

100% Customer-Focused, Cost-Effective

Pennsylvania Convention Center

In 2003, the Pennsylvania Convention Center (PCC) implemented a new Customer Satisfaction Agreement that was specifically aimed at making it easier and less expensive for our Customers and Exhibitors to conduct business within our building. These rights are among the most progressive in the industry. Therefore, we strongly encourage you to take the time to review your rights, so that your experience at the PCC is handled in a cost-effective manner.

Customers' & Exhibitors' Rights

Exhibitors' Booths

- ★ In exhibit booths that are no larger than 300 net square feet, an Exhibitor or a full-time company representative(s) **may erect or tear down booths** and may use non-powered hand tools. The use of power tools, battery operated tools and ladders are prohibited.
- ★ In exhibit booths that are no larger than 300 net square feet, only an Exhibitor or a full-time company representative(s) of the exhibitor's company **may hang signs or graphics**.

Loading and Unloading

- ★ Customers and Exhibitors **may load and unload** non-commercial automobiles, station wagons, mini-vans, SUVs, and non-commercially registered 4 wheel pick-up trucks and vans.
- ★ Customers and 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

- ★ All full-time regular employees of Customers and Exhibitors shall be **permitted to connect their personal computers** (desktop and laptop), computer components, and peripherals with no limitation.
- ★ All third-party vendors, including rental companies, contractors, and/or vendors must utilize union workers to install and dismantle their laptops, desktops, and computers.
- ★ The installation and dismantling of all computers (in bulk) in the Cyber Cafes and all meeting rooms shall be handled by a combined workforce of Electricians and Stagehands that is designated by the Labor Supplier (Elliott-Lewis).

Stage

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

Exhibits

- ★ Decor and props (on stage) are installed and dismantled by Stagehands.
- ★ I & D Exhibits (not set by Exhibitor) are installed and dismantled by Carpenters.

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 organization's staff members to move to appropriate location.

Electrical

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

Florists

- ★ All commercial deliveries must utilize union unload labor to deliver floral arrangements and plants to exhibits and meeting rooms.
- ★ Exhibitors and Customers using a non-commercial vehicle can load, unload, and deliver plants to their designated area.
- ★ Exhibitors and Customers and their employees at the organization can load and unload their plants or floral arrangements in non-commercial vehicles, i.e. automobile, station wagon, mini van, SUV and non-commercially registered 4-wheel pick-up truck or van. They may use their own equipment, including but not limited to carts, dollies, luggage carriers, flat bed carts, and 2-wheel hand trucks. They may not use motorized and hydraulic devices.

Freight

- ★ The use of motorized pallet jackets by Customers/Exhibitors is prohibited within the PCC. The Customer/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 that are working within our facility. All contractors performing work at the PCC should contact the facility's labor supplier, Elliott-Lewis, to arrange for the procurement of the required show labor. Elliott-Lewis can be reached at (215) 418-2197.

Be at Liberty to Meet

RV: 11/20/06



Pennsylvania Convention Center

Exhibitor Handout

Hand tools for the Installation of your Exhibit

This handout will show what tools are acceptable, and what tools are prohibited to use in booths 300 sq. ft. or less. If booth size is over 300 sq. ft., Union Labor is required to do the installation.
(Please see the back of this handout for more information)

The Following Tools are Acceptable:

Screwdrivers



Paint Brushes



Tape Measure



Staple Gun



Wrenches



Nut Drivers



Hex Keys



Level



Pliers



The Following Tools are Prohibited:

NO Power or Battery Operated Tools



NO Ladders



NO Saws



NO Hammers



**PENNSYLVANIA CONVENTION CENTER
EXHIBITORS' RIGHTS AND UNION JURISDICTIONS**

To assist you in planning your participation in this upcoming exposition, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you to understand the union jurisdictions and your own rights as an exhibitor, we ask that you read the following:

EXHIBITORS' RIGHTS

TASK	WORK	RULES
Booth Set-up	May install and dismantle their own booths as follows: <ul style="list-style-type: none"> • Up to 300 net square feet. • May use hand tools only. • Includes graphics and exhibitor-owned floor covering. • Without any time limitation. 	May only be installed by exhibitors or fulltime company employees (after they check-in with the PCC). No power tools or battery operated tools; no hammers, ladders or saws may be used. This excludes the pipe & drape structure itself.
Personal Vehicles	Exhibitors may unload and load: <ul style="list-style-type: none"> • Automobiles, station wagons, mini-vans, SUVs and non - commercially registered 4-wheel pick-up trucks and vans. 	May use their own equipment, including (but not limited to) carts, dollies, luggage carriers and 2-wheel hand-trucks. May not use motorized or hydraulic devices.
Computers	Full-time, regular employees of Exhibitors may: <ul style="list-style-type: none"> • Connect their personal computers, computer components and peripherals without limitation. 	Desktop or laptop computers. Includes peripherals.
Easels & Card Signs	Show Management may: <ul style="list-style-type: none"> • Place, move and/or remove easels and/or card signs. 	Placed and removed by Show Management.

UNION JURISDICTIONS

Convention Workers:

Handle all freight. They unload trucks or vehicles and deliver materials to and from booths. They are responsible for general decorating, installing and removing carpeting, floor covering, pipe and drape.

Carpenters:

Handle all installation and dismantling of exhibitor's booths that are not covered by the Exhibitor Rights.

Electricians:

Handle all electrical work and apparatus used to supply power, light, sound or signal connected directly to service exhibits, erect cable and lights on rental equipment, install all truss, lighting and chain hoists in exhibits.

Stagehands:

Install sound systems, cameras, screens, and A/V equipment in exhibits (ONLY in booths not erected by an EAC).

Riggers:

Load and unload, deliver machinery, position all material, operate forklifts to install and dismantle exhibit booth header sign, beams, etc., and all installations requiring power lifting.