ CVV: _____

___Visa ___MasterCard

___AmEx ___Check

Important Information: Aramark/SFS is the exclusive caterer for the Pennsylvania Convention Center. Absolutely no food or beverage, including candy, logo water, etc., is allowed into the Pennsylvania Convention Center without approval from and appropriate waiver/corkage fees paid to Aramark/SFS.

Deadline: All original orders must be received 20 business days prior to the first show day, or a 10% late fee will apply. Changes and/or cancellations must be received 3 business days prior to service. No cancellations may be made after that time. Any changes made within 3 business days of service will be subject to a 20% late fee.
Aramark/SFS will use disposable service ware on all food and beverage functions held in the exhibit halls.

Payment Policy: Aramark requires full payment prior to commencement of services. Credit card provided is authorized to be used for initial pre-show orders, and additional services ordered on-site will be automatically billed to customer's credit card. 3% credit card processing fee applies.

Delivery Charge: A $45 charge will apply to all orders of less than $100 per delivery

Table and Electrical Requirements: Aramark/SFS does not provide skirted service tables or electrical hook-ups in your exhibit space. Please contact the appropriate contractor for these items.

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EXHIBITOR BAR MENU

Our on-site personnel must dispense all beverages.
Bartenders are charged at $250 for 2 hours of service and $65 per hour per bartender will apply thereafter.
All services are provided on compostable ware.
All local taxes and fees apply. Pricing is subject to change.
Special requests are available.
Items not in our standard inventory will not be on consumption.



HOSTED CONSUMPTION BAR

SPIRITS

STANDARD SPIRITS	$13.00
PREMIUM SPIRITS	$14.00
SUPER PREMIUM SPIRITS	$15.00

BEER

DOMESTIC BEER	$8.50
IMPORTED BEER	$9.50
NON-ALCOHOLIC BEER	$8.50
CRAFT BEER	$10.50
RTD CANNED COCKTAILS	$13.00

WINE BY THE GLASS

STANDARD WINE	$13.00
PREMIUM WINE	$14.00
SUPER PREMIUM WINE	$15.00
SPARKLING WINE	$14.00

NON-ALCOHOLIC

ASSORTED SOFT DRINKS	$6.50
BOTTLED WATER/ MINERAL WATER	$5.00
ASSORTED FRUIT JUICES	$6.50

Prices subject to a 24% administration fee, 8% sales tax, and 10% city liquor tax. Prices are subject to change.

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WINE

STANDARD WINE — $13.00
THE APPLICANT CHARDONNAY
MORANDE PRIVATE COLLECTION CABERNET

PREMIUM WINE — $14.00
ROBERT MONDAVI PRIVATE SELECTION CHARDONNAY
ROBERT MONDAVI PRIVATE SELECTION CABERNET

SUPER PREMIUM — $15.00
STAG'S LEAP KARIA CHARDONNAY
ROBERT MONDAVI PRIVATE SELECTION CABERNET

SPARKLING WINE — $14.00
LA MARCO PROSECCO
KORBEL BRUT
FETE D'OR ROSE

Prices subject to a 24% administration fee, 8% sales tax, and 10% city liquor tax. Prices are subject to change.



BAR MENU

Our on-site personnel must dispense all beverages.
Bartenders are staffed 1 per 250 guests for cash bars and 1 per 100 guests for hosted/ticket bars.
Bartenders are charged at $250.00 for 2 hours of service.
All services are provided on compostable ware.

Special requests are available.
Items not in our standard inventory will not be on consumption.

BEER

DOMESTIC BEER
MILLER LITE
YUENGLING

IMPORTED BEER
STELLA ARTOIS
MODELO

CRAFT BEER
KONA BIG WAVE
YARDS TRASH TALK IPA
WHITE CLAW GF Black Cherry or Mango

RTD COCKTAILS
STATESIDE Black Cherry or Orange
SURFSIDE ICED TEA

WINE

STANDARD WINE
THE APPLICANT CHARDONNAY
MORANDE PRIVATE COLLECTION CABERNET

PREMIUM WINE
ROBERT MONDAVI PRIVATE SELECTION CHARDONNAY
ROBERT MONDAVI PRIVATE SELECTION CABERNET

SUPER PREMIUM
STAG'S LEAP KARIA CHARDONNAY
ROBERT MONDAVI PRIVATE SELECTION CABERNET

SPARKLING WINE
LA MARCO PROSECCO
KORBEL BRUT
FETE D'OR ROSE

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LIQUOR

STANDARD LIQUOR

SVEDKA VODKA
CAPTAIN MORGAN RUM
BEEFEATER GIN
JACK DANIELS
SEAGRAMS VO WHISKEY
DEWAR'S SCOTCH
JOSE CUERVO

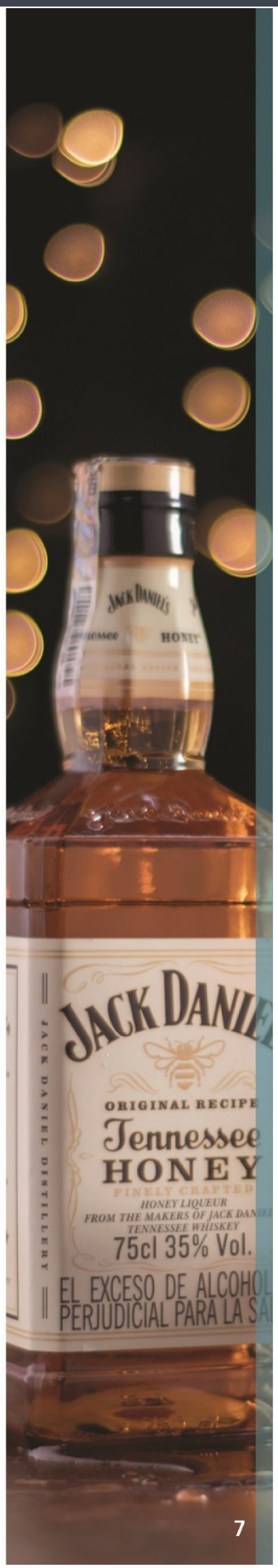
PREMIUM LIQUOR

TITO'S VODKA
BACARDI RUM
TANQUERARY GIN
FOUR WALLS WHISKEY
MAKER'S MARK BOURBON
JOHNNIE WALKER RED SCOTCH
1800 SILVER TEQUILA

SUPER PREMIUM LIQUOR

KETEL ONE VODKA
BACARDI 8 RUM
HENDRICKS GIN
KNOB CREEK BOURBON
HENNESSY COGNAC
JOHNNIE WALKER BLACK SCOTCH
PATRON SILVER TEQUILA

Prices subject to a 24% administration fee, 8% sales tax, and 10% city liquor tax.
Prices are subject to change.



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 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.
7. No cash sales are permitted by Exhibiting Firm.
8. Aramark will charge Exhibiting Firm standard fees for storage, handling, and delivery where applicable.
9. 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:

aramark/SFS Joint Venture
Pennsylvania Convention Center
1101 Arch Street, Philadelphia, PA 19107
Phone (215) 418.2243; Fax (215) 418.2210

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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.
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Name:

Title:

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ARA/SFS Joint Venture
By: Aramark Sports and Entertainment Services, LLC

By: _____

Name:

Title: