



100 percent Customer-Focused, Cost Effective

SMG Labor Services at Pennsylvania Convention Center

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

Customers' and Exhibitors' Rights

Exhibitors' Booths

- In exhibit booths that are no larger than 600 net square feet, an Exhibitor or a full-time company representative(s) **may erect and teardown booths**. The use of hand tools, power tools, battery-operated tools and ladders up to 6' are permitted.
- In exhibit booths that are no larger than 600 net square feet, an Exhibitor or a full-time company representative of the exhibitor's company **may hang signs or graphics**.

Loading and Unloading

- Exhibitors **may load and unload** non-commercial automobiles, station wagons, mini-vans, SUV's, and non-commercially registered 4 wheel pick-up trucks or vans.
- Exhibitors **may use equipment**, including but not limited to, carts, dollies, luggage carriers, 4 wheel flatbed carts, and 2 wheel hand trucks. The use of any motorized or hydraulic devices is prohibited.

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. They may also put out up to 6 pop up signs. Signs and easels need to be delivered to a central location for an organization's staff members to move to an appropriate location.

Computers / Audio Visual

- All full-time regular employees of Exhibitors shall be **permitted to connect their personal computers** (desktop and laptop), computer components and peripherals with no limitation for non-public uses.

- All third-party vendors, including rental companies, contractors, and/or vendors must utilize union workers to install and to dismantle their laptops, desktops, computers and audio-visual equipment.
- 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.

Stage

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

Exhibits

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

Electrical

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

Florists

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

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

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

Loading and Unloading

As an exhibitor can I unload my own vehicle?

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

Product

Can we open boxes and stock our shelves?

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

Booth Set-Up

Install

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

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

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

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

I will be exhibiting in a few months at the PCCA. Is it ok for me to set up scaffolding and paint in my booth?

- Yes, as long as you are a full time employee and the booth is less than 600 square feet. Only one level of scaffolding is permitted.

As an exhibitor can I also work in my booth if I hire stagehands to install my booth?

- Yes, as long as they are full-time employees of the company for more than 6 months and have an exhibitor badge.

I am an exhibitor coming in for an event next month and I was wondering if I can set up my personally owned 40 inch monitor with DVD player?

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

Electric

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

- Exhibitors have the right to install your own lighting as long as the booth is 600 square feet or less. Lights must be installed by a full time employee of the booth and they cannot be provided by a rental company or 3rd party. Rental lighting must be installed by electricians. They must be UL/NEC compliant.

As an exhibitor can I set up my own computers?

Yes, exhibitors may set up personally owned computers that are not to be used for public use. In addition, all rented equipment must be set up by electricians.

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

An exhibitor can run cords within a booth less than 600 square feet along the drape line or behind a display. It must be 12 gauge with grounded. Taping across the floor cannot be permitted.

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

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

PCC SAFETY GUIDELINES FOR EXHIBITORS

WORKING IN BOOTH 600 SQ/FT OR LESS

1. A ladder up to 6 feet may be used in accordance with the manufacturer guidelines.
2. Power actuated tools, such as Hilti guns and gas filled nailers, may not be used under any circumstances.
3. The use of gasoline powered equipment is prohibited.
4. The use of one scaffolding section will be permitted, multi-tier scaffolding is not permitted.
5. Batteries shall be disconnected and reconnected by electricians regardless of booth size.
6. Rigging of heavy objects is not permitted. Riggers would be required for such work.
7. The use of safety protection is required when needed, such as safety glasses, gloves, etc.
8. The use of hoists will not be permitted.
9. The use of a device with an open flame, such as a propane torch, is prohibited.
10. Lasers, rotating or still, shall not be permitted
11. No smoking shall be permitted inside the facility.
12. Exhibit booths or displays may not block fire equipment.