

SHOW ORGANIZER QUICK GUIDE



Pennsylvania
Convention Center
PHILADELPHIA

THE PENNSYLVANIA CONVENTION CENTER

HIGHLIGHTS OF EXHIBITOR CAPABILITIES ARE:

SIGNAGE:

- Signage that is displayed on an easel may be moved and changed by the Show Management full-time staff (excluding framed signs and one-meter boards or larger).
- Show management and customers may place pop-up signage. Pop-ups may be used for branding, directional signage and for backdrops for booths or bookstores.



PRODUCT PLACEMENT:

- Products may be organized and placed by Show Management full-time staff. Show labor will deliver boxes to a central location for full-time staff to place in the designated location.



SHOW MANAGEMENT COMPUTERS:

- Personal and company owned computers (**non-public use**) used for registration or show management licensed areas (bookstore, headquarters office, press office) can be set up by full-time show management staff.



ASSOCIATION BOOTH IN EXHIBIT HALL:

- Show Management full-time staff can set up, stock product and dismantle without booth size limitation.
- Power tools can be used by Show Management full-time staff, subject to building safety guidelines.
- If electric or lighting is required, show labor will install and dismantle
- When using an Exhibitor Appointed Contractor or General Service Contractor to set up the booth, show labor will need to be ordered.



VOLUNTEERS AND SHOW MANAGEMENT FULL-TIME STAFF:

- Full-time staff may move 22 x 28 signage, set up the organization's booth, registration area and bookstore area, as long as the equipment is owned by the organization.
- Volunteers cannot assist with setup, product and/or sign movement.
- Any task that is not performed by Show Management full-time staff is reserved for show labor.



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The Pennsylvania Convention Center partners with four highly-skilled union trades — Riggers, Laborers, Electricians and Stagehands. Here's a brief review of the services each can provide for your event:

RIGGERS

- Move machinery and/or equipment requiring specialized lifting or handling, including oversized, unusually heavy objects including ATM's and Safes.
- Operate forklifts for specialized lifting, or handling crate movement within booth space.
- Raise floor mounted trusses that are not suspended by motors (except for those in presentation areas such as General Session or meeting rooms).
- Operate genie lifts.

LABORERS

- Operate forklifts in situations where a rigger is not required.
- Unload trucks, deliver freight and move-in General Service Contractor equipment.
- Move and stage empty crates within the PCC after production setup is complete.
- Deliver and pick up rolled carpet.
- Deliver, set up and take down pegboards and poster boards within the PCC.
- Move product, signage, materials, computers, etc. within the PCC and Exhibit Halls.
- Deliver floral materials from outside vendors.
- Remove aisle carpet.

ELECTRICIANS

- Plan and handle all electrical installations.
- Install lighting throughout the PCC, including lighting that is part of booth displays and all lighting suspended in exhibit/tradeshow areas, meeting rooms, theaters, and live presentation spaces (except when Stagehands have jurisdiction).
- Install all rented computers for registration and other activities as instructed by show management.
- Disconnect and connect all vehicle battery terminals.

STAGEHANDS

- Connect all extension cords running from wall outlets or distribution panels in meeting rooms.
- Assemble, hang and remove motors for truss on entertainment stages.
- Deliver and install production lighting, such as fixed or motorized lights for the purpose of stage lighting.
- Install, dismantle, operate and handle all rented equipment for public use, and all audio-visual equipment used in exhibit booths and throughout the PCC.
- Mark and place floor numbers in Exhibit Halls.
- Install all framed signage.
- Install and dismantle registration counters, entrance units and rental displays.
- Install, operate and dismantle all audio-visual equipment for general sessions, and speaker-ready rooms, except for general lighting.
- Install, operate and dismantle performance stages and all scenery, drapes and components on or connected to the stage.
- Handle all audio-visual and lighting equipment within the meeting rooms at the PCC, including but not limited to sound systems, video systems, cameras, screens, teleprompters, translation booths and video capturing.
- Receive, unpack, distribute, set up, install and dismantle presentation computers used at a head table and/or table connected to a screen.



Our Contractor Services Department is available to help with questions at 215-418-4900 or contractorservices@paconvention.com

For additional information on show labor jurisdictions visit www.paconvention.com

