

Pennsylvania Convention Center

Plan of Operations

Pennsylvania Convention Center
PHILADELPHIA

AN SMG MANAGED FACILITY



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

Welcome to the Pennsylvania Convention Center!

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

Our staff of experienced industry veterans, working under SMG, 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 new Labor 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.

Main Website

www.paconvention.com

Floor Plans including CAD's

http://www.paconvention.com/meeting-professionals/floor-plans

Online Utility Order Forms

https://iebms.paconvention.com/coe/coe_p1_all.aspx?oc=10&cc=COESOP

Plan of Operations Online

www.paconvention.com/plan-of-ops

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.*

Sincerely,

Lorenz Hassenstein
General Manager
SMG at Pennsylvania Convention Center

John J. McNichol
President and CEO
Pennsylvania Convention Center Authority

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Section 1: Driving Directions and Parking Map

Parking Lots and Garages

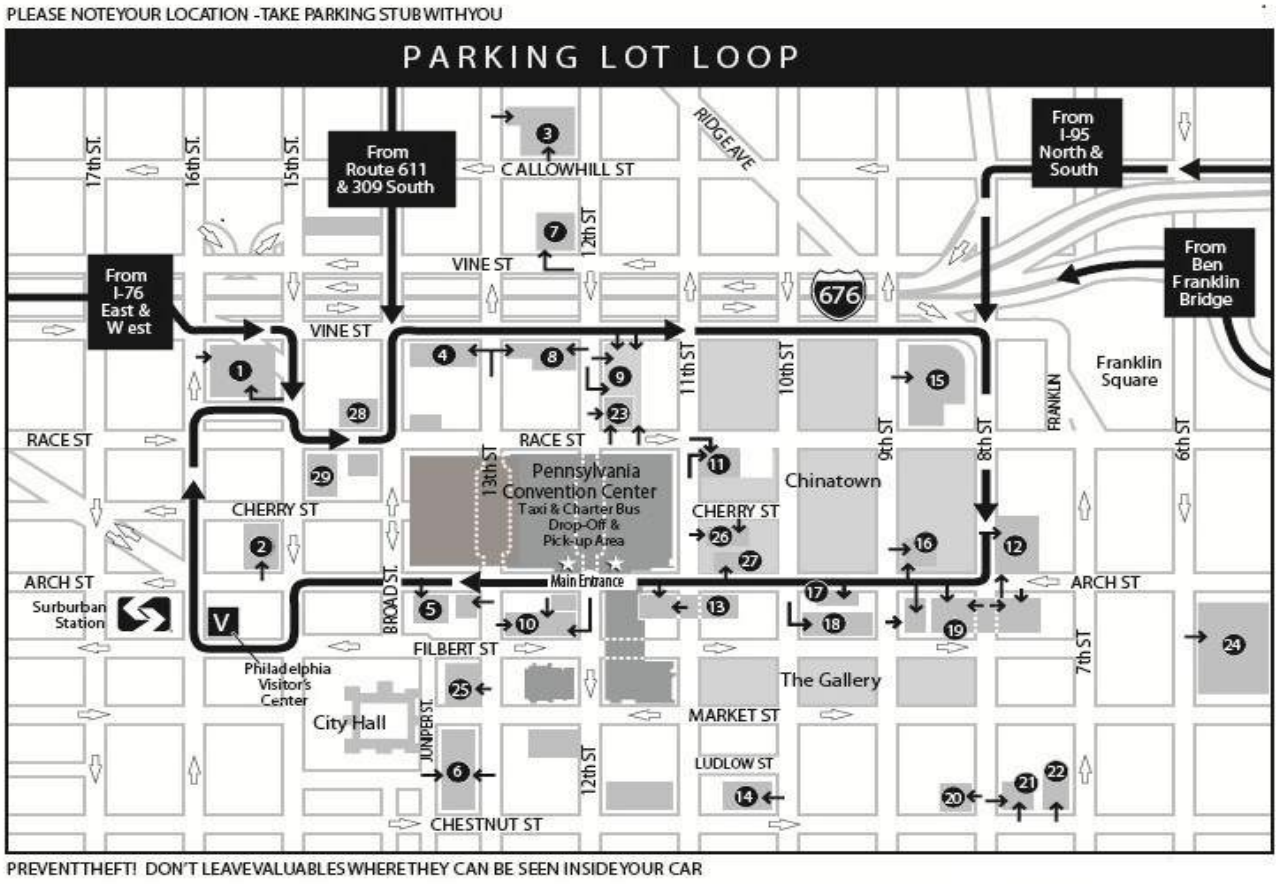
Discount Parking

Driving Directions

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	Central Parking System	1324 Arch Street	Chris Sherman	215-563-3650	L	110	NA
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	Zerihum Belay	215-575-4005	G	860	NA
11	Central	11th & Race Street	Chris Sherman	215-563-3650	G	260 Valet	7'
12	Parkway	8th & Arch Street	Zerihum Belay	215-640-3810	L	126	NA
13	Gallery II Garage	11th & Arch Street	Pam Grossman	215-568-4025	G	750	6'2"
14	Phila. Parking Authority	10th & Ludlow Street	Rocco Morrotto	215-683-9684	G	450	7'
15	EZ Park	8th-9th/Race to Vine	Harvey Spear	215-733-0700	L	300	NA
16	Parkway	815 Arch Street	Zerihum Belay	215-640-3810	L	120	NA
17	EZ Park	912-20 Arch Street	Harvey Spear	215-733-0700	L	80 Valet	NA

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

Driving Directions

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

From The Northern and Western Suburbs

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

From The Pennsylvania Turnpike

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

From PA 309

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

From US 611

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

From New Jersey and Atlantic City Area

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

From The New Jersey Turnpike (New York)

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

Pennsylvania Convention Center Entrances:

Main Entrance – 12th & Arch

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

Broad Street Entrance (Broad between Race and Arch)

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

Loading Docks:

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

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

GPS Address: 1130 Vine Street Philadelphia Pennsylvania 19107

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

GPS Address: 1140 Race Street Philadelphia Pennsylvania 19107

Dock G: Once on 12th drive two blocks to Arch Street. Make a right onto Arch Street go one block to 13th Street turn lright 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.

Section 2: Rules and Regulations of the Pennsylvania Convention Center

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

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

1. Access by Authority Personal
2. Access by Minors
3. Animals
4. Audio-Visual and Show Services Department
5. Advertising, Banners and Signage
6. Cell Phone Usage
7. Cleaning, Maintenance and Waste Removal
8. Common Areas
9. Damages
10. Decorations
11. Elevators and Escalators
12. Emergency Evacuation Plan
13. Emergency Medical Services (EMS or First Aid)
14. Equipment Inventory
15. Fire and Safety Regulations
16. Fireworks (Pyrotechnic Displays)
17. Floor Marking
18. Floor Plans
19. Food and Beverage Services (ARAMARK)
20. Floor Protection
21. Freight Deliveries
22. Grand Hall Use
23. Keys and Locks Changes (“Re-Cores”)
24. Helium Balloons
25. Insurance
26. Labor Supplier (Elliott Lewis)
27. Licenses and Taxes
28. Lighting, Heating, Ventilation and Air Conditioning
29. Loading Docks
30. Lost and Found
31. Microphones and Paging
32. Motorized Equipment and Powered Vehicles
33. Parking
34. PCC Logotype, Trademarks and Symbols
35. Plan of Operation
36. Pre Event Meetings
37. Propane Tank Storage and Pallets
38. Rigging—Theatrical
39. Right of Entry
40. Room Set Ups
41. Rope and Stanchion
42. Safety and Security
43, Smoking
44. Tips and Gratuities
45. Traffic Management
46. Two Story Booths
47. Union Labor
48. Utilities
49. Vehicle Displays
50. Video
51. Walls and Partitions
52. Waste Removal
53. Weight Loads and Rigging Restrictions

1. **Access by Center Personnel**
Convention Center personnel have full access to licensed areas at all times in the performance of their duties. The management of the convention center 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.

2. **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 Customer is responsible for ensuring that exhibitors, all hired contractors and others servicing the event comply with this important safety regulation.

3. **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 Customer, exhibitor or owner is responsible for obtaining all relevant permits and for attending to the sanitary needs of the animal(s). The Customer, exhibitor or owner is also fully responsible for the animal(s) while on the premises of the PCC.

4. **Audio-Visual and Show Services Department**
Audio Visual rental, as well as internet, telecommunications, cable & HDTV and all utility services can be ordered through our Audio Visual Department. The AV division can assist you with planning, developing and designing your technical and production packages. Services range from digital signage, high speed internet connections, show networks, wireless sponsorship and A/V technology based services. Your Event Manager can provide you with AV contact information.

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. Please indicate any sessions with extensive audio/visual equipment, large stages, rear-view projection, or any items which could reduce the room capacity.

Please note: PCC does not provide microphones in meeting rooms. Please include them in your audio-visual order. Microphones are available for rent from PCC Audio Visual Department, our non-exclusive in house provider. There is a per room access fee if you do not use Pennsylvania Convention Center's Audio Visual microphones, yet choose to utilize the house system.

5. **Advertising , Banners and Signage**
Banners, signs, notices or any form of advertisement may be placed only in locations and by methods approved by the center. The center will determine the duration and location of all approved signage based on the event activity in the building. *Escalator clings and center runners are permitted. No advertising on escalator treads is permissible. There is a $1,500.00 fee per set of escalators payable to the PCC. Please contact your Event Manager for specific information.

6. **Cell Phone Usage**
The use of cell phones while operating equipment or vehicles is strictly prohibited. It is the responsibility of the Customer, hired contractors and/or designees to comply with this important safety measure.

7. **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 center 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.

C. The Licensee may hire the Authority to provide the services listed under B 1- 4 or the Licensee 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.

Please contact your Event Manager for additional information.

8. 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 center makes available to the Customer may also be made available to others for concurrent access and use as required by the event activity. The center will coordinate and schedule the use of the common areas in order to best accommodate all parties involved.

9. 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.

10. 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 and special effect items.

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

11. 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.

12. Emergency Evacuation Plan
In the event of an emergency evacuation, please follow the direction of security personnel or a staff member of the center who is wearing appropriate identification.

13. 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.

14. 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.

15. 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 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.

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

16. Fireworks (Pyrotechnic Displays)
The use of pyrotechnic displays, such as fireworks, is prohibited.

17. 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.

18. Floor Plans
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.

19. 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 the use of rounds in your sets, please be aware that if there is no food and beverage associated with the meeting room, PCC Food and Beverage will charge a fee to top these rounds with linen.

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.

20. 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.

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

21. 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.

22. Grand Hall Use

The Grand Hall is one of the most dramatic locations for events in our complex and is often the site of high profile social or meeting functions. Due to the proximity of the Grand Hall to the Market Street entrance and the Marriott Hotel Bridge, the Authority may require Customer 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 center.

23. Keys and Lock Changes ("Re-Cores")

Key cards are available and locks can be changed for most meeting rooms upon the Customer'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 Customer. The Customer 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 Customer'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 Customer'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 Customer's property that is reasonably secured.

24. 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 Customer. A deposit may be required prior to installation.

25. 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.

26. 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 ABM/Team Clean, MNM and ARARMAK).

27. 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:
Monica Lyles
Licensing Specialist
PA Dept of Revenue
110 N. 8th St., Sutie 204B
Philadelphia PA 19130
215-560-2484

City Tax & Licensing contact:
Frank Breslin
Chief, Department of Revenue
City of Philadelphia
Municipal Services Building, #480
Philadelphia PA 19102
215-686-6501

General Business Tax contact:
Frank Barclay
PA Dept of Revenue
1400 Spring Garden St. #201
Philadelphia PA 19130
215-560-2485

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

28. 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 dring move-in and move-out periods. A utility charge may be assessed for special requests beyond the times noted here.

29. 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, Propane Tank Storage and Pallets & Recycling must be adhered to.

30. Lost and Found

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

31. Microphones and Paging

The Authority's Show Services Department exclusively operates the permanent sound systems on the Authority's behalf. Please contact the Authority's Show Services Department for sound system access and for A/V equipment rental such as microphones. 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.

32. Motorized Equipment and Powered Vehicles

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

33. 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 Customer use. Please consult your Event Manager..

34. 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, Customer shall have the right to use the PCC name to notify attendees of the location of the Event.

35. Plan of Operation

As stipulated in the License Agreement, the Customer is required to provide the Authority, at least thirty (30) 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 PCC 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.

36. Pre-Event Meetings

The Authority recommends a pre-event meeting for most events. The pre-event meeting is an opportunity for the Customer 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 Customer should also attend this meeting. The PCC may require a labor pre-event meeting based on the type of event.

37. Propane Tank Storage and Pallets

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 building will remove the padlock. All vehicles using propane must be removed from the exhibit hall each night and when a show is in progress.

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.

38. 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.

Rigging-Theatrical

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. Theatrical rigging fees are located in Exhibit II: Rate Schedule(s).

39. 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.

40. **Room Set-Ups**

Capacities:

Please see the meeting room capacities chart located in the Appendix of this document. 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.

Setups:

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

Exhibit Halls:

Additional costs will be incurred for use of the PCC's equipment on the exhibit floor, excluding any food and beverage are as. 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.

41. **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.

42. **Safety and Security**

The Authority maintains 24-hour security and internal patrols of the public areas and perimeter of the center. Exterior doors are controlled by the Authority and must not be propped open by anyone for any reason. The Customer 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 Customer, 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 recommend s you have meeting rooms on key card access when used as show offices, or those with **extensive audio-visual equipment that is left overnight**. There is a charge for this service. Some customers prefer to station guards in areas with valuable equipment. Security guidelines and a list of approved companies are included in this packet. 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.

43. **Smoking: The Pennsylvania Convention Center is a smoke-free facility.**

The PCC 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 the building.

44. **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 Customer, exhibitors, hired contractors or anyone attending an event.

45. **Traffic Management**

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

46. **Two Story Booths**

The Authoirty 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.

47. **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. Any questions regarding the need or use of union labor should be brought to the attention of your Labor Services Manager or your Event Manager. Please also refer to the Labor Supplier section of this document for more information.

48. 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 Electrical Service Order Form and the Electrical Labor Order, 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 see your Event 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 Manager if you require additional information.

49 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. It is ultimately the responsibility of the Customer to ensure that these measures are taken to prevent any potential damage or safety hazard. 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.

You can provide your own padlock to secure the tanks. You must remove the lock once your event is over. If your padlock is not removed, the building will cut the lock off. All vehicles using propane must be removed from the exhibit hall each night and when a show is in progress.

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 bathrooms, behind meeting rooms and interior and exterior of the docks. If pallets are found, the building will immediately discard them.

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

50. 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.

51. Waste Removal—Hazardous

Disposal of all hazardous and medical waste generated by the Customer 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.

52. 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 Customer to ensure that these limits are not exceeded. For additional information, please refer to the Rigging section of this document.

53. **Box Office**

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.

Pennsylvania Convention Center PHILADELPHIA

AN SMG MANAGED FACILITY

Section 3: Floorplan and Facility Specifications

Exhibit Hall Specifications
Grand Hall & Ballroom Specifications
Meeting Room Specifications
Floorplan Approval Guidelines
Floorplan-100 Level
100 Level Meeting Room Capacities
Floorplan-200 Level
200 Level Meeting Room Capacities
Floorplan-300 Level
Floorplan-400 Level
300 & 400 Level Meeting Room Capacities
Spacial Orientation
Inventory & Price List

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 Show 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 Show 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

Telephone and Data

Lines and Equipment are provided exclusively by Show Services.

Hall A, B, C, D, E, F & G: Originating from floor boxes on 30" centers.

Telephone/Data ports.

Floor Load

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

Rigging and Ceiling Loads

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

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

Ceiling Heights

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

Columns

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

Sound System

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

Exhibit Hall Specifications continued

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:	1,000 watt metal halide on 20’ centers.
Hall G:	1,000 watt metal halide on 20’ centers.

All metal fixtures are individually relayed.

Loading Docks and Drive-In Ramps

Hall A:	10 docks, 1 drive in door 29’h x 25’w.
Hall B:	8 docks, 1 drive-in door 16’h x 25’w.
	1 roll up door at front of Hall B 8’h x 14’w.
Hall C:	8 docks, 1 drive in door 29’h x 25’w.
Hall D:	13 docks, 1 drive in door 15’ 5”h x 24’ 6”w
Hall E:	No Dock, 1 drive in door 15’ 5”h x 20’w
Hall F:	9 docks, 1 drive in door 16’h x 25’w.
Hall G:	4 docks, 1 drive in door 16’h x 12’ 6”w

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.

Floor Load

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

Electrical

120/208/480 volt service available upon request.

Telephone and Data

Available upon request.

Water, Drain & Compressed Air

Limited availability.

Sound System

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

Rigging Plan

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

Loading and Entrance Limitations

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

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. See meeting room capacity chart in this section for details regarding specific rooms. Meeting rooms are generally set in one of four basic styles:

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

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

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

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

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

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

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

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

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

Meeting Rooms continued

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

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

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

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: http://www.paconvention.com/roompdf/maps4.asp.They can be downloaded in dwg, dxf & eps (vector) form.

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

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

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

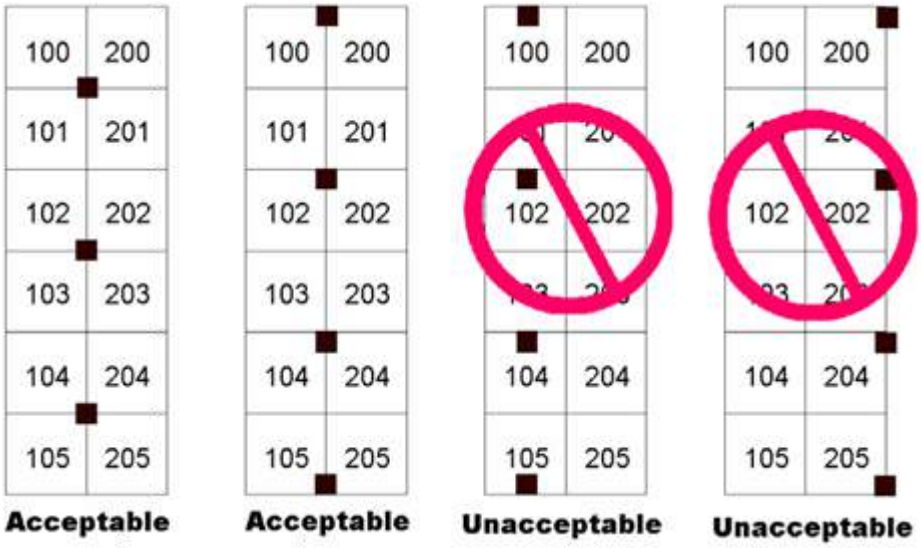
4. We suggest that floorplans submitted for approval are drawn to maximum usage of hall.
   Minimal guidelines for acceptable floor plans are as follows:

   a) **All** points of entrance and egress should have a **Minimum** of 15' clear space on all sides to include 15' arc from center of entrance door.
   b) **All** aisles must be a **Minimum** of 8' wide.*
   c) **All** fire hoses valves, extinguishers, and column cabinets require must not be obstructed and must be clearly marked. No wraps or coverings of the columns are permitted to cover the labeling on these columns. These labels include the HV (hose valve), and the column numbers indicated at the top of the columns, as well as the fire extinguisher and hose valve printing on the doors of the columns.
   d) **No** visual and physical obstructions to fire exit doors are permissible.
   e) **All** food service areas must be clearly marked.
   f) Clear access must be maintained to all permanent concession stands and to all restrooms.
   g) Five (5) foot clearance is required to the side of columns containing fire equipment. The gray box around each column indicated in our CAD shows this buffer.



   h) **All** bone-yard/storage areas must be clearly marked on the plan
   i) All utility floor ports must be indicated and line up with the backline of in line booths.
   J) Vehicle display (including food trucks) must be listed on the floorplan.

Floorplan Approval Guidelines continued



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

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

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

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

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

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

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

8. **Multi-level Units**
Multi-level units require approval from the Fire Department. Minimum requirements for approval include:
(1) Maximum of 200 square feet (including stairways) for upper levels.
(2) Structure shall be constructed of noncombustible or limited-combustible materials.
(3) Plans for the display or booth must have a licensed professional structural engineer stamped approval and are in compliance with current codes.
(4) Minimum of 20 foot separation between units that have space occupied above the convention center floor level or ceilings.
(5) UL listed smoke alarms in each space below the uppermost level.
(6) Minimum of one 1A-10B:C rated fire extinguisher on each level.

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.


11th Street
12th Street
13th Street
Race Street
Arch Street
Broad Street
Market Street
Filbert Street
Reading Terminal Market
Reading Terminal Headhouse
• Philadelphia Marriott
• SEPTA Market East Public Transit Station
• The Gallery Shopping Center
Exhibit Hall F
Exhibit Hall G
10 Loading Docks
5 Loading Docks
4 Loading Docks
Kitchen
Broad Street Atrium
100 Level
KEY
Entrances
Exhibit Halls
Meeting Rooms
Ballrooms
Public Areas
Stage
C Concession Stand
D Dressing Rooms
E Elevator
HE Freight Elevator
F Fire Hose Connection
SE Stairs/Emergency Exit
R Restrooms
T Ticket Offices
Loading Dock
House Storage
Offices
Back of House
Columns
Telephone
Water Fountain

Pennsylvania Convention Center PHILADELPHIA

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100 Level

100 Level Meeting Rooms

Meeting Room	Gross Sq. Ft.	Width	Length	Ceiling Height	Banquet	Class Room	Theater	Hollow Square
101	450	18'	25'	11'	20	18	40	20
102-A	1,540	37'	38'	11'	60	60	126	40
102-B	770	18'	37'	11'	20	20	56	20
102-AB	2,146	58'	37'	11'	100	120	224	50
103-A	3,036	39'	76'	17'	150	144	288	70
103-B	3,036	39'	76'	17'	160	140	318	70
103-C	3,036	39'	76'	17'	150	144	288	70
103-ABC	9,044	119'	76'	17'	540	556	1,057	80
104-A	1,400	29'	34'	11'	40	40	84	30
104-B	1,400	29'	34'	11'	40	40	84	30
104-AB	2,006	59'	34'	11'	100	100	210	60
105-A	802	19'	38'	13'	30	24	56	30
105-B	2,406	59'	38'	13'	120	100	208	70
105-AB	3,081	79'	38'	13'	170	168	336	70
106-A	825	19'	39'	11'	20	20	56	30
106-B	825	19'	39'	11'	20	20	56	30
106-AB	1,521	39'	39'	11'	70	60	144	40
107-A	802	19'	39'	13'	30	24	56	30
107-B	2,406	59'	39'	13'	120	100	208	70
107-AB	3,081	79'	39'	13'	170	168	336	70
108-A	3,165	45'	66'	17'	150	140	319	80
108-B	3,165	45'	66'	17'	150	140	319	80
108-AB	6,006	91'	66'	17'	360	384	660	80

100 Level Meeting Rooms

Meeting Room	Gross Sq. Ft.	Width	Length	Ceiling Height	Banquet	Class Room	Theater	Hollow Square
109-A	802	19'	39'	13'	30	24	56	30
109-B	2,406	59'	39'	13'	120	100	208	70
109-AB	3,081	79'	39'	13'	170	168	336	70
110-A	825	19'	39'	11'	20	20	56	30
110-B	825	19'	39'	11'	20	20	56	30
110-AB	1,521	39'	39'	11'	70	60	144	40
111-A	802	19'	39'	13'	30	24	56	30
111-B	2,406	59'	39'	13'	120	100	208	70
111-AB	3,081	79'	39'	13'	170	168	336	70
112-A	1,400	29'	34'	11'	40	40	84	30
112-B	1,400	29'	34'	11'	40	40	84	30
112-AB	2,006	58'	34'	11'	100	102	210	60
113-A	3,036	39'	75'	17'	150	144	288	70
113-B	3,036	39'	75'	17'	160	140	318	70
113-C	3,036	39'	75'	17'	150	144	288	70
113-ABC	9,044	118'	75'	17'	540	556	1,057	80
114 Lecture Hall	6,300 Stage 14' x 58'	N/A	N/A	17' Low 21' High	N/A	600 Fixed Seating	600 Fixed Seating	N/A

100 Level Meeting Rooms

Meeting Room	Gross Sq. Ft.	Width	Length	Ceiling Height	Banquet	Class Room	Theater	Hollow Square
115-A	2,964	76'	39'	18'	180	168	354	70
115-B	2,964	76'	39'	18'	160	154	326	48
115-C	2,964	76'	39'	18'	180	168	354	70
115-ABC	9,044	76'	119'	18'	500	556	1050	80
116	2,655	45'	59'	12'	150	156	200	56
117	2,655	45'	59'	12'	150	156	200	56
118-A	2,964	76'	39'	18'	180	168	354	70
118-B	2,964	76'	39'	18'	160	154	326	48
118-C	2,964	76'	39'	18'	180	168	354	70
118-ABC	9,044	76'	119'	18'	500	556	1050	80
119-A	3,082	46'	67'	18'	150	200	340	64
119-B	3,082	46'	67'	18'	150	200	340	64
119-AB	6,164	92'	67'	18'	380	384	724	88
120-A	2,379	61'	39'	18'	120	132	252	56
120-B	2,379	61'	39'	18'	120	132	252	56
120-C	2,379	61'	39'	18'	120	132	252	56
120-ABC	7,259	61'	119'	18'	400	528	858	80
121-A	2,379	61'	39'	18'	120	132	252	56
121-B	2,379	61'	39'	18'	120	132	252	56
121-C	2,379	61'	39'	18'	120	132	252	56
121-ABC	7,259	61'	119'	18'	400	528	858	80
122-A	2,379	61'	39'	18'	120	132	252	56
122-B	3,600	61'	59'	18'	200	220	350	64
122-AB	6,040	61'	99'	18'	320	352	672	88
123	2,596	44'	59'	12'	150	144	257	56
124	2,596	44'	59'	12'	150	144	257	56
125	2,596	44'	59'	12'	150	144	257	56
126-A	3,540	60'	59'	18'	200	220	448	64
126-B	1,830	31'	59'	18'	120	96	224	56
126-AB	5,428	92'	59'	18'	350	384	714	88

100 Level Exhibit Halls

Meeting Room	Gross Sq. Ft.	Width	Length	Ceiling Height	Columns	10 x 10 Exhibits	Theater	Max Door Size	Loading
HALL F	125,000	368'	340'	15' low	60'	477	9,200	24' x 16'	8
HALL G	26,000	190'	179'	14' low	60'	82	2,200	24' x 14'	4
Broad Street Atrium	23,400	90'	260'	113'	N/A	N/A	N/A	N/A	N/A


Exhibit Hall A
Exhibit Hall B
Exhibit Hall C
Exhibit Hall D
Exhibit Hall E
Grand Hall
14 Loading Docks
8 Loading Docks
8 Loading Docks
13 Loading Docks
Hall E Prefunction
BRIDGE OVER ARCH ST
BRIDGE TO PHILADELPHIA MARRIOTT - 1,401 ROOMS
200 Level
KEY
Entrances
Exhibit Halls
Meeting Rooms
Ballrooms
Public Areas
Shops
Stair, Elevator, Escalator
Loading Dock
House Storage
Offices
Back of House
C Concession Stand
D Dressing Rooms
E Elevator
FE Freight Elevator
F Fire Hose Connection
SE Stairs/Emergency Exit
R Restrooms
T Ticket Offices
Columns
Telephone
Water Fountain

200 Level Meeting Rooms

Meeting Room	Gross Sq. Ft.	Width	Length	Ceiling Height	Banquet	Class Room	Theater	Hollow Square
201-A	3,713	48'	79'	20'	180	168	340	70
201-B	3,713	49'	59'	20'	160	140	338	70
201-C	3,713	49'	79'	20'	180	168	340	70
201-ABC	11,771	149'	79'	20'	600	440	1,004	80
202-A	1,450	24'	57'	16'	80	72	130	40
202-B	1,450	24'	57'	16'	80	72	130	40
202-AB	2,793	49'	57'	16'	160	130	336	70
203-A	1,450	24'	57'	16'	80	72	130	40
203-B	1,450	24'	57'	16'	80	72	130	40
203-AB	2,793	49'	57'	16'	160	138	336	70
204-A	3,713	48'	79'	20'	180	168	340	70
204-B	3,713	49'	59'	20'	160	140	338	70
204-C	3,713	49'	79'	20'	180	440	340	70
204-ABC	11,771	149'	79'	20'	600	438	1,004	80

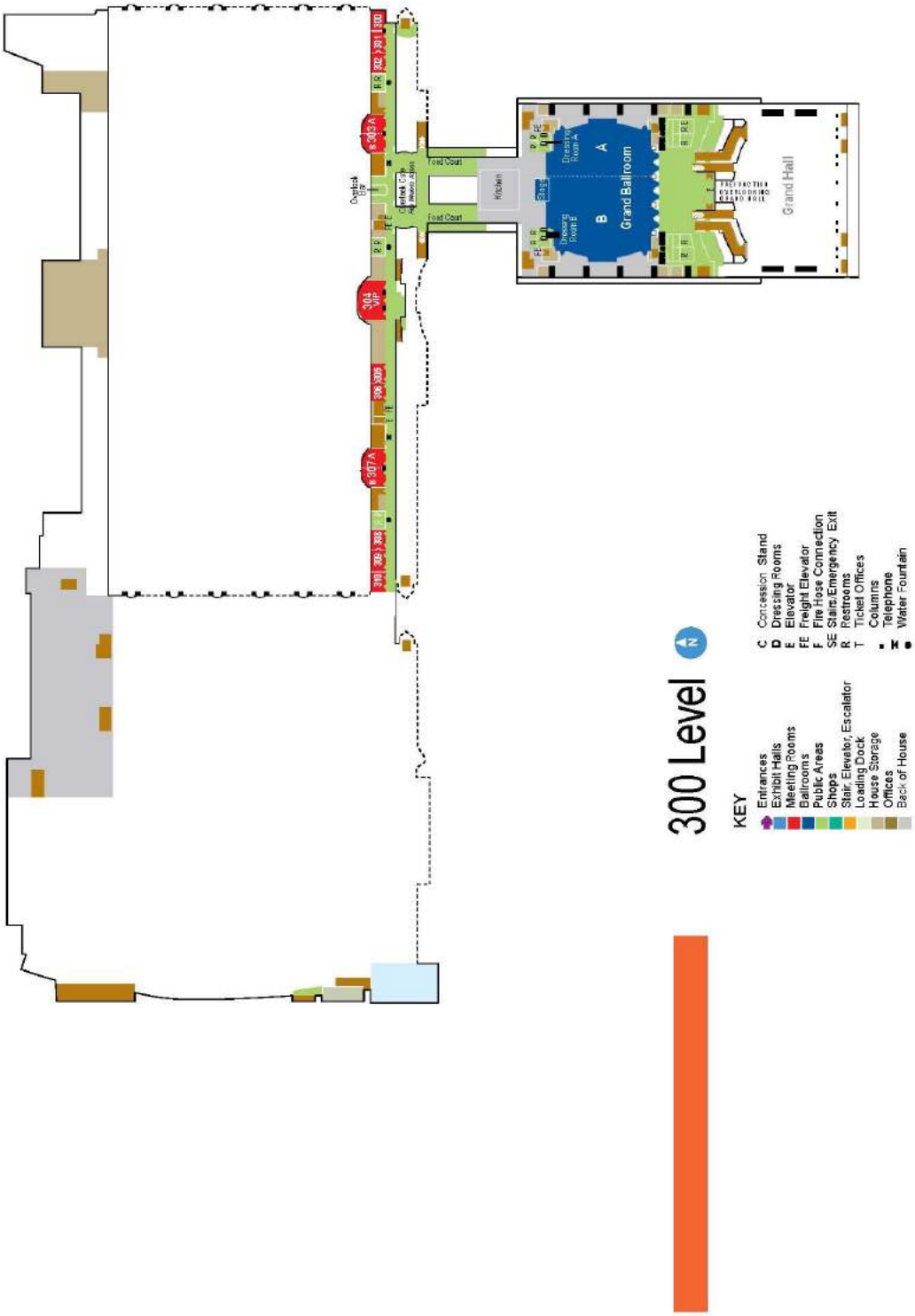
200 Level Exhibit Halls

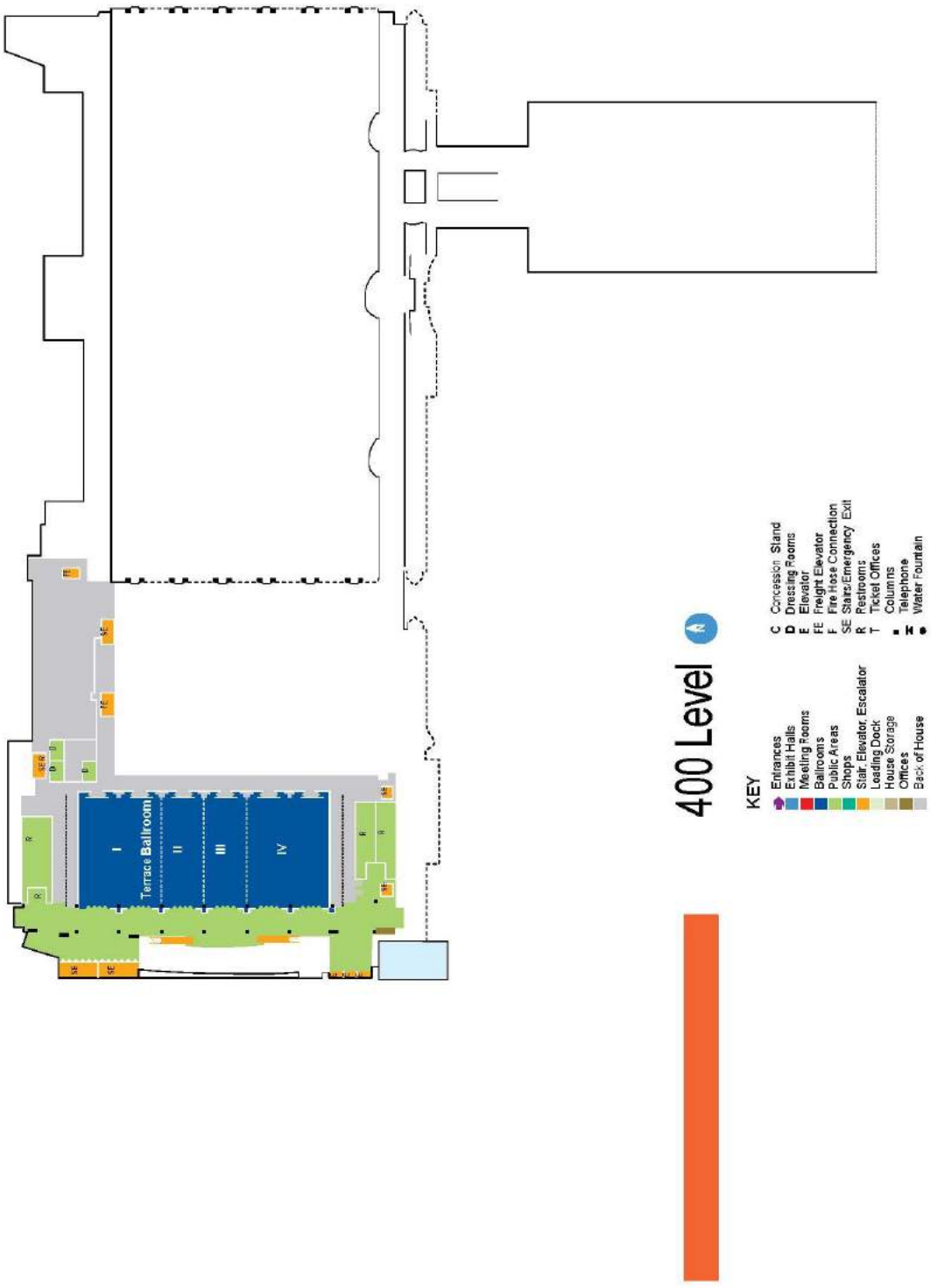
Meeting Room	Gross Sq. Ft.	Width	Length	Ceiling Height	Columns	10 x 10 Exhibits	Theater	Max Door Size	Loading Docks
HALL A	135,000	370'	360'	30' low	120'	658	10,000	25' x 16'	14
HALL B	90,000	370'	240'	30' low	120'	436	6,000	25' x 16'	8
HALL C	90,000	370'	240'	30' low	120'	436	6,000	25' x 16'	6
HALL D	109,000	294'	380'	29' low	120'	450	9,310	25' x 16'	8
HALL E	104,000	221'	518'	29' low	120'	400	8,900	25' x 16'	5

Grand Hall

Gross Sq. Ft.	Width	Length	Ceiling Height	Columns	10 x 10 Exhibits	Theater	Max Door Size	Loading Docks
34,960	152'	230'	90' low	N/A	N/A	N/A	7'10" x 7'9"	N/A

9,300 Sq. Ft.


300 Level
KEY
Entrances
Exhibit Halls
Meeting Rooms
Ballrooms
Public Areas
Shops
Stair, Elevator, Escalator
Loading Dock
House Storage
Offices
Back of House
C Concession Stand
D Dressing Rooms
E Elevator
FE Freight Elevator
F Fire Hose Connection
SE Stairs,Emergency Exit
R Restrooms
T Ticket Offices
Columns
Telephone
Water Fountain
Grand Ballroom
Grand Hall
Food Court
Kitchen
Stage
Dressing Room A
Dressing Room B
Overlook Cafe
Overlook Bar
304
306
307A
309A


Terrace Ballroom
I
II
III
IV
400 Level
KEY
Entrances
Exhibit Halls
Meeting Rooms
Ballrooms
Public Areas
Shops
Stair, Elevator, Escalator
Loading Dock
House Storage
Offices
Back of House
C Concession Stand
D Dressing Rooms
E Elevator
FE Freight Elevator
F Fire Hose Connection
SE Stairs/Emergency Exit
R Restrooms
T Ticket Offices
Columns
Telephone
Water Fountain

300 Level

300 Level Meeting Rooms							
Meeting Room	Gross Sq. Ft.	Width	Length	Ceiling Height	Banquet	Class Room	Theater
300	500	25'	20'	8'6"	20	24	40
301	580	29'	20'	8'6"	20	16	48
302	580	29'	20'	8'6"	20	16	48
303-A	810	26'	27'	8'6"	50	40	80
303-B	810	26'	27'	8'6"	50	40	80
303-AB	1,431	53'	27'	8'6"	80	80	162
304 (VIP)	1,624	56'	29'	8'6"	100	100	208
305	520	26'	20'	8'6"	20	24	40
306	520	26'	20'	8'6"	20	24	40
307-A	810	26'	27'	8'6"	50	40	80
307-B	810	26'	27'	8'6"	50	40	80
307-AB	1,431	53'	27'	8'6"	80	80	162
308	580	29'	20'	8'6"	20	16	48
309	580	29'	20'	8'6"	20	16	48
310	286	22	13	8'6"	20	12	36

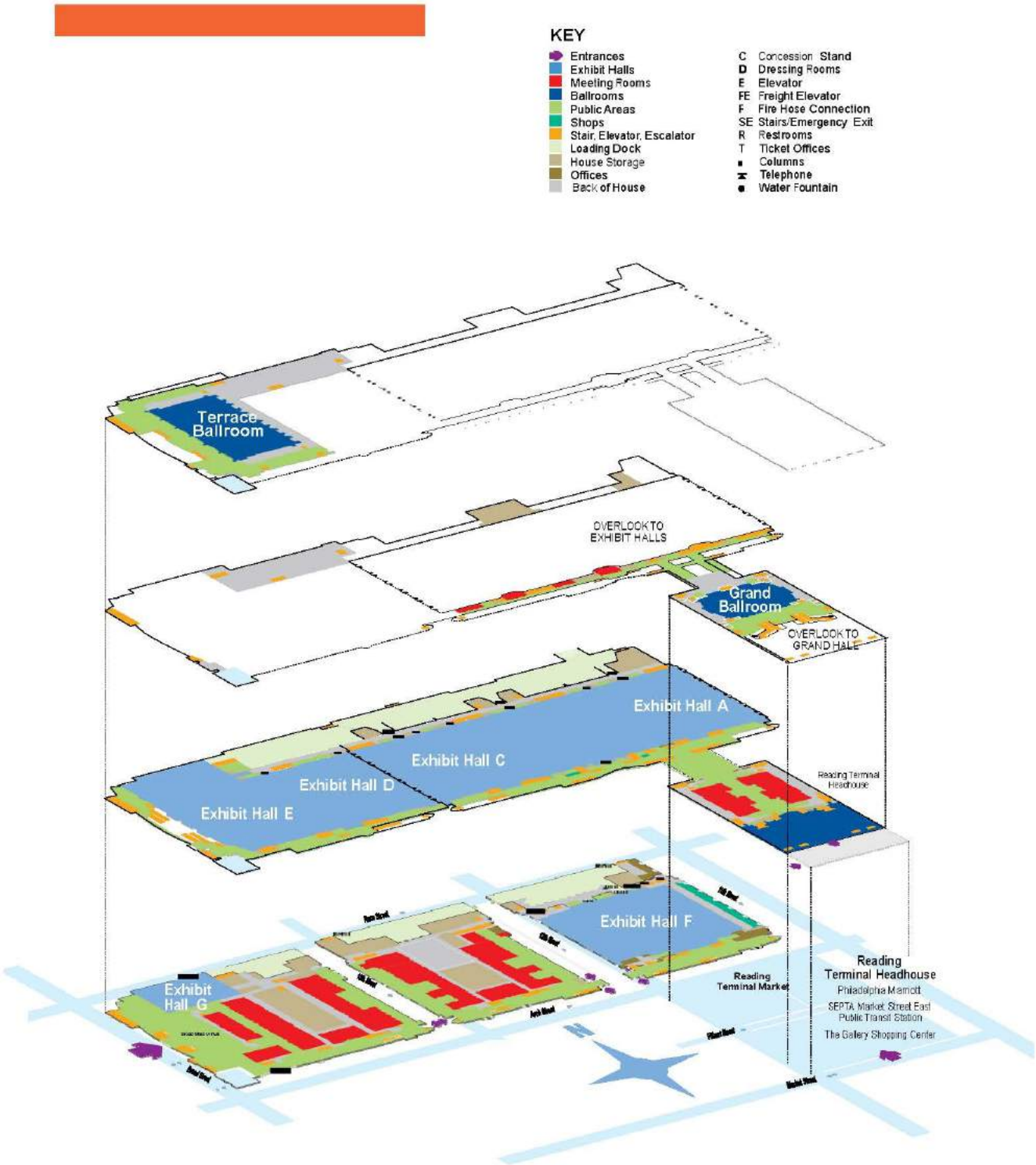
Grand Ballroom Above 200 Level								
Room	Gross Sq. Ft.	Width	Length	Ceiling Height	Banquet	Class Room	Theater	Hollow Square
Ballroom A	11,620	67'	156'	24' low	620*	640	1,235	N/A
Ballroom B	18,330	107'	156'	42' high	960*	1,004	2,039	N/A
Ballroom AB	31,512	202'	156'	42' high	2,000*	1,576	3,360	N/A

*At 6 ft. rounds with 12 seats per table

400 Level

400 Level Terrace Ballroom							
Room	Gross Sq. Ft.	Width	Length	Ceiling Height	Banquet	Class Room	Theater
I	18,216	147'	115'	36' low	1,080*	960	1,550
II	9,488	147'	60'	36' low	600*	480	800
III	9,488	147'	60'	36' low	600*	480	800
IV	18,216	147'	115'	36' low	1,080*	960	1,550
Total	55,408	147'	349'	36' low	3,360*	2,880	4,700

*At 6 ft. rounds with 12 seats per table


KEY
Entrances
Exhibit Halls
Meeting Rooms
Ballrooms
Public Areas
Shops
Stair, Elevator, Escalator
Loading Dock
House Storage
Offices
Back of House
C Concession Stand
D Dressing Rooms
E Elevator
FE Freight Elevator
F Fire Hose Connection
SE Stairs/Emergency Exit
R Restrooms
T Ticket Offices
Columns
Telephone
Water Fountain
Terrace Ballroom
OVERLOOK TO EXHIBIT HALLS
Grand Ballroom
OVERLOOK TO GRAND HALL
Exhibit Hall A
Exhibit Hall C
Exhibit Hall D
Exhibit Hall E
Reading Terminal Headhouse
Exhibit Hall F
Exhibit Hall G
Reading Terminal Market
Reading Terminal Headhouse
Philadelphia Marriott
SEPTA Market Street East Public Transit Station
The Gallery Shopping Center

ITEM	TOTAL	PRICE
Gray Stack Chairs (18”w x 18”d)	28,065	$1.25
Red Folding Chairs (15”w x 16”d)	3,951 (500 seat minimum)	$2.50
Green Leather Chair (29”w x 19”d)-	82	$25.00
Black Leather Chair (36”w x 22”d)-Meeting	46	$50.00
8’ x 30” Standard Table	756	$5.50
6’ x 18” Classroom Table	302	$5.50
8’ x 18” Classroom Table	1,014	$5.50
60” (5’) Rounds	379	$5.50
72” (6’) Rounds	1,424	$5.50
White Cocktail Adjustable (30”w x 42”h)	181	$5.50
Cocktail Lo Boy (30”w x 30”h)	15	$5.50
Black Cocktail Squares (23”w x29”lx30”h)	72	$5.50
Gray Table Skirts	409	$10.00
Black Spandex (Standard Only)	72	$10.00
Black Spandex Cut Out (Standard Only)	22	$10.00
Standing Lecterns (Carpeted)	37	$25.00
Standing Lecterns (Wooden)	29	$25.00
VIP Table Top (Wood)	2	$0.00
Table Top (Carpeted)	7	$0.00
Executive	1	$50.00
United States Flag	15	$5.00
Pennsylvania State Flag	15	$5.00
Philadelphia City Flag	15	$5.00
Bases	30	$0.00
Rope & Stanchion	Stanchion: 87/Belt top: (4’) 336	$10.00 per section
6’ x 8’ Riser (16”-32”)	104	$20.00
6’ x 8’ Riser (24”-32”)	86	$20.00
2 Steps (23”wx41”lx58 1/2”h)	46	$0.00
3 Steps (41”wx33 1/4”lx67”h)	32	$0.00
Riser Skirts (16”-24” x 6’L)-162ft	162	$0.00
Riser Skirts (16”-24”x8’L) - 108ft..	108	$0.00
Riser Skirts (24”-32”x6’L)	176	$0.00
Riser Skirts (24”-32”x8’L)	104	$0.00
4’ x 8’ Performance Stage Right Decks	160	$30.00
Stage Right Stage Supports	48	$0.00
Sico Supports	40	$0.00
Sico Decks	63	$30.00
4’ x 4’ Camera Riser(32”,36”,40”,44”,48”H)	16	$25.00

ITEM	TOTAL	PRICE
Performance Steps-Ballroom AB Only	1	$0.00
Performance Steps(44”wx109”lx61”h)	5	$0.00
Performance Skirt	840ft.	$0.00
Dance Floor (3’ x 3’)	600	$5.00 per square
Easels	185	$5.00
Coat Rack	6	$10.00
Ticket Booths	4 (includes 2 w/handicap window)	$200.00
Ticket Drop Boxes	10	$5.00
Piano (Upright-Does not include tuning)	1	$100.00
Full Length Mirror	2	$75.00
Bike Rack (8’w x 43”h)	119 Sections	$20.00 per section
Bike Rack Cover—Black	24	$0.00
Bike Rack with SMG Logo	6	$0.00

Section 4: Security and Safety Information

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

Approved Security Contractors (Revised 7.5.16)

Security Services Department

All clients are responsible for providing security within their leased space. For your convenience, 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 guaranty by the Authority of any such contractor's work. Such permission merely indicates that the contractor has represented that 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 as such permission is revoked by the Authority.

Contemporary Services Corporation Lincoln Financial Field One Lincoln Financial Way Philadelphia PA 19148 ***Bobby Glaser-Branch Manager*** *Phone:* (215) 236-8760; *Fax:* (215) 236-8464 **bglaser@csc-usa.com**	**McRoberts Protective Agency, Inc.** 1030 St. Georges Avenue, Suite 302 Avenel NJ 07001 ***Andrew Fydryszewski*** *Phone* (732) 636-7575, ext. 107; *Fax:* (732)636-7744 **afydryszewski@mcroberts1876.com**
Security Resources, Inc. SRI Corporate Center 1155 Marlkress Road Cherry Hill NJ 08003 ***Joseph A. Malone*** *Phone:* 215-609-1589; *Fax:* (215) 829-9192 **jamalone@securityresources.biz**	**Oracle Protection Services** 1500 S. Christopher Columbus Blvd. Suite 6-2nd Floor Philadelphia PA 19147 ***Jim Magnatta, Director of Business Development*** *Phone: 888-406-6661 (O); Fax: 215-599-9539* **jmagnatta@oracleprotection.com** **www.oracleprotection.com**
Imperial Security, Inc. 8459 Ridge Avenue, 2nd Floor Philadelphia PA 19128 ***Sandy L. Bragg*** *Phone:* (215) 483-2525; *Fax:* (215) 483-3070 **sandyb@trustimperialsecurity.com or** **operations@trustimperialsecurity.com** **www.trustimperialsecurity.com**	**Strike Force Protective Services, Inc.** Regional Office 1 Convention Boulevard Atlantic City NJ 08401 ***Brittany Donato, Project Coordinator*** *Phone:* (973) 232-7506; *Cell:* (973) 207-1749 **Brittany@strikeforceprotectiveservices.com** **www.strikeforceprotectiveservices.com**
U.S. Security Associates, Inc. Mid-Atlantic Business Unit 261 Old York, Suite 103-5 Jenkintown PA 19046 ***Joseph LoBianco, President*** *Phone:* (215) 885-9400; *Fax:* (215) 885-8400 **jlobianco@ussecurityassociates.com**	**Ingage Security Inc.** 441 N. 5th Street, 2nd Floor, Suite 203 Philadelphia PA 19123 ***Michael Hall, President*** *Phone:* (215) 754-5916 *Cell:* 267-257-1820 michaelhall@ingagesecurity.com www.ingagesecurity.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.
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.
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 and lanyards 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.

Security Guidelines

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

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:

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

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

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

B. Meeting Room Events

a. Individual meeting rooms as needed based on nature of function, profile of attendees value of any goods stored therein

b. Public entrance areas

c. General areas in use when multiple events necessitate pedestrian traffic management

C. Public Events and/or Large Attendance Events

a. Ticket booths

b. Crowd control

c. Escalators

Package passes are strongly recommended during move-out.

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

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

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

Card & Video Game Event Security Requirements

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

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

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

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

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

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

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

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

Display of Motor Vehicles

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Food Truck Guidelines

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

Emergency Response Plan

Security Services Department

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

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

Event Emergency Medical Services

Pennsylvania Convention Center Authority Event Emergency Medical Services Planning Requirements

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

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 even

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

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

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

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

Fire Safety Requirements

City of Philadelphia, Fire Department, Department of License & Inspection, Security Services Department

Convention and exhibition shows shall meet the following requirements to insure fire safety of occupants and buildings.

Smoking

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

Exits

For your safety, exit doors may not be obstructed. Exit doors shall not be locked, blocked or held open, except by an approved smoke detection closing device. Nothing shall be placed within 15 feet of a means of egress doorway. Exit signs shall not be obstructed from view by booths, decorations or any other objects or hanging materials.

Fire Fighting Equipment

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

Aisles

Aisles in exhibition halls must be at least eight (8) feet wide.

Electrical Equipment

Electrical equipment shall be listed equipment (U.L., F.M., etc.). Electrical wiring shall be in accordance with the National Electrical Code. 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 or limited-combustible materials. Wood shall be greater than 1/4 inch nominal thickness or wood not greater than 1/4 inch thickness shall be treated fire retardant wood meeting the requirements of National Fire Protection Association (NFPA) standard 703.
Other combustible materials shall be flame resistant in accordance with NFPA 701 for textiles and films, and Underwriters Laboratories (U.L.) 1975 for foamed plastics.
Canopy over 100 square feet require smoke detector and fire extinguisher.
Canopy over 200 square feet require a sprinkler system.
Tent requires tag or tear sheet listing material is flame retardant in accordance with NFPA 701.
http://www.nfpa.org/codes-and-standards/document-information-pages?mode=code&code=701

Multi-level units require approval from the Fire Department.
Minimum requirements for approval include:

(1) Maximum of 200 square feet (including stairways) for upper levels.
(2) Constructed of noncombustible materials;
(3) Plans for the display must have stamped approval by a licensed professional engineer (PE) and are in compliance with current codes.
(4) Minimum of 20 foot separation between units that have space occupied above the convention center floor level or ceilings.
(5) UL listed smoke alarms in each space below the uppermost level.
(6) Minimum of one 1A-10B:C rated fire extinguisher on each level.

Crate Storage

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

Combustible Storage

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

Open Flame

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

Fire Safety Requirements continued

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 and deep-well cooking equipment shall be protected by an approved automatic fire suppression system or at least two 20BC portable fire extinguishers. The Fire Marshal will require a test of all cooking equipment prior to event opening.

Display of Motor Vehicles

Vehicles on display shall not contain more than one-quarter (1/4) tank of fuel. All fuel tank openings shall be sealed to prevent the escape of vapors. Both 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. An extra set of keys must be left with the building in case of emergency. (See display of motor vehicles page for more information).

Food Truck Guidelines

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

Flammable and Combustible Liquids

Flammable and combustible liquids are prohibited in exhibition areas, except as stated in item number 6.

Compressed Gases

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

Cryogenic Liquids

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

Hazardous Displays

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

Hazardous Chemicals

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

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

Explosives

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

Pyrotechnic or Fireworks Displays

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

Aerosols

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

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:
Stericycle Inc. for Bio-Medical Waste Removal
Montgomeryville, Pa.
215-641-0212

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

Must follow OSHA requirements.

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

Policy for Display of Firearms

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

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

Requirements for Animals in Exhibits

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

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

Contact Philadelphia Dept of Public Health – Jason Edinger 215-685-9009

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

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

Please include the following information on the Animal Exhibit Permit:

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

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

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

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

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

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

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

APPLICATION FOR

TEMPORARY ANIMAL EXHIBIT PERMIT

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

CHECK THE FOLLOWING (If Applicable)

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

☐ ANIMALS ARE PROVIDED WITH ADEQUATE FOOD AND DRINKING WATER

☐ ALL ANIMALS ARE CURRENTLY VACCINATED / VET RECORDS PROVIDED

☐ CAGES AND ENCLOSURES ARE IN COMPLIANCE WITH FIRE DEPARTMENT REGULATIONS

☐ CURRENT USDA LICENSE PROVIDED

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

DESCRIPTION OF EVENT:

_____

_____

_____

_____

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

Signature: _____ Date: _____

FOR OFFICE USE ONLY

☐ APPROVED ☐ DISAPPROVED REVIEWD BY: _____

REASON FOR DISAPPROVAL: _____

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

Section 5: Meeting Planner Information

- Cleaning, Maintenance & Waste Removal
- Credit Application/Master Account Request
- Customer Satisfaction Agreement
- Deliveries
- Digital Signage (Monitors, Way Finders, Cell Phone Charging Stations & NanoFlex)
- Exhibitor & Sponsor Escalator Cling & Runner Information
- Advertising & Sponsorship Opportunities
- Green Initiatives
- Meeting Room Changeover Charges
- Photography & Logo Usage
- Box Office Service Plans
- FedEx Office-Business Center
- Wheelchair & Scooter Rental Information
- Wireless Internet Pricing Guide
- PCC Audio Visual Pricing Information
- Drone Guidelines

Cleaning, Maintenance and Waste Removal

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

1) During the course of an event the Authority will provide janitorial services for the PCC public concourses, restrooms, meeting rooms and all common areas that are not used as exhibit space.

2) In the exhibit halls and spaces used for exhibits, the Authority will clean and maintain restrooms, empty PCC trashcans, and attend to spills on the concrete floor. These services will be provided during move-in, show days and move-out.

3) In addition to rent, Licensee shall pay for all services, equipment and personnel ("Services") not specifically included in the License Agreement..

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

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

1) In the exhibit halls and spaces used for exhibits, the Licensee shall be responsible for maintaining the aisles prior to carpet installation, vacuuming carpeted aisles, emptying trashcans supplied by the decorator or others, removing trash from the exhibit floor and taking trash to the dumpsters and compactors.

2) The Licensee shall be responsible for cleaning show management and exhibitor booths.

3) The Licensee shall be responsible for removing trash generated by the event such as boxes, crates, pallets, packing materials, lumber, and all tape adhesives, remnants and residue.

4) It is the Licensee's responsibility to return exhibit halls and meeting rooms to the same condition in which they were received. The use of Licensor's services for any of the above will result in additional charges, in accordance with the applicable provision of the License Agreement.

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

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

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

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

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

Cleaning, Maintenance and Waste Removal continued

*__Housekeeping Equipment Rental Cost__

All Costs Are Per Day Unless Otherwise Noted.

Compactor - $500.00
Tilts (limit 5) – $25.00
Walk Behind Vacuum - $125.00
Walk Behind Brushes & Sweeper - $125.00
Wet Vacuum - $125.00

__Waste & Trash Removal Services__

Trash/Landfill Dumpster - $500.00 Per Dumpster
Recycling Dumpster—$300.00 Per Dumpster
Construction & Demolition Dumpster – $600.00 Per Dumpster

- Equipment costs are waived when the PCC conducts the pre-post cleaning, otherwise all costs will apply.

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

Pennsylvania Convention Center
PHILADELPHIA
AN SMG MANAGED FACILITY

Credit Application / Master Account Request

Complete All Sections. Incomplete Forms Will Be Returned Unprocessed.

Company Name & Billing Address

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

Bank References

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

Vender References (Must Be Within the Past 18 Months)

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

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

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

Purchase Orders: Required? Circle Y or N Tax Exempt? Circle Y or N

(Please Provide Valid Pennsylvania Tax Exempt Forms)

Terms & Conditions

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

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

_____ _____ _____
Signature of Company Officer Title Date

For Office Only

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

Pennsylvania Convention Center Authority
Customer Satisfaction Agreement

EXHIBIT BOOTHS

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

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

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

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

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

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

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

a. **COMPUTERS**

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

b. **PRODUCT AND LITERATURE**

Exhibitors, Show Management and Customers may open boxes, stock shelves, distribute and set, set up, place, plug in, hang from hooks Product and literature within the booth and/or Show Management space, excluding the movement of Product and literature in bulk as defined in Exhibit A. Show Management may also place, move, and/or remove their easels and card signs. Exhibitors may perform work on their own display equipment after the initial set-up and/or for maintenance. Exhibitors may perform work with their own equipment or machinery, however, the primary power connection shall be provided by PCCA.

EXHIBIT A

WORK JURISDICTIONS REVISED

On June 13, 2002, after conducting an extensive study, the Econsult Corporation issued a report entitled "Working Together to Fix the Pennsylvania Convention Center." On June 25, 2002, the Pennsylvania Convention Center Authority Board adopted the findings of the Econsult Corporation. On July 14, 2003, the Parties entered into a Customer Satisfaction Agreement with the goal of improving customer satisfaction. Four unions elected to become signatory to the Customer Satisfaction Agreement, effective May 6, 2014, and the signatory parties agreed to revised work jurisdictions. The following jurisdictional alignments provide a coordinated workforce to best serve customers' needs, while preserving the signatory unions' historical work allocations.

Nothing in this Agreement or this Exhibit shall result in the calling of more Show Labor Workers than required or staffing above the minimum level necessary for the safe, productive and cost efficient operation of the Convention Center. The PCCA will establish a procedure for the auditing and reporting of man-hours on a quarterly basis, at a minimum.

The Parties agree that the smooth process of work is paramount to customer satisfaction and ultimately to the success of the Convention Center, and therefore agree as follows:

1. The PCCA or its designee shall have the right to assign de minimis tasks to any Show Labor Worker, Regardless of jurisdiction, provided that such assignment has no impact on the complement of trades in the building, including no reduction in the number of Show Labor Workers from each trade on the call or to whom overtime will be offered. Such de minimis assignments shall not be precedential with respect to any future assignments or to establishment or clarification of existing jurisdictions.

2. There will be no cessation or stoppage of work as a result of jurisdictional disputes, and no jurisdictional disputes shall be adjudicated on the floor. The PCCA or its designee shall have the right to make assignments in accordance with this document, and Show Labor Workers must abide by such assignments, subject to their right to dispute such assignments pursuant to the dispute resolution procedures contained in this Agreement.

3. A Trade Show and Safety Committee will be established in order to (1) discuss the manner with which work is performed in the Center and to make recommendations on process, procedure, and rules to ensure a safe workplace for all; including without limitation Show Labor Workers, Exhibitors, Volunteers, and Show Management, and (2) discuss efficiencies on the floor, and to make recommendations with respect to how to better perform the work necessary for the satisfaction of the Customer and to clarify, but not modify unless agreed to and signed off in writing but all of the parties, the jurisdictions and dispute resolution procedures contained herein.

4. It is recognized that during the term of this agreement new computing technologies may emerge. The PCCA and its customers may utilize more efficient means or techniques to accomplish their work. As new computing technologies are introduced, they may be discussed at the monthly labor meeting as to their effect on the performance of work and jurisdiction. The monthly labor committee will direct any changes made to operations as a result of the introduction of new technologies.

The following jurisdictional alignments are for all work to be performed by Show Labor Workers at the Convention Center, except to the extent that the right to perform such work remains within the purview of the Exhibitors, Customers, and Contractors, as set forth in the Customer Satisfaction Agreement, and such rights are exercised by an Exhibitor, Customer or Contractor.

A. **Rigger Work**

At the Convention Center, Riggers are primarily responsible for work relating to the lifting or moving of objects which require mechanical lifting. Stagehands and Riggers work together at the Convention Center with respect to installation and dismantling of exhibits on the show floor.

1. **Riggers:** Specifically, and without limitation, the Riggers' jurisdiction shall include:

   a. Operate fork lifts with respect to machinery and equipment that requires specialized lifting or handling.

   b. Operate fork lifts for rigging in exhibit booths and moves crates within exhibit booth space associated with the performance of their work.

   c. Move oversized or abnormally heavy objects.

   d. Raise and lower oversized or heavy exhibit booth structures.

   e. Operate and utilize genie lifts as required

   f. Operate fork lifts pertaining to the raising of floor mounted truss not suspended by motors, EXCEPT:

      i. Operate lifts in presentation areas (Stagehands).

B. **Laborer Work**

At the Convention Center, Laborers are primarily responsible for work relating to loading, unloading, forklift operation, installation and dismantling of drapery and furniture. and the movement of freight, empties and Contractor equipment. For the purposes of this outline; the term "Designated Area" will refer to a location within the Convention Center and will not be defined the back of the truck, and the term "Bulk" will refer to equipment moved by Forklift, Tow Motor, Power Jack, or as part of a shrink wrapped pallet.

1. **Laborers.** Specifically, and without limitation, the Laborers' jurisdiction shall include:

   a. Operate fork lifts for unloading, EXCEPT:

      i. Use of forklifts for rigging as defined above. (Rigger).

   b. Unload, deliver to specified location(s) and load all Contractor equipment.

   c. Move and stage all empty crates or other packing material. EXCEPT:

      i. Empty cases moved within work areas, and to and from area(s) designated by the PCCA / contractor after production setup is complete (Stagehand/Electricians).

   d. Uncrate and crate furniture in exhibit booths.

   e. Deliver all landscape materials in bulk to designated areas, including the use of front-end loaders and bobcats, and place landscape materials within a booth or display.

   f. Deliver, roll-up, and pick up Contractor aisle and booth carpet, EXCEPT:

      i. Roll-up of exhibitor owned and I&D carpet (Stagehand).

   g. Perform maintenance tasks including shampoo, vacuum, and remove tape from all carpet and floor as requested.

   h. Unload and distribute all printed material and literature.

   i. Deliver crated pegboards and poster-boards to area(s) designated by the PCCA / Contractor in the Center, including Uncrating, unpacking, distribution to the final individual location(s), set up, take down, repacking and re-crating of all pegboards and poster- boards.

j. Move all materials and freight from the dock/boneyard to the area(s) designated by the PCCA / Contractor.

k. Deliver built signs in frames on skids to the area(s) designated by the PCCA / Contractor.

l. Unload and deliver AV equipment in bulk to area(s) designated by the PCCA / Contractor, including any detours. (Locations can change from inbound to outbound). Deliver equipment to the exhibit booth.

m. Unload and deliver computers in bulk to area(s) as designated by the PCCA / Contractor, including any detours. (Locations can change from inbound to outbound).

n. Remove and store boxes after unpacking, EXCEPT:

    i. Empty cases moved within work areas, and to and from area(s) designated by the PCCA/Contractor after production setup is complete (Stagehand/Electrician).

o. Deliver floral materials from outside floral vendors to final destination, including any detours.

p. Deliver Props and Scenery to area(s) designated by the PCCA/Contractor.

q. Sort, distribute, install and remove drapery, including, but not limited to, draping all areas for booths, special back-walls and close-offs EXCEPT:

    i. Work performed on/over and associated with stages including production draping in general sessions, meeting rooms, and parties (Stagehands).

r. Sort, distribute, install and remove table topping and skirting of Contractor's tables to be done on show site, including risers.

s. Install and remove all banding of Exhibitor's and Contractor's furniture, crates, boxes, machines, equipment and products EXCEPT:

    i. In the event another trade is using the material, then the other trade may perform the work.

t. Install and remove shrink wrapping of Exhibitor's and Contractor's furniture, crates, boxes, machines, equipment and products EXCEPT:

    i. In the event another trade is using the material, then the other trade may perform the work.

u. Secure loads in trucks by chocking including exhibit and contractor material.

v. Perform first time cleaning of exhibits and contractor's service counters and rental units.

w. Install and remove any outside crate protection, including, but not limited to, tarps or visqueen.

x. Drive, load, unload trucks and other vehicles including jockeying trailers on the loading dock.

y. Operate fork lifts for unloading when no checking of freight is required, EXCEPT:

    i. Use of forklifts for rigging as defined above (Rigger).

z. Secure loaded material and equipment at the loading docks including the use of shrink wrap to secure freight.

aa. Receive and deliver to the final destination all small packages shipped to the exhibit areas of the Convention Center including, without limitation, Federal Express and UPS.

C. **Electrician Work**

At the Convention Center, Electricians are primarily responsible for work relating to electrical systems; handling and installing suspended electric motors, truss, lights, and signage; power supply and distribution, including hookups and interconnections; lighting and data, handling and installing computers and network cabling; and maintenance of equipment and power.

1. **Electricians**. Specifically, and without limitation, the Electricians' jurisdiction shall include:

   a. Exhibit / Trade Show Areas

      i. Layout, place and remove all electrical cords or apparatus used to distribute power, light, sound or signal inside the Pennsylvania Convention Center.

      ii. Install all electrical power from the primary power source to distribution panels, tie-in to the dimmer racks and/or converters, and final connections to Exhibitor equipment, EXCEPT:

         (A) Connection of extension cords run from wall outlets or distribution panels in meeting rooms (Stagehand).

      iii. Connect, terminate, mount and remove all lighting and equipment that requires hard wiring into the Pennsylvania Convention Center's power source. (i.e. placing bare copper wires). Perform troubleshooting and repairs to same as needed.

      iv. Install and remove all lighting that is suspended in exhibit / tradeshow areas; including meeting rooms, theaters, and live presentations, EXCEPT:

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

      v. Hang and remove motors, and assemble suspended truss in exhibit/tradeshow areas: including meeting rooms, theaters, and live presentations, EXCEPT:

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

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

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

   b. Signage

      i. Install/remove electric motors, rotating motors and bridle rigging to motors for hanging signs, and attach—signs, EXCEPT:

         (A) General Sessions, Parties, and Meeting Rooms.

      ii. Install electrical signs in booths.

   c. TV Crews

      i. Install power and cabling for only the following TV Crews:
      NBC 10, FOX 29, PHL 17, Comcast SportsNet, WHYY12, CBS National, FOX Sports National, ESPN.

      ii. All power and cabling for TV Crews is performed by the Stagehand EXCEPT the above.

d. Battery Packs

i. Install and remove battery packs.

ii. Connect battery terminals to vehicles.

iii. Termination of bare ends and/or attaching lugs to cables

e. Meeting Room and Non-Exhibit Area Work

i. Install all electrical power from the primary power source to distribution panels, tie-in to the dimmer racks and/or converters

j. Install and remove general lighting in common areas or not in the function space.

f. Computers

i. Unpack, distribute to final location, set up, install, dismantle and repack all registration computers, EXCEPT:

(A) Delivery of computer equipment in bulk to staging location(s) determined by the PCCA/Contractor (Laborer).

(B) Show Management may install 1 or 2 personally owned laptops with a fulltime employee for registering guests or attendees.

ii. In a Work Team comprised of Stagehand and Electricians unpack, distribute to final location, set up, install, dismantle and repack multi-computer set ups in computer labs, Cyber Cafes, and Education Centers, EXCEPT:

(A) Delivery of computer equipment in bulk to a staging location determined by the PCCA (Laborer).

D. **Stagehand Work**

At the Convention Center, the Stagehands are primarily responsible for work relating to construction, fabrication, assembling, erecting, application, presentation, dismantling, maintenance repair, handling, placement, loading, unloading, or operation of hydraulic, electronic and sound equipment or devices, slide projectors, lasers, liquid projectors, pyrotechnics, computers and all other types of theatrical effects or apparatus, installation and dismantling of booths and components, contractor modular systems, sign hanging and display work and all scenery, drops, travellers, trusses, scaffolding, iron work, properties, decorations, displays, or other staging of theatrical accessories and effects associated and/or substitute materials of every kind for live presentation.

1. **Stagehands**: Specifically and without limitation, the Stagehands' jurisdiction shall include:

a. Exhibit / Trade Show Areas

i. Install, dismantle, operate and handle Audio Visual equipment used in exhibit booths when supplied by an Audio-Visual Contractor. This includes the equipment in exhibit booths supplied by the Audio Visual contractor including all computers, cameras, plasma screens, monitors, sound systems, video systems, video walls, all the equipment used to generate images, audience response, hearing-impaired assist devices, lead retrieval, cable TV, Teleprompters, and video capturing equipment and includes the cabling and power up to the distribution point.

ii. Operate all lighting, sound, projection and video equipment in Exhibit Booths. This includes all computers, cameras, plasma screens, monitors, sound systems, video systems, video walls, all the equipment used to generate images, audience response, hearing-impaired assist devices, lead retrieval, cable TV, Teleprompters, Translation Booths, and video capturing equipment and includes the cabling and power up to the distribution point, EXCEPT:

(A) Install cabling and power under the floor (Electrician).

iii. Erect and dismantle performance stages and all scenery, drapes and components on or connected to the stage.

iv. Install, operate and dismantle Motors, Lighting, Sound, Projection and trussing for Meeting Room or Theater setups, EXCEPT:

(A) Install motors, lighting, and trussing over Exhibit Areas (Electrician).

v. Layout of floor, mark out and place floor numbers.

vi. Lay all floor coverings; including Exhibitor owned booth carpet, I&D carpet, Contractor owned booth carpet, area carpet and aisle carpet. Remove all floor coverings, EXCEPT:

(A) Deliver and pick up rolled carpet, including specialty carpet and contractor's carpet (Laborer).

(B) Roll up and pick up contractor aisle and booth carpet (Laborer).

vii. Sort, distribute, install and remove all non-electrical Contractor signage.

viii. Assemble/attach/disassemble signs EXCEPT:

(A) Install/remove electric motors/rotating motors and bridle rigging to motors for hanging signs, and attach signs in areas other than General Session, Parties and Meeting Rooms. (Electrician).

ix. Erect all screens, video walls, sound, projection equipment and platforms.

x. Perform all millwright functions such as uncrating and crating of machinery and other materials EXCEPT:

(A) Uncrating and crating of furniture (Laborer).

xi. Install any decoration for shows, EXCEPT:

(A) Food and Beverage décor installed by the in-house Food and Beverage contractor: including table cloths, chair covers, centerpieces, napkin rings, etc. (In-house Food and Beverage Contractor Employee).

xii. Set-up service desk.

xiii. Install and dismantle exhibits and displays in exhibit booths.

xiv. Install and dismantle registration counters, entrance units, and rental displays.

xv. Install and dismantle platforms and stages.

xvi. Perform work on stages or platforms for Exhibitor owned product and sales equipment related to trade shows.

xvii. Install and dismantle all components used to accommodate sporting events, pro or amateur, EXCEPT:

(A) Install and dismantle all PCCA owned equipment (In-house Contractor).

xviii. Install and remove all protection work for booths, walls, ceilings, floors, etc, using masonite, visqueen, plywood or any other material.

xix. Install and dismantle tents and other structures, inside and outside.

b. General Sessions (Any location in Convention Center or as determined by PCCA or its designee), Parties (Any location in Convention Center or as determined by PCCA or its designee).

i. Install, operate and dismantle equipment used to present and lighting over the top of the audience, including all Audio Visual and Lighting equipment for walls, audience, stages and general lighting. This includes all computers, cameras, plasma screens, monitors, sound systems, video systems, video walls, all the equipment used to generate images, audience response, hearing-impaired assist devices, lead retrieval, cable TV, Teleprompters, Translation Booths, and video capturing equipment and includes the cabling and power up to the distribution point EXCEPT:

(A) Install general lighting in areas outside the function space (Electrician).

ii. Install, operate and dismantle performance stages and all scenery, drapes and components on or connected to the stage.

iii. Push all production, scenery, computers and audio-visual equipment from the area(s) designated by the PCCA / Contractor, excluding equipment used for Exhibits.

c. Other Events include events that have a combination of live presentation and exhibit booths, sporting events, and live presentations with sales area.

i. Install all equipment (Lights, sound, audio visual) that is over top or seen by the audience as part of the live presentation, meeting room presentation or sporting event or party area (moving or fixed), EXCEPT:

(A) Installation and removal of all lighting for product sales (Electrician).

ii. Performance stages and all scenery, drapes and components on or associated with the stage.

iii. Push all production, scenery, computers and audio visual equipment from the area(s) designated by the PCCA / Contractor, excluding equipment used on Exhibits.

d. Meeting Rooms

i. Equipment used in Meeting Rooms includes the equipment used throughout the space including equipment over the top the audience, including all Audio Visual and Lighting equipment for walls, audience, stages and general lighting. This includes all computers, cameras, plasma screens, monitors, sound systems, video systems, video walls, all the equipment used to generate images, audience response, hearing-impaired assist devices, lead retrieval, cable TV, Teleprompters, Translation Booths and video capturing equipment and includes the cabling and power up to the distribution point.

ii. Handle extension cords run directly to a wall outlet or to the distribution point. Push all production, scenery, computers and audio visual equipment from the area(s) designated by the PCCA / Contractor, excluding equipment used on Exhibits.

g. Computers

i. Receive, unpack, distribute, set up, install, and dismantle Presentation Computers, including those generating Digital Signage, at the head table hooked up to screens, and/or installed and used to project an image.

ii. In a Work Team comprised of Stagehands and Electricians unpack, distribute to final location, set up, install, dismantle and repack multi-computer set ups in computer labs, Cyber Cafes, and Education Centers, EXCEPT:

(A) Delivery of computer equipment in bulk to a staging location(s) determined by the PCCA / Contractor (Laborer).

h. Television Crews

i. Install, operate, dismantle camera, and install power from distribution point and sound for all outlets not designated above as IBEW Crews, including without limitation CBS 3 and ABC 6.

ii. Install, operate, dismantle cabling from distribution point for all TV Crews.

Deliveries

Deliveries to the Pennsylvania Convention Center for Show Managers

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

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

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

All deliveries should be addressed as follows:

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

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

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

Thank you for working with us to make sure your event is a true success.

EVENT DIGITAL SIGNAGE SERVICES



The Pennsylvania Convention Center (PCC) is enabling customers the opportunity to reach out to their clients in a whole new way. Customers can utilize our digital signage to highlight rich multimedia content throughout the Convention Center to capitalize on your traffic flow.

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1101 ARCH STREET PHILADELPHIA PA ▪ digitalsignage@paconvention.com

Effective as of July 1, 2015, rates subject to change. (rev. 10/9/15)

Pennsylvania Convention Center PHILADELPHIA
AN SMG MANAGED FACILITY

COMPLIMENTARY SERVICE

PCC will provide up to Four (4) slides as a complimentary service.
These slides are not customizable.

Content is created by the PCC and will list only the following information:
Tradeshows/Conventions/Public Shows
1. Welcome "Event Name"
2. Registration Information: location, dates and times
3. Exhibit Hall Information: location, dates and times
4. General Session Information: location, dates and times

Meetings/Seminars/Workshops/1-Day Events
1. Welcome "Event Name"
2. Event location, dates and times

Please reference "Page 7" to determine where the complimentary content will be displayed throughout the building.

SAMPLE OF COMPLIMENTARY



*Slide design and appearance may vary

1. Name of the Event 2. Description (Registration, General Session) 3. Time 4. Location

MEETING ROOM SERVICE



Corresponding Columns on CSV Template:

1. CalendarLocation
2. Start Date (Time)
3. End Date (Time)
4. Event Name
5. CalendarDescription

The above information is a generic example of meeting room signage. All background & formatting is supplied by the client.

Meeting Room Service provides the opportunity for you to customize your event by showcasing your branded slides with the meeting/session information above the meeting rooms. You send us a custom background image and a completed CSV template file (*as seen below) and we do the rest.

PCC does not create custom backgrounds. If you need assistance or suggestions on what to use to create the background please contact the digital signage department at: digitalsignage@paconvention.com

Timeline for content. To ensure that the content provided is tested and properly formatted for all displays, we ask that the content be sent to us **21 days** before the first day of move in.

Below is a sample of the CSV file Custom Content Spreadsheet that must be filled out. In order to ensure proper formatting, fill in the information **exactly how the "sample" is formatted in the provided CSV template file**. Please request the CSV template file by emailing: digitalsignage@paconvention.com

StartDate	Event Name	EndDate	CalendarLocation	CalendarDescription
6/2/2015 7:00	ABC Session	6/2/2015 19:00	Grand Hall	Sara Smith
6/2/2015 8:30	DEF Session	6/2/2015 10:00	Ballroom A	Tom Smith & Joe Smith
6/2/2015 8:30	111 Session	6/2/2015 16:00	Bridge East	Mary Smith
6/2/2015 9:00	430 Session	6/2/2015 10:00	Terrace Ballroom I-III	Mary Smith, Joe Smith, & Tom Smith
6/2/2015 10:00	789 Session	6/2/2015 14:30	Hall C	Sara Smith
6/2/2015 12:10	1222 Session	6/2/2015 13:40	Terrace Ballroom I-IV	Ann Smith & Tom Smith

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DIGITAL SIGNAGE VIDEO

Video Wall

In addition to digital displays, PCC's eye-catching Video Wall is located in the Broad Street Atrium. The screen plays one image or video at a time. The location and size allows organizations, sponsors, and advertisers an amazing opportunity to capture a larger audience with vivid images and video.

The Video Wall specs are as follows:

- (9) connected 46" screens
- Wall cavity of 80" h x 112" w
- Cavity base is 104" from the floor.
- The monitors occupy a space that is approximately 5" less in height and width than the cavity. (75"h x 107"w)
- The monitors are recessed in the wall approximately 2.5 - 3".
- **No Audio** available

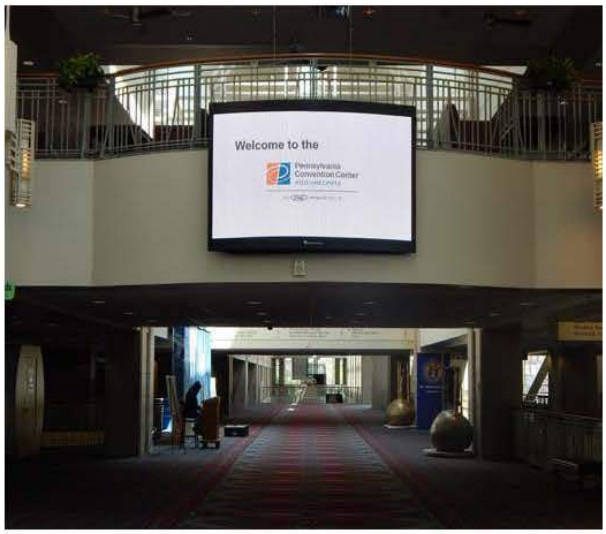


NanoFlex by NanoLumens ®

The NanoFlex is a flexible, ultra-thin, lightweight, and energy efficient LED screen. This impressive digital display provides the WOW factor you may be looking to connect with your audience!

NanoFlex displays are made from up to 50% reclaimed material and can be completely recycled.

- Viewing area 103" x 53"
- 112" diagonal in total size
- Accepts most media files types
- Text files-not accepted



*Digital Signage Video media file specs found on Page 6.

PRICING STRUCTURE

Package	Description	What you get	Price
Complimentary Service	Basic event information. Slides are created by the PCC digital signage team. The slides are not customizable and will only appear on Concourse signage. Every event is provided this complimentary service unless Requested otherwise.	**Four (4) slides:** Welcome Registration Exhibit Hall General Session	Complimentary
Meeting Room Service	This service covers custom content displayed above meeting rooms. You must fill out the CSV file we provide to you. We will need a background image along with any particular formatting instructions for how the content should appear. (font color, location of content, etc)		1-2 Day Event $100.00 per display 3-5 Day Event $250.00 per display
Sponsorship	*This service provides a means for Show Management to use the designated displays for exhibitor promotion or event sponsorship.*		1-3 day event $250.00 per Display 4-7 day event $400.00 per display
Video Wall	(9) 46" screens located in the Broad Street Atrium. The wall only plays one large image (video or static images)		$750.00 1– 2 days $2,250.00 3-5 days
NanoFlex	NanoFlex plays most file types, we do not accept text images. It is located on the 200 level near what is called the bridge area.		$1,000 daily $3,000 event duration

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Pennsylvania Convention Center PHILADELPHIA
AN SMG MANAGED FACILITY

Digital Signage File Specifications

File Format Specifications

Most files can be converted to the proper format to play on our digital media players. However, there are no guarantees in the quality of the conversion when using unspecified file types. To help in this process, please follow the specifications listed below.

Acceptable file formats for images and videos:
Image Files: JPG, JPEG
Video Files: MPEG-1, MPEG-2, or MPEG-4

File Size:
All images and videos should be **1920 x 1080 pixels**
Set to 16x9 aspect ratio

All files can be emailed to:
digitalsignage@paconvention.com **OR**

May be uploaded to a file sharing service such as Dropbox. Please email us the link to access the file.

If you have any questions please call us at 215.418.4800. We are here to help!

DIGITAL SIGNAGE LOCATIONS

Digital Signage Monitors*:

100 Level
12th & Arch East Entrance
12th & Arch West Entrance
Near Meeting Room 108
Above Meeting Rooms 102-126

Note:
The following rooms share a monitor

105 AB	107AB	110 AB
106 AB	109 AB	111 AB

200 Level
Grand Hall– Near Meeting Rooms 203 & 202
Near Meeting rooms 201 & 204
Meeting Rooms 201A– 204C
Spiral Staircase– Concierge area
Above the Fed Ex Center

Terrace Ballroom
Terrace Ballroom I
Terrace Ballroom II
Terrace Ballroom III
Terrace Ballroom IV

Ballroom AB
Ballroom A– 1 screen
Ballroom B– 1 screen

Exhibit Hall Areas
Halls B & G
Near Hall E & 200 level lobby

***300 Level**
Overlook Lounge
No signage monitors are located at the 300 level meeting rooms.

Video Wall (9) 46" screens
Located in the Broad Street Atrium

NanoFlex
Located in 200 level near Hall B

****Color Coded Maps of digital signage locations listed on pages 8-14.**

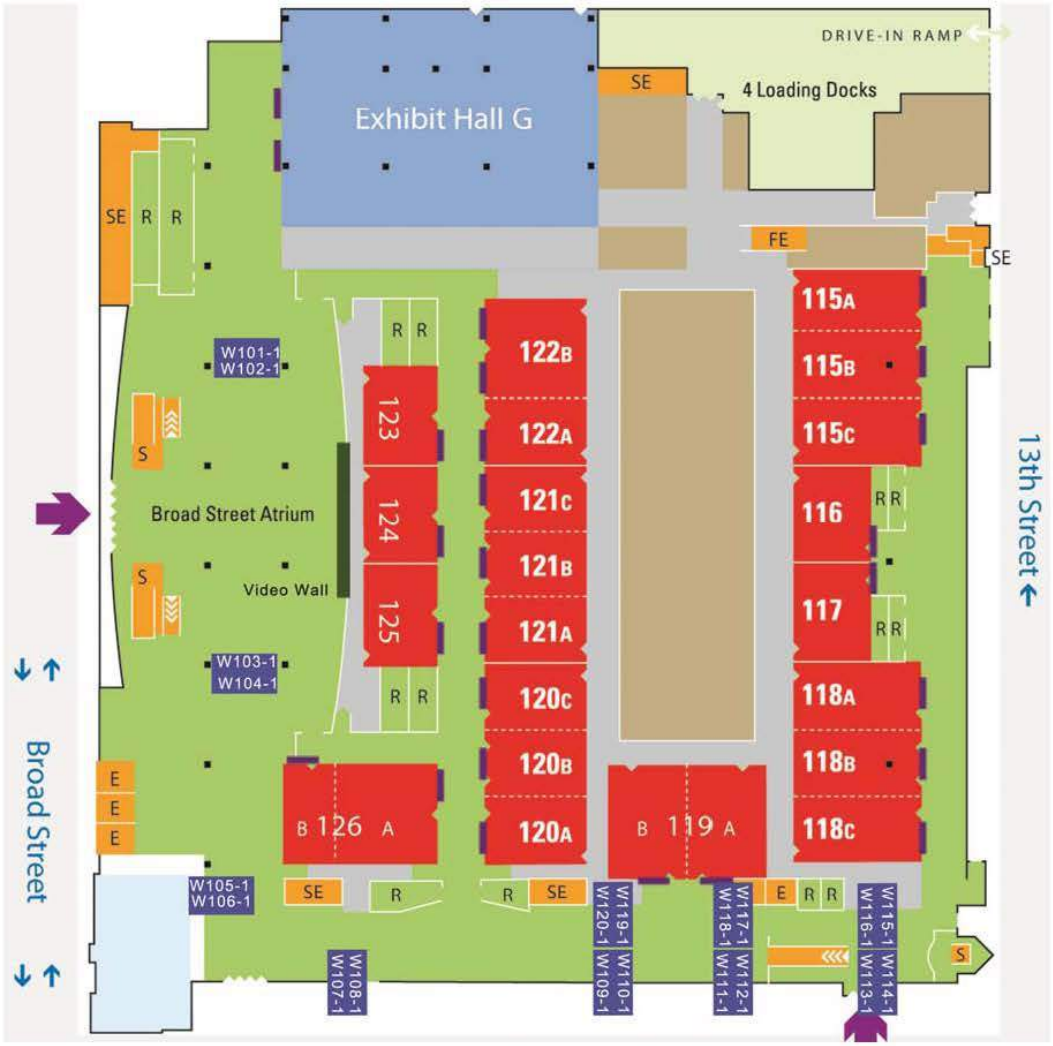
12th & Arch East Entrance



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Pennsylvania Convention Center PHILADELPHIA
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100 Level
Meeting Rooms 115– 126



Arch Street

Meeting Room Service

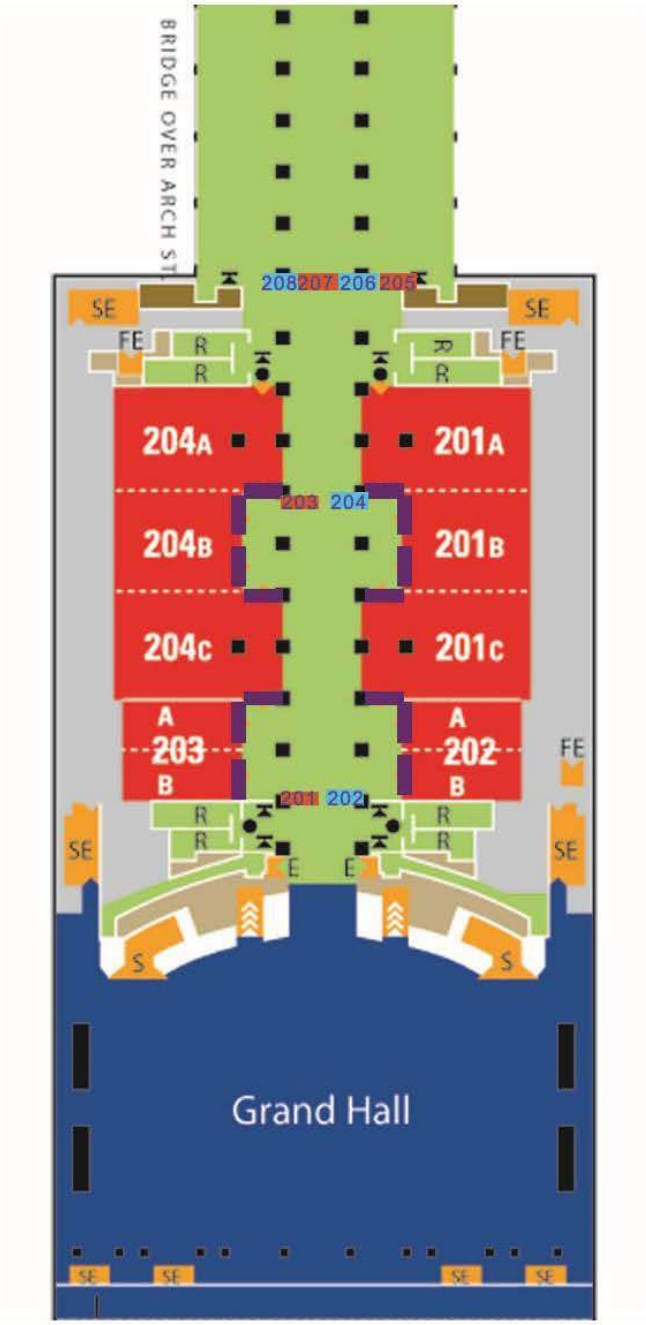
Directional

Video Wall

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200 Level
Meeting Rooms 201– 204



Complimentary Service

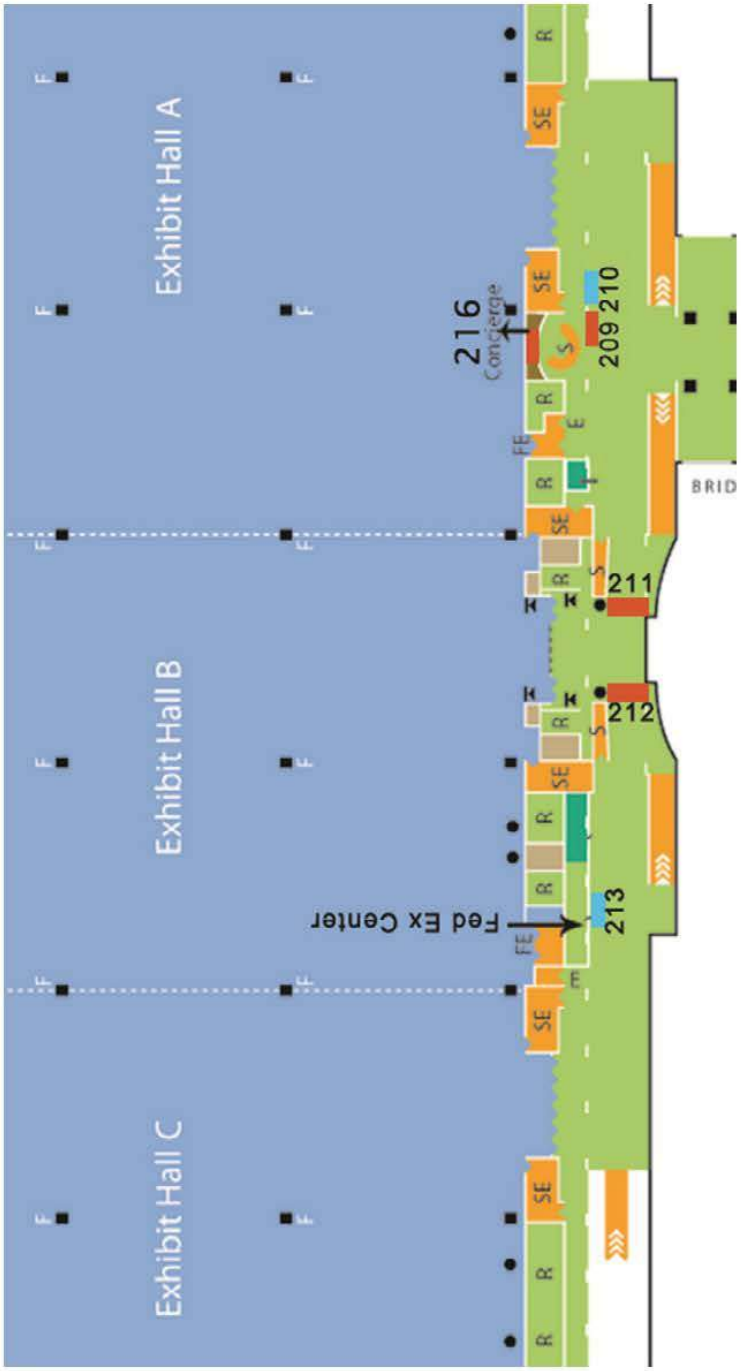
Sponsorship

Meeting Room Service

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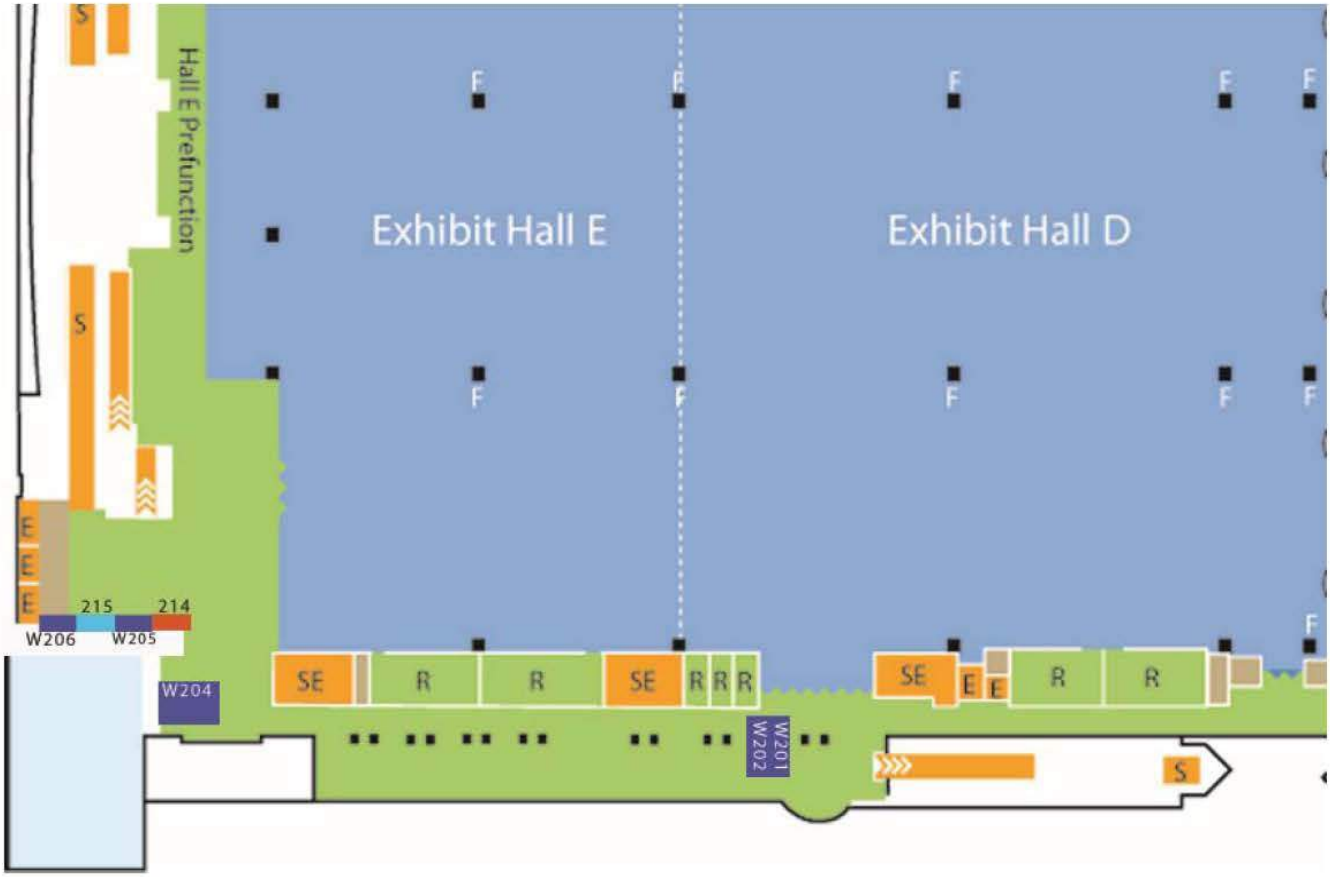
200 Level
Halls A, B, & C



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Pennsylvania Convention Center PHILADELPHIA
AN SMG MANAGED FACILITY

200 Level
Halls D & E



Complimentary Service

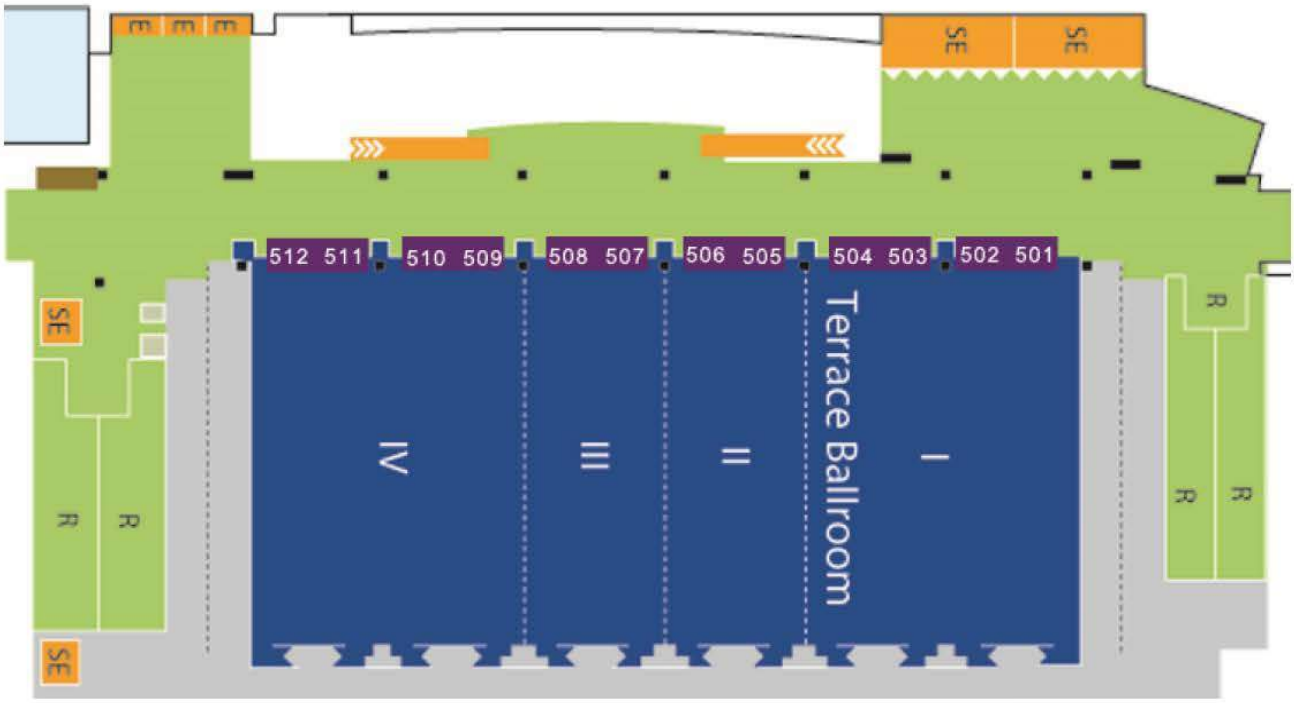
Sponsorship

Directional

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Pennsylvania Convention Center PHILADELPHIA
AN SMG MANAGED FACILITY

Terrace Ballroom I– IV



Meeting Room Service

Pennsylvania Convention Center
PHILADELPHIA

AN SMG MANAGED FACILITY

SHOW MANAGEMENT CELL PHONE CHARGING STATION PRICING GUIDE

Each cell phone charging station contains (1) of the following adapters:
Lightning (iPhone 5 and 6), Apple 30 pin, Micro USB and a Female USB port (to connect your own charging cord.
The cell phone charging station is approximately 6' feet tall and only occupies about 2' feet of space.
It is lightweight and mobile, powered by a standard 120 volt, 3-prong outlet.

RENTAL PRICING

$1,000 per station - up to a five day (5) rental. Please call for pricing for rentals longer than five (5) days.

- Electric for the charging station is not included in the cost and may be required based on location.
- These stations cannot be placed on the concourses; they can only be placed within a meeting room, exhibit hall or ballroom.
- Labor for a one time placement is included in the rental cost of the station.
- If the charging station is moved after the initial placement in the exhibit halls ballrooms, or meeting rooms, additional show labor rates will apply.



ADVERTISING FEES

An advertising fee of **$250.00 per station** includes artwork on bottom poster and loading images on 17" LCD screen at the top of the charging stations.

- Cell phone charging station must be rented in order to advertise on it.
- The advertising rental fee of **$250** is fixed and does not change if client decides to only customize either the bottom poster or the LCD screen at the top.
- For the bottom poster only…
    - Additional charges may apply if a "test print" is requested to see exactly how the ad will appear prior to actual deployment.
    - If the "test print" is used no additional charges apply.
    - If the "test print" is not used a fee of **$125** will be charged for time, materials, and labor used in the testing.

PROCEDURES & FILE SPECIFICATIONS

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

Specifications for Bottom Poster:
Please submit all artwork in ***high resolution*** and leave about a 1" inch margin around the edge of the poster to avoid text being cut off. The dimensions of the entire poster must be 13½" wide x 26 and 1/2 inches high. The dimensions for the printable area (text/picture size), so that images and text are not cut off, is 13 inches wide x 26 inches high.

Specifications for logo images on 17" LCD screen at the top:
All Files must be in JPEG (JPG) format. Max Image size- 3200x 3200 pixels
Recommended Resolution- 200 pixels. Images should be square or as close to square possible

Please contact Show Services at showservices@paconvention.com or 215.418.4800 for additional information

RATES EFFECTIVE JULY 1, 2015 (REV. 9/15)

Pennsylvania Convention Center
PHILADELPHIA
AN SMG MANAGED FACILITY

SHOW MANAGEMENT CELL PHONE MOBILEQUBE KIOSK PRICING GUIDE

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



The Pennsylvania Convention Center is happy to welcome MobileQube kiosks to our family of event amenities. Each kiosk has ample inventory of portable charging "qubes" for charging all standard mobile devices.

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

RENTAL PRICING

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

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

Full Sponsorship Rental

$1,250 per day per kiosk – allows for one convention to have multiple sponsors for the kiosks

Rental includes the following:

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

PROCEDURES & FILE SPECIFICATIONS

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

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

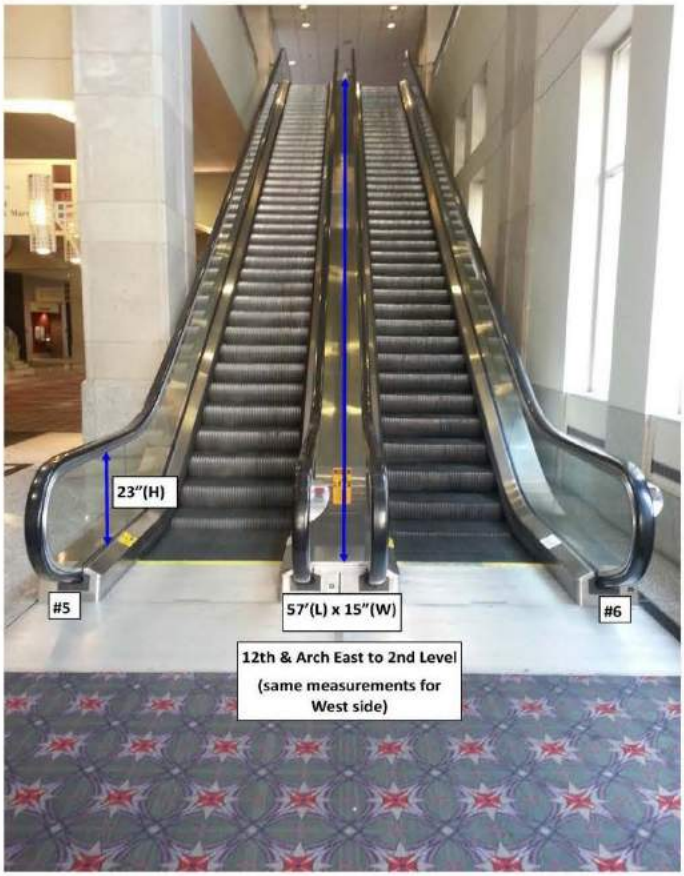
RATES EFFECTIVE SEPTEMBER 28, 2015 (REV. 1/16)

Escalator Cling and Runner Information

Escalator clings and center runners are permitted at the Pennsylvania Convention Center. No advertising on escalator treads is permissible. On many occasions, multiple events are scheduled simultaneously within the Center and locations may be limited. Please check with your Event Manager for availability.

Fees

A $1,500.00 fee per pair of escalators be payable to the Pennsylvania Convention Center for commercial advertising promoting a product, service or event if it is displayed on escalator clings or escalator runners. Should there be no advertising revenue charged by the event, the fee is $1,500 per pair of escalators. Please contact your Event Manager for specific information and details.



Pennsylvania Convention Center
PHILADELPHIA
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Advertising and Sponsorship Policy

There are numerous opportunities for your event and exhibitors to gain exposure while at the Pennsylvania Convention Center through the form of Advertising and Sponsorships. Advertising and Sponsorships are permitted in and outside of the PCC, provided that the Licensee submits a floor plan with renderings, identifying all advertising locations. In some instances, fees are due the PCC when using commercial advertising or sponsorships; this includes:

1. Any/all material (hanging, standing, wrapping) in all concourses/hallways
2. Any/all material (hanging, standing, wrapping) in all entrances
3. Any/all material (hanging, standing, wrapping) in all underpasses
4. Any/all material (hanging, standing, wrapping) in any non-licensed space

The PCC does not charge fees for the following:

1. Any/all material (hanging, standing, wrapping) inside of licensed spaces (opening receptions, cyber cafés, Registration areas, General Sessions, Speaker ready rooms, Meeting Room, etc.)
2. Any/all material (hanging, standing, wrapping) inside of the Exhibit Hall (Aisle signs, Meter Boards, Directional Signs, foot prints, etc.)
3. Any/all material (hanging, standing, wrapping) welcoming Attendees to Philadelphia – unless sponsored
4. Any/all material (hanging, standing, wrapping) directing Attendees to locations in the building – unless sponsored
5. Any/all material (hanging, standing, wrapping) listing events/sessions in the building – unless sponsored

Advertising and Sponsorship Fees

Entry ways - $1,000.00
Unlimited signage inside of entryways
One column wrap per entryway
One hanging banner per entryway

Hanging Banners - $400.00
All banners internal and external not part of an entryway package

Ground Supported Signage – $300.00
All meter boards, Column Wraps, Pipe and Drape Signage, etc. internal and external not a part of an entryway package

Easel Signage/ Window or Floor Clings – $150.00
All easel signs, clings or other small signage with sponsorship logos or exhibitor advertising not part of an entryway package

Table Top Exhibitors - $50
Unlimited signage and table top coverings for exhibitors in hallways, concourses and non-licensed space

Rev 12/2015

Escalator Handrail Pricing



The Pennsylvania Convention Center is proud to offer our customers another way to generate revenue via sponsorships. You can now include our escalator handrails, joining our traditional modes of sponsorship, as another platform for you to sell tor your exhibitors. Handrail advertising is new and exciting and another example of the PCC being at the forefront of the convention industry.

Prices include one escalator (two handrails), production, installation and removal.

Artwork must be submitted 30 days prior to installation.

Overlook Café

- $9,625.00

11th Street, 12th Street and Ballroom AB

- $11,375.00

13th Street and Broad Street Atrium

- $13,125.00

Terrace Ballroom

- $14,875.00

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.



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

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

Pennsylvania Convention Center Green Initiatives

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

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

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

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

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

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

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

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

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

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

Below are some of the equipment and materials currently used by the Housekeeping and Setup Department.

Equipment:

Tennant Company - Orbio Electrically Water Converted technology uses only water to clean glass and stainless surfaces.

Tennant Company – 7400 Ride-On Scrubber with Fast (foam activated scrubbing technology); safer for the environment, uses 70% less water, biodegradable, foam detergent has earned Green Seal Environmental Standard Certification. Certified by the National Floor Safety Institute.

Tennant Company – Nobles Strive Ride-On low moisture carpet cleaning and extraction machine. Uses less water and chemicals.

ProTeam Company – Vacuums with HEPA media exhaust filters to retrieve & contain indoor allergens, microorganisms and soil to improve indoor air quality. Certified by the Carpet and Rug Institute.

Kaivac Company – Kaivac restroom no touch cleaning unit reduces chemical usage by 90%. Material used is Green Seal certified.

Materials/Products: 3M Twist-n-Fill Cleaning Chemical Management System – meets GS-37 product standards for glass cleaner, neutral cleaner, and all purpose cleaner. Dilution system reduces chemical and water usage.

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

Purell Company - instant hand sanitizer used in restroom automatic dispensers.

Buckeye Company- Marauder restroom tile and grout cleaner meets GS- 37 standard.

Buckeye Company – Floor finish & remover meets GS 40 standard.

Georgia Pacific Company – EnMotion recessed automatic touch less paper towel dispensers using towels with a minimum of 40% post consumer fiber and recycled content meeting EPA guidelines. The paper towel line is bleach free.

Kimberly Clark Company – coreless JRT toilet tissue system with no cores reduces waste.

Kimberly Clark Company - multifold towels with a chlorine free manufacturing process.

The Pennsylvania Convention Center will continue 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.

Meeting Room Changeover Charges

Event Services Department

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

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

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

Small Rooms - $75.00 per changeover:

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

Medium Rooms - $150.00 per changeover:

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

Large Rooms - $250.00 per changeover:

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

Extra Large Rooms - $400.00 per changeover:

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

Air Wall

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

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

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**.

Photography and Logo Policy

Photography Policy

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

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

Logo Policy

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

Please forward your written requests to:

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

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.

The Center will automatically deduct all applicable State and local taxes from gross sales of all tickets sold on site and will remit them to the proper taxing agency. Show Management will be directly responsible for all applicable State and local taxes for tickets not sold through the Center's box office. Our Box Office representative can give you current tax rates.

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

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

FedEx Office
Print & Ship Services

FedEx Office Business Center Manager

Peter Klaus
Phone: 215.925.1218
Fax: 215.925.3738
E-mail: Peter.Klaus@fedex.com

Events Solutions Consultant

Patrice Christopher
E-mail: PatriceChristopher@fedex.com
Phone: 215.923.2520

Business Center Hours

Varies based on Convention Calendar

FedEx Office Business Center

PA Convention Center & Authority
1101 Arch St. 2nd Floor
Philadelphia, PA 19107
Phone: 215.925.1218
Fax: 215.925.3738
Center E-mail:
usa5530@fedex.com

FedEx Pick Up Times

Monday - Friday
FedEx Express Pickup 4:00PM
FedEx Ground Pickup 3:30PM

Full Service Black & White Copies

$0.18 per single side impression 24 lb. Laser Paper (8.5 x 11)
$0.36 per single side impression 24 lb. Laser Paper (11 x 17)
$0.18 per single side impression Pastel, Bright Paper (8.5 x 11)
$0.23 per single side impression 32 lb. Executive (8.5 x 11)
$0.66 per single side impression 32 lb. Laser Paper (11 x 17)
$0.27 per single side impression Resume Paper
$0.38 per single sided impression Resume Cardstock (8.5 x 11)
$2.00 Transparencies

Full Service Color Copies

$1.59 per single sided impression 24 lb. Laser Paper (8.5 x11 or 8.5 x14)
$1.79 per single sided impression Executive/Resume stocks & Cardstocks
$1.89 per single sided impression Gloss Cardstock (8.5 x 11)
$2.98 Tabloid 11x17 24 lb. Laser Paper
$3.78 Tabloid 11x17 32 lb. Executive Paper & Cardstocks
$2.59 Transparencies

Finishing Services

$0.05 Machine Stapling, per staple
$0.10 Hand Stapling, per staple
$0.20 Hand Folding, per fold
$0.20 Collating, per page
$0.20 Inserting, per item
$1.49 cutting, per cut of stacks of 250 sheets
$3.00 Lamination per square foot - $0.50 additional for trimming
$1.25 Lamination, Luggage Tag - $0.50 additional for loop or clip
$2.49 Lamination, Letter Size

Binding

$5.99 Coil Binding with Frosted Presentation Cover
$5.49 Coil Binding with Clear Cover
$4.49 without Covers
$6.49 Binding over 1 inch

Signs & Graphics

Prices vary depending on size and print material. Please speak with a Team Member for further details and options.

Computer Workstations

$0.40 Workstation PC (per minute)
$0.55 Workstation Design (per minute)
$0.55 Black & White Laser Prints
$1.79 Color Laser Prints

Fax Services

$2.00 Outgoing Local and 1-800 numbers (per page)
$3.00 Outgoing Domestic (per page)
$10.00 International (per page)

Equipment Rentals

Scooters
Customer must contact Scootaround directly to reserve a scooter or wheelchair
Phone: 1-888-441-7575 Website: www.scootaround.com

Scooters: $65.00 per Day Wheelchairs: $25.00 Per Day

Hand Trucks
$12.50 per half hour

Copier Rentals
Please contact Peter Klaus for information

Please be aware that this pricing is only for The Pa Convention Center FedEx Office and prices are subject to change at any time.

*Discounted pricing or discounts do not apply to the following: outsourced products or services, online office supplies, shipping services, inkjet cartridges, videoconferencing services, equipment rental, conference room rental, Sony Picture Station, gift certificates, custom calendars, holiday promotion, greeting cards, or postage. In addition, discounts on custom bid orders, sale items, or special offers, promotions or coupons are at the discretion of each FedEx Office location.

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Wheelchair and Scooter Rentals through Scootaround

The Pennsylvania Convention Center offers scooter and wheelchair rentals to our customers 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.

Walk-Up Rentals:

The Fed Ex Office at the Pennsylvania Convention Center has a small inventory of (6) scooters and (4) wheelchairs on-site. Because this inventory is for on-site, walk-up rentals only, please note scooters and wheelchairs are available on first come, first serve basis.

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.

Pennsylvania Convention Center
PHILADELPHIA

AN SMG MANAGED FACILITY

SHOW MANAGEMENT HIGH SPEED INTERNET PRICING GUIDE

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

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

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

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

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

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

ADDITIONAL PUBLIC IP ADDRESSES **$160**

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

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

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

ADDITIONAL PRIVATE IP ADDRESSES **$125**

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

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

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

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

IMPORTANT HIGH SPEED INTERNET SERVICE INFORMATION

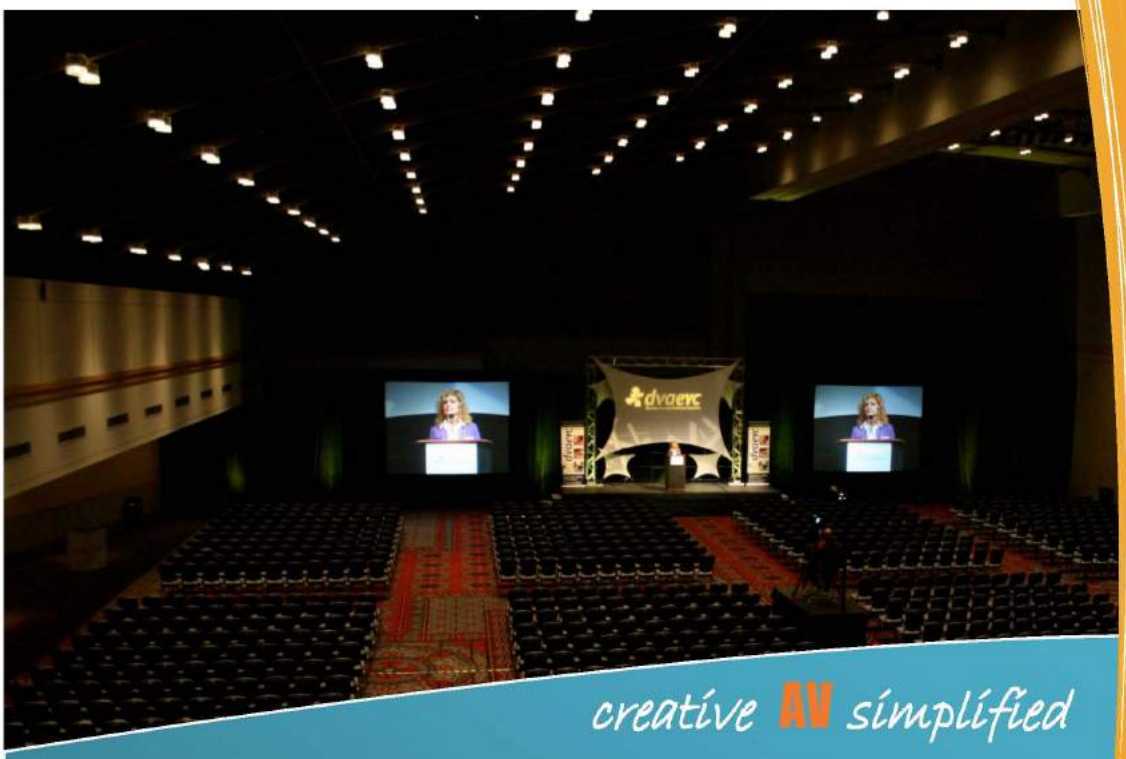
You will receive one drop in the location. You can bring additional hubs and/or switches or rent them from us. Your computers should have network interface cards that support at least 10BASE-T Ethernet. Your computers should be configured to support TCP/IP. The device we deliver to your location(s) will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

RATES EFFECTIVE JULY 1, 2015

Rev. 8/15

Pennsylvania Convention Center
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creative AV simplified

AUDIO VISUAL PRICING

AV EQUIPMENT RENTAL

AUDIO SERVICES

VIDEO SERVICES

LIGHTING SERVICES

PRESENTATION SERVICES

PROJECTION SERVICES

COMPUTER RENTAL

MOBILE DIGITAL SIGNAGE

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

Effective 7/1/15

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

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

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

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

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

creative AV simplified

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

Pennsylvania Convention Center Drone Guidelines

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

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

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.

PCC Convenience Outlet Policy

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

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

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YY)

PRODUCER

SAMPLE CERTIFICATE - LEVEL A

NAME OF BROKER
COMPANY & ADDRESS

Fox No.
Phone No.

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

COMPANIES AFFORDING COVERAGE

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

ADDRESS

COMPANY

COMPANY B

COMPANY C

COMPANY D

COVERAGES

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

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

DESCRIPTION OF OPERATIONS/LOCATIONSNEHICLES/SPECIAL ITEMS

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

CERTIFICATE HOLDER

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

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

SAMPLE

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YY)

PRODUCER

SAMPLE CERTIFICATE - LEVEL B

NAME OF BROKER
COMPANY & ADDRESS

Fox No.
Phone No.

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

ADDRESS

COMPANIES AFFORDING COVERAGE

COMPANY

COMPANY B

COMPANY C

COMPANY D

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

DESCRIPTION OF OPERATIONS/LOCATIONSNEHICLES/SPECIAL ITEMS

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CERTIFICATE HOLDER

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

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

SAMPLE

Section 6: Decorator and Contractor Information

- General Service Contractors
- Building Requirements for Show Contractors
- Contractor Rules of Conduct
- Labor Union Breaks, Holidays and Overtime
- Floor Protection Policy-Front of House Spaces
- Decorator/Contractor Operations Plan
- Marshaling Yard Procedures
- Marshaling Yard Agreement
- Personal Fall Protection Policy
- Right of Entry
- Equipment Rental Information

General Service Contractors

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Building Requirements for Show Contractors

Contractor Rules of Conduct

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

Lift Equipment

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

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.

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.

Rigging-Theatrical

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.

Meeting Rooms

All meeting rooms are to be accessed from the back of house corridors. All doors and carpeting must be protected to prevent damage. Empty storage in the back of house corridors must be approved by the Event Services Department prior to event.

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.

Emergency and Safety Procedures

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

Pennsylvania Convention Center
PHILADELPHIA
AN SMG MANAGED FACILITY

PENNSYLVANIA CONVENTION CENTER LABOR SUPPLIER

Phone: 215-418-2032
Fax: 215-418-4875

Overtime and Holiday Provisions for each Union at the PCC

UNION	MON - FRI	SAT	SUN	LUNCH
Laborers	1-8 Hrs. ST 9-24 Hrs. OT	OT	DT	1/2 Hr.
Stagehand	1-8 Hrs. ST 9-24 Hrs. OT	OT	DT	1/2 Hr.
Electrician	1-8 Hrs. ST 9-24 Hrs. OT	OT	DT	1/2 Hr.
Riggers	1-8 Hrs. ST 9-24 Hrs. OT	OT	DT	1/2 Hr.
Holidays DT	New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Election Day, Thanksgiving Day & Christmas Day			

Floor Protection Policy – Front of House Spaces

Introduction

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

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

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

1) Application

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

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

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

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

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

2) Areas

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

Concourses, Meeting Rooms, Ballrooms and Offices:

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

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

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

b) Any additional areas as determined by the Authority.

3) Powered Vehicles

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

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

b) Other vehicles as may be determined by the Authority

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

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

d) Exempted from this policy are powered wheel chairs.

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

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

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

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

5) General Protection

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

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

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

6) Carpeted Surfaces

a) **Forklift Trucks** -

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

Additional fees will apply if floor protection is not installed.

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

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

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

7) Marble, Tile, Terrazzo and Other Uncarpeted Surfaces

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

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

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

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

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

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

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

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

Additional fees will apply if floor protection is not installed.

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

8) 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.

9) 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.

Pennsylvania Convention Center PHILADELPHIA

DECORATOR/CONTRACTOR OPERATIONS PLAN

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

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

Registration Counter Installation: (Date & Time)	**Registration Counter Removal:** (Date & Time)
Cyber Café Installation: (Date & Time)	**Set Show Offices:** (Date & Time)
Show Management Freight Arrival: (Date & Time)	**Set Show Mgmt Booth and/or Assn Booth:** (Date & Time)
Exhibitor Advance Freight Arrival: (Date & Time)	**Set Service Desks:** (Date & Time)
Exhibitor Carpet Roll Out: YES _____ NO_____	**Install Booth Carpet:** (Date & Time)
Heavy POV's: YES _____ NO _____ **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: EMe-mail

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

Marshaling Yard Procedures

1. Contractors will be responsible for keeping a staff employee on site at the marshaling yard while it is opened per your schedule. This schedule is to be submitted to the Security Services at least two (2) weeks in advance.

2. The representatives who will be on site at the marshaling yard should be equipped with a cell phone. The phone number is to be submitted to the Security Services.

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

4. All incidents must be reported to the Command Station and Security Services immediately so that we can dispatch a security guard to take a report. The phone number is (215) 418-4911.

5. The representative must call the Command Station at (215) 418-4911 when they are stationed at the marshaling yard and they must call when they are ready to leave. They must also wait until security arrives to secure the gate.

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

7. Contractor must submit an insurance form covering the PCC at the marshaling yard at least two (2) weeks in advance. This form is to be submitted to the Security Services. The address for the marshaling yard is 7th & Callowhill Streets, Philadelphia, Pa. 19107.

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

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

PENNSYLVANIA CONVENTION CENTER AGREEMENT FOR TEMPORARY USE OF MARSHALING YARD

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

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

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

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

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

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

   b. Dates and Times of Use of Premises:_____

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

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

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

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

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

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

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

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

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

BY:_____ BY:_____
Name: Name:
Title: Title:

Personal Fall Protection Policy

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

Purpose

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

Compliance

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

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

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

Requirements

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

Forklifts

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

Scissors Lift or Vertical Tower Lift

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

Articulated Boom Lifts

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

Working Outside a Lift or a Basket

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

Training and Equipment

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

Acknowledgment of PCC's Personal Fall Protection Policy

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

PENNSYLVANIA CONVENTION CENTER
REGISTRATION AND RIGHT OF ENTRY LICENSE AGREEMENT
EVENT CONTRACTOR

This Registration and Right of Entry License Agreement ("Agreement") dated _____ is entered between **SMG**, a Pennsylvania general partnership ("SMG") as Manager for the **Pennsylvania Convention Center Authority**, One Convention Center Place, 1101 Arch Street, Philadelphia, PA 19107, an agency and public instrumentality of the Commonwealth of Pennsylvania (the "Authority") and

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____ ("Licensee").

WHEREAS, the Authority operates and maintains the Pennsylvania Convention Center ("Facility"); and

WHEREAS, pursuant to a Management Agreement dated November 1, 2013 between SMG and the Authority, SMG has the express authority to enter into agreements on the Authority's behalf relating to the use of the Facility; and

WHEREAS, SMG licenses Customers to use certain areas of the Facility for shows, parties, conventions, trade shows and other events (collectively referred to as "Events"); and

WHEREAS, Customers retain the services of independent contractors, commonly referred to as an "Event Contractor(s)", for a variety of purposes in the conduct of an Event; and

WHEREAS, Licensee desires to have access to the Facility for the purpose of working as an Event Contractor; and

NOW, THEREFORE, SMG and Licensee, in consideration of the mutual agreements herein contained and intending to be legally bound, agree as follows:

1) **Non-Exclusive Grant of Access.**

Subject to the terms and conditions set forth herein, SMG hereby grants to Licensee, and Licensee hereby accepts from SMG, the limited, non-exclusive privilege to enter the Facility for the purpose of conducting business as an Event Contractor. It is expressly understood that this Agreement does not in any way grant or convey any permanent or temporary easement, lease, fee, or other interest in the Facility to the Licensee. This Agreement is not exclusive and SMG specifically reserves the right to grant other rights of entry.

2) Duration.

This License shall commence on the date set forth above and shall continue in full force and effect until terminated by either party. Provided, however, that Licensee's warranties and its insurance and indemnification obligations shall survive the termination of this Agreement.

3) Responsibility for Agents and Employees.

Every act or omission of whatsoever nature by an officer, director, manager, independent contractor, agent or employee of the Licensee shall be deemed and held to be the act or omission of such Licensee.

4) Licensee Information Statement.

Immediately upon the effective date of this Agreement, Licensee shall submit a completed Licensee Information Statement, which is attached to this Agreement as Appendix A. Licensee shall update the Licensee Information Statement prior to any anticipated change affecting the accuracy or completeness of any statement currently on file with SMG. In addition, Licensee shall update the Licensee Information Statement currently on file with SMG. In addition, Licensee shall update the Licensee Information Statement within five (5) days in the event Licensee becomes aware that an existing statement contains inaccurate or incomplete information. Licensees shall certify that the Licensee Information Statement is correct and complete concurrently with the submission of its annual License Processing Fee as set forth in Section 6 of this Agreement.

5) License Processing Fee.

Each year, Licensee shall pay to SMG an annual License Processing Fee. SMG reserves the right to adjust the amount of the License Processing Fee each year. The amount for the annual License Processing Fee will be listed on the Licensee Information Statement, Appendix A.

6) Invoice.

Following execution of this License, and annually thereafter, SMG shall issue an invoice for the License Processing Fee to Licensee at the address indicated on the Licensee Information Statement. SMG shall also send to Licensee a form for certification that the Licensee Information Statement is correct and complete. Not later than January 1st each year, or 30 days after issuance of invoice, whichever is later, Licensee shall remit the License Processing Fee to SMG along with the required certification. A per day surcharge shall be added and due for each day the License Processing Fee is not timely received by SMG. Licensee's failure to pay any SMG issued invoice (whether related or non-related to this Agreement) shall result in termination of this Agreement.

7) Licensee Property- Risk of Loss.

All property of any kind which may be at the Facility (whether belonging to the Licensee or to third parties) shall be at the sole risk of Licensee or those claiming by, through or under Licensee, and SMG shall not be liable to Licensee for any injury, loss or damage to any person or property at the Facility in any event. All equipment and other property brought onto the Facility by Licensee, its agents, employees or invitees shall be stored in areas designated by SMG or its designated representative. SMG shall not be responsible for

carrying any insurance of any kind to cover any of Licensee's personal property at the Facility.

8) Indemnification.

a) Licensee agrees that Licensee will defend, indemnify and hold SMG, the Authority, and their board members, officers, employees, agents and consultants (the "Indemnified Parties") harmless from and against all claims, demands, actions, damages, losses, costs, liabilities, expenses, including attorneys' fees, and judgments asserted against or recovered from the Indemnified Parties arising from or related to this Agreement or its enforcement, including, but not limited to, any injury, personal injury, death, damage or damage to personal property (including damage to the Facility) (collectively "claim(s)") to the extent that any such Claim arises out of, is caused by or results from, in whole or in part, (a) any act, omission, negligence, misconduct, fault, or violation of law or ordinance associated with the use, misuse, or occupancy of Facility by Licensee and its agents, employees, contractors, guests, invitees, or any other person entering the Facility with the implied or express permission of Licensee; or (b) any breach of any representation, warranty, covenant, or provision of this Agreement by Licensee. Licensee covenants and agrees that in case an Indemnified party or the Indemnified Parties shall be made a party to any litigation brought by or against Licensee or relating to this Agreement or to the activities of the Licensee licensed hereunder, then Licensee shall and will also pay all costs and expenses, including reasonable attorneys' fees, court costs, and settlement payments, incurred by or imposed upon the Indemnified Parties by virtue of any such litigation.

b) Licensee's duty to indemnify does not apply to loss or damage resulting from the sole negligence, sole gross negligence or sole willful misconduct of the Indemnified Parties, provided however, that the Licensee must defend the Indemnified Parties until it has been determined by a court of competent jurisdiction that the loss or damage resulted from the sole negligence, sole gross negligence or sole willful misconduct of the Indemnified Parties.

c) Licensee's duty to indemnify the Indemnified Parties shall survive the termination or expiration of this License and is independent from, and not limited in any manner by, the Licensee's insurance coverage obtained pursuant to this Agreement or otherwise.

9) Insurance.

The Licensee will secure and furnish to SMG prior to the commencement of this Agreement certificates of insurance that evidence that Licensee has met the insurance requirements set forth in Appendix B. Licensee shall provide amended or updated insurance certifications as such requirements are changed by SMG. At a minimum, the insurance shall include the following:

a) The coverage required herein shall be with companies and in a form satisfactory to SMG and shall be in effect during all periods specified in this Agreement.

b) All policies of insurance required hereby shall provide that the insurance company will give notice in writing to SMG at least thirty (30) days in advance of any material change in or cancellation of the policies, provided, however, that such policies shall

also provide that no cancellation or amendment or modification reducing the extent of insurance provided under the policy, once the policies have been filed with SMG, shall be effective if such amendment or modification or cancellation will leave Licensee without insurance of the type herein required to be procured during the term of the Agreement or any portion thereof.

c) Licensee agrees that it shall not permit any condition to exist which would wholly or partially invalidate such insurance. The failure of the Licensee to provide insurance in accordance with this Section 10 shall be a breach of this Agreement and shall, notwithstanding any cure period set forth in Section 12 below, preclude Licensee's access to the Facility. Failure of SMG to demand certificates or other evidence of full compliance with these insurance requirements or failure of SMG to identify a deficiency from evidence that is provided shall not be construed as a waiver of Licensee's obligation to maintain such insurance as required in this Section 10.

d) The insurance required pursuant to this Agreement shall be maintained in force for a period of five (5) years following termination of this Agreement and this requirement shall survive beyond the termination of this Agreement.

10) Termination or Suspension for Convenience.

SMG has the right to terminate or suspend this Agreement, in whole or in part, for any reason, including the convenience of SMG, by providing Licensee with written notice specifying the date of termination. On the date specified in the notice, this Agreement will terminate.

11) Default.

a) This License may be terminated or suspended following the occurrence of an Event of Default. The following constitute Events of Default by Licensee:

i) Rude, violent, illegal, destructive or inappropriate behavior by Licensee, its agents or employees.

ii) Any action or omission, which causes, in whole or in part, the improper stoppage or delay of or interference with any Event or business of the Authority or work of any employee or other licensees or sub-licensees.

iii) Failure to comply with any provision of this License or the rules and regulations related to the use of the Facility; or directives of SMG personnel.

iv) Failure to comply with the Pennsylvania Convention Center Code of Conduct.

v) Failure to maintain insurance in effect as required under this License.

vi) Failure to indemnify SMG, the Authority, and their officers, agents and employees as required under this License.

vii) Failure to update and keep current Licensee Information as required under this License.

viii) Any other acts or omissions constituting a material breach of this License.

b) SMG, in its sole discretion, shall determine whether a default is material and whether it can be cured. In the event SMG determines that an Event of Default can be cured,

it may provide Licensee with notice setting forth the Event of Default and cure requirements, including the time period permitted for cure. Licensee shall cure any Event of Default as provided in the notice.

c) SMG's decision is final and takes effect when notice is given or such time as set forth in the termination notice. Upon the date of termination, Licensee shall no longer have the right to enter the Facility or any other property of the Authority.

d) In lieu of termination, SMG may suspend this License, for such period as SMG may determine; or bar identified Licensee personnel from the Facility.

e) Termination, suspension or a bar on Licensee's access to the Facility are not intended to be exclusive of any other remedies available in the Event of Default. Rather, every remedy is cumulative and in addition to any other remedies, existing now or later at law, in equity or under the Agreement.

f) No delay or omission to exercise any right or power occurring upon any event of default impairs the right or power nor is it a waiver of or acquiescence in any Event of Default. Every right and power may be exercised from time to time and as often as SMG considers expedient.

g) If a court of competent jurisdiction determines that SMG wrongfully terminated Licensee, then the termination shall be treated as a termination for convenience.

12) Compliance with Rules and Regulations.

a) This License expressly includes by reference any rule and regulations of SMG or the Authority, from time to time, establishes regarding the use of the Facility. Licensee shall abide by all such rules and regulations and acknowledges that the violation of any one of the provisions of these constitutes a violation of the terms of this License. The rules and regulations are governed by various local, state and federal laws, including the Pennsylvania Convention Center Authority Act, 64 Pa. C.S. 6001 et seq., as amended.

b) Licensee shall comply with all show management work rules and show rules. It is the responsibility of Licensee and its employees to be informed of rules and regulations.

c) Licensee acknowledges and understands that Elliott-Lewis Corporation ("Elliott-Lewis") is the Labor Supplier authorized to provide show labor at the Pennsylvania Convention Center and that all show labor is only available through, and must be provided by, Elliott-Lewis utilizing the Labor Unions signatory to the Pennsylvania Convention Center Authority's Customer Satisfaction Agreement ("Customer Satisfaction Agreement"). Licensee acknowledges and agrees that they will obtain Show Labor Workers only from the Labor Supplier. Licensee further acknowledges and agrees that it does not have authority, without the express written approval of the Authority, to alter Show Labor work jurisdictions from those determined by Elliott-Lewis as provided in the Customer Satisfaction Agreement.

d) Without limiting the application of other rules and regulations from time to time adopted, Licensee agrees to use and occupy the Facility pursuant to the following which are incorporated by reference:

i) The Pennsylvania Convention Center Authority's Customer Satisfaction Agreement, which provides for Customer, Show Management, Exhibitor and Contractor rights. In particular, and without limitation to all other obligations, Customer acknowledges and understands that Exhibit A to the Customer Satisfaction Agreement regarding show labor work jurisdictions determines what labor union jurisdiction, if any, applies to show labor work.

ii) The Pennsylvania Convention Center Authority Code of Conduct.

iii) The Pennsylvania Convention Center Authority Anti-Discrimination Policy.

iv) The Pennsylvania Convention Center Drug-Free Workplace Policy.

v) The Pennsylvania Convention Center Forklift policy.

vi) The Pennsylvania Convention Center Motorized Equipment policy.

13) Compliance with Law.

a) Licensee shall comply with all applicable statutes, ordinances, rules, orders, regulations and directives which are in force or applicable during the periods specified herein, issued, adopted or enacted by the federal or state governments or any department, bureau or office thereof, or by the City of Philadelphia, including without limitation any restrictions of record on the property of the Authority, and any requirements or conditions of any insurance policy of SMG or the Authority. Licensee's use shall not cause any increase in premiums on any such policy.

b) Licensee shall obtain and pay for any and all permits, licenses and taxes required for the use of the Facility.

14) Amendment or Modification.

This License Agreement may be modified or altered at any time by the Authority upon thirty (30) days' notice. This includes, but is not limited to, establishing new rules, altering existing rules, changing any fees, or changing insurance requirements. The Authority shall provide Licensee with notice of such change and an acknowledgment form and deadline for acceptance or rejection of the changes. In the event the Licensee accepts the change, Licensee shall submit the signed acknowledgment form on or before the designated deadline for submittal. In the event Licensee elects not to accept the changes, this License Agreement shall be deemed terminated by mutual consent as of the designated deadline.

15) Governing Law.

This Agreement and attachments, if any, constitute the entire understanding between the Licensee and the Authority and shall be governed by the laws of the Commonwealth of Pennsylvania, without giving effect to otherwise applicable principles of conflicts of laws.

[SIGNATURE PAGE FOLLOWS]

Pennsylvania Convention Center Authority
By: SMG, its duly authorized Manager

(Signature)

Name: Lorenz Hassenstein
(Printed)

Title: General Manager

Date: June 30,2014

Licensee Name (Company Name)

By: _____
(Signature)

Name: _____
(Printed)

Title: _____

Date: _____

Attest: _____
(Signature)

Appendix A

Licensee Information Statement

***Please complete and/or update this form, sign and return with your signed agreements. Your company will be invoiced a "License Processing Fee" for the annual period: January 1, 2016 through December 31, 2016 in the amount of $100.**

Company name:_____

Address:_____

City:_____ State:_____ Zip:_____

Contact Name:_____

24 Hour Emergency Contact:_____

Phone #:_____ Fax #:_____

Cell #:_____ Cell 2 #:_____

E-mail address 1:_____

E-mail address 2:_____

E-mail address 3:_____

Federal Tax ID #:_____

Insurance Company:_____ Insurance Agent:_____

Insurance Agent Phone #:_____ Insurance Agent Fax #:_____

Service or function your company provides for events:_____
(i.e. I&D, Audio/Visual, Design Supervision, Floral, Security, Rentals, Modeling, Transportation, etc.)
***This form completed, updated or reviewed by (please sign):**_____

THE FOLLOWING MUST ACCOMPANY THIS INFORMATION STATEMENT:

		REC'D
1.	Endorsed **"Right of Entry License Agreement"** (two signed sets).	_____
2.	**"Certificate of Insurance".**	_____
3.	This **"Licensee Information Statement"** page with all lines completed.	_____

If you require an updated copy of any, or all, of the "Rules and Regulations" as noted in section 13, please contact:

Contrator Services Department
(215) 418-2032
Or e-mail your request to:
contractorservicesforms@paconvention.com

Appendix B

INSURANCE REQUIREMENTS

All insurance companies must be Rated A+VIII or better by A. M. Best Company. Coverage shall remain in full force and effect for the term of the Agreement.

Types of Insurance	Limits
Commercial General Liability	
Coverage:	
Products Liability/Completed Operations Aggregate	$2,000,000
Each Occurrence	$1,000,000
Personal & Advertising Injury	$2,000,000
General Aggregate	$2,000,000
Automobile Liability	
Coverage:	
Bodily Injury and Property Damage Combined Single Limit– Occurrence	$1,000,000
Uninsured/Underinsured Motorist – Occurrence	$1,000,000
Umbrella Liability	
Coverage:	
Coverage must be in excess of Commercial General Liability, Automobile Liability, and Employer's Liability.	$5,000,000
Workers' Compensation and Employer's Liability	
Coverage:	
Workers' Compensation	Statutory
Employer's Liability	$1,000,000/$1,000,000/$1,000,000
Coverage must be in excess of Commercial General Liability, Automobile Liability, and Employer's Liability	

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

The Pennsylvania Convention Center Authority, SMG and their board members, officers, employees, and agents, as well as the Commonwealth and the City of Philadelphia, its agents, officers, and employees, must be named as Additional Insureds on all certificates of insurance for Commercial General Liability, Automobile Liability, and Umbrella Liability. All coverage provided hereunder must be primary as to all insured, and Additional Insureds listed herein. The policies shall contain a waiver of subrogation in favor of the Additional Insureds.

If you do not wish to be invoiced you may send a check for your fee(s).
If you would prefer to make a direct payment for your fee(s) complete and submit this form.

Send completed form with your signed agreements to:

Pennsylvania Convention Center
Attn: Contrator Services Department
One Convention Center Place
Philadelphia, PA 19107-2299
or
Via e-mail to:
contractorservicesforms@paconvention.com

Date: _____

Company Name: _____

Cardholder Name: _____

Annual Registration fee U.S. $100.00 _____

Other fees U.S. $_____ Description: _____

Total amount to be charged U.S. $: _____

I would like to authorize the Pennsylvania Convention Center Authority/SMG to charge the credit card information for the above amounts(s)

AMEX	MASTER CARD	VISA	DISCOVER CARD
☐	☐	☐	☐

Account Number: _____

Expiration Date: _____

Print Name of Cardholder: _____

Signature of Cardholder: _____

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

Terms of Agreement

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

1. General

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

2. Rental Terms and Time

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

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

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

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

e)

3. Location of Use

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

4. Inspection Upon Delivery

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

5. Damage to Leased Property After Delivery

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

6. Obeyance of Laws

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

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

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

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

8. Operation and Maintenance

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

9. Collision, Comprehensive and Liability Insurance

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

10. Ownership

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

11. Indemnification for Injuries or Damage

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

12. Assignment by Lessee

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

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

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

14. Default

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

15. Customer Damage Waiver

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

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

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

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

17. End of Rental

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

18. Term of Lease

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

19. Entire Agreement

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

Name of Lessee:

BY:_____

Please print name:_____

Title:_____

Company:_____

Address:_____

Phone #: _____ Date:_____

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

BY:_____

Title:_____Date:_____

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

Personnel Authorized To Order Equipment

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

SAMPLE

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Rate Schedule

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

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

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

SAMPLE

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Section 7: Exhibitor Information and Utility Forms

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

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.

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

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

Customers and Exhibitors' Rights Exhibitors' Booths

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

Loading and Unloading

- Exhibitors **may load and unload** non-commercial automobiles, 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 flat bed carts, and 2 wheel hand trucks. The use of any motorized or hydraulic devices is prohibited.

Computers/Audio Visual

- All full-time regular employees of Exhibitors shall be permitted to **connect their personal computers** (desktop or laptop), computer components and peripherals with no limitation for non-public use.
- All third-party vendors, including rental companies, contractors, and/or vendors must utilize union workers to install and to dismantle their laptops, desktop computers and audio visual equipment.
- The installation and dismantling of all computers (in bulk) 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 and D Exhibits (not set by the Exhibitor) of more than 600-square feet are installed and dismantled by Stagehands.

Easels and/or Sign Cards

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

Electrical

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

Florists

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

Freight

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

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

Ordering Exhibitor Services Online

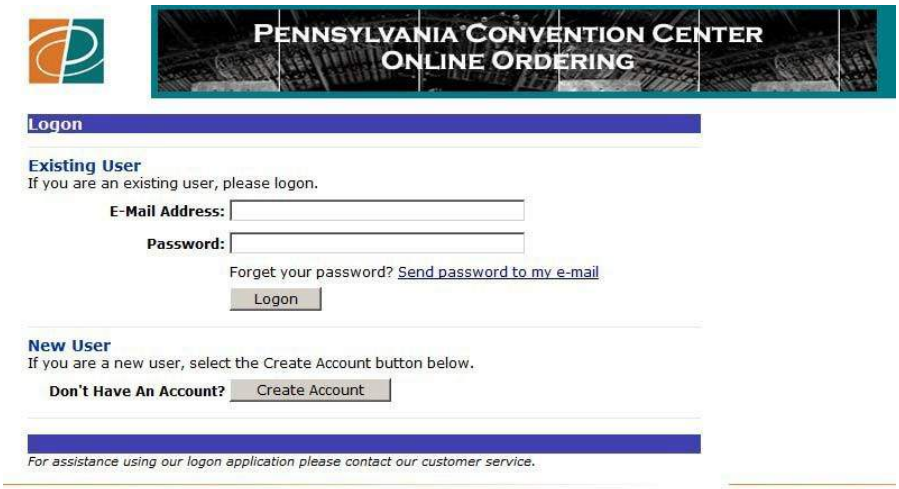
(this is the quickest, easiest and preferred method for ordering utilities)

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.

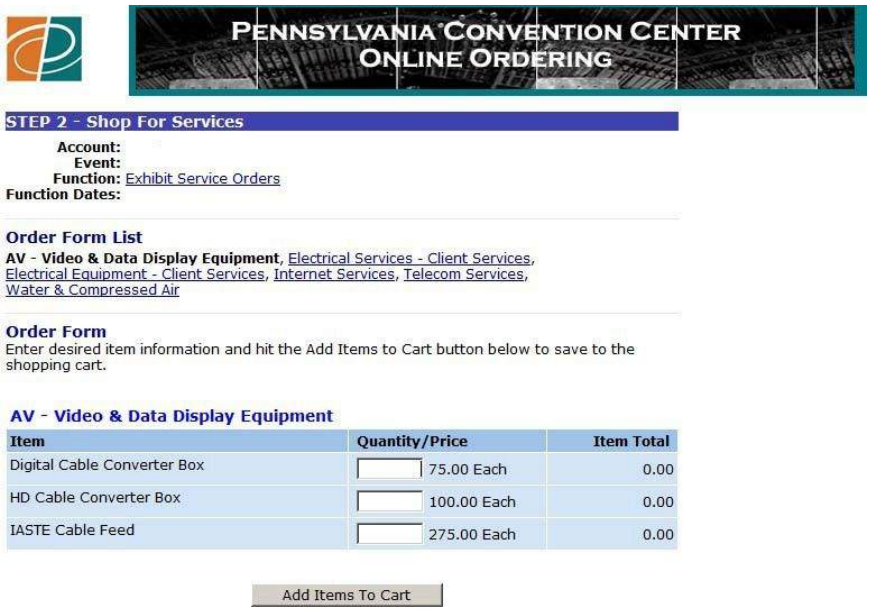
For electricity, plumbing, compressed air, telecommunications, and/or internet services online ordering please use this link:

https://iebms.paconvention.com/coe/coe_p1_all.aspx?oc=10&cc=COESOP

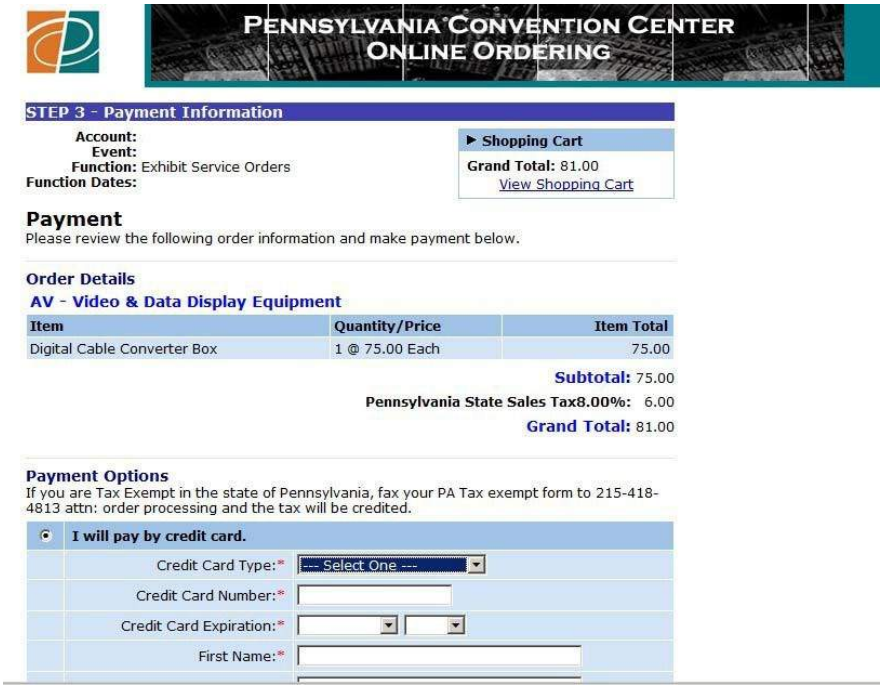
One: Select your event, register or login, and enter your booth number.



Two: Select the services requested.



Three: Review your cart, pay by credit card and checkout.



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

Pennsylvania Convention Center
PHILADELPHIA
AN SMG MANAGED FACILITY

"EVENT NAME"

ADVANCE RATE DEADLINE
"DATE"

EXHIBITOR AUDIO VISUAL SERVICE ORDER

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

Exhibiting Firm: _____ Booth No.: _____

Address: _____ Event: _____

City: _____ State: _____ Zip: _____

Exhibitor Contact Name: _____ Title: _____

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

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

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

Print Card Holder's name: _____ Signature: _____

Check enclosed #: _____ Amount: _____

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

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

ON SITE CONTACT INFORMATION:

On-site Contact Name: _____

Cell Phone Number: _____

Delivery Date/Time: _____

Pick-up Date/Time: _____

TOTAL CHARGES	
EQUIPMENT SUBTOTAL	
8% SALES TAX	
SERVICE CHARGE (23% OF EQUIPMENT TOTAL)	
TOTAL AMOUNT DUE	

SPECIAL INFORMATION:

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

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

ADDITIONAL EQUIPMENT: _____

_____

RATES EFFECTIVE JULY 1, 2015 – RATES SUBJECT TO CHANGE
(Rev. 7/15)

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

1. INSTRUCTION FOR COMPLETING ORDER FORM AND PROCESSING REQUESTS.

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

2. PAYMENT TERMS & CONDITIONS

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

3. RENTAL TERMS AND CONDITIONS

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

Signed: _____ **Date:** _____

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

RATES EFFECTIVE JULY 1, 2015 – RATES SUBJECT TO CHANGE (Rev. 7/15)

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

Pennsylvania Convention Center
PHILADELPHIA
AN SMG MANAGED FACILITY

"EVENT NAME"

ADVANCE RATE DEADLINE
"DATE"

AUDIO VISUAL SERVICE ORDER

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

Exhibiting Firm: _____ Meeting Room: _____

Address: _____ Event: _____

City: _____ State: _____ Zip: _____

Exhibitor Contact Name: _____ Title: _____

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

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

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

Print Card Holder's name: _____ Signature: _____

AUDIO VISUAL SERVICES (DAILY RATES FOR MEETING ROOMS)

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

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

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

ON SITE CONTACT INFORMATION:

On-site Contact Name: _____

Cell Phone Number: _____

Delivery Date/Time: _____

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

RATES EFFECTIVE JULY 1, 2015 – RATES SUBJECT TO CHANGE (Rev. 4/15)

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

1. INSTRUCTION FOR COMPLETING ORDER FORM AND PROCESSING REQUESTS.

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

2. PAYMENT TERMS & CONDITIONS

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

3. RENTAL TERMS AND CONDITIONS

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

Signed: _____ **Date:** _____

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

RATES EFFECTIVE JULY 1, 2015– RATES SUBJECT TO CHANGE (Rev. 4/15)

SAMPLE

IF PAYING BY CHECK RETURN THIS FORM TO:
PCCA/SMG ORDER PROCESSING
1101 ARCH STREET
PHILADELPHIA, PA 19107
EMAIL COMPLETED FORM TO:
utilities@paconvention.com
215-418-2190

Pennsylvania Convention Center PHILADELPHIA
AN SMG MANAGED FACILITY

ADVANCED RATE DEADLINE:

ELECTRIC SERVICE & ELECTRIC LABOR INSTALLATION ORDER FORM

(PLEASE READ PCC/SMG TERMS & CONDITIONS ATTACHED)

Exhibiting Firm:_____ Booth #:_____

Bill To Address:_____ Event:_____

City:_____ State:_____ Zip:_____

Exhibitor Contact Name:_____ Title:_____

Phone:_____ E-Mail:_____

On-Site Contact Name:_____ Phone:_____

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

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

Card Holder's Name:_____ Signature:_____

Check enclosed #:_____ Amount:_____

STANDARD 110V/120V SERVICE

Service originates at back center of Inline & Peninsula Booths.

QTY	SERVICE	ADVANCED	STANDARD	TOTAL
	500watts	$118.00	$160.00	
	1000watts	$150.00	$210.00	
	2000watts	$190.00	$255.00	
	24HR. 500watts	$177.00	$240.00	
	24HR. 1000watts	$225.00	$315.00	
	24HR. 2000watts	$285.00	$382.50	
	OTHER	CALL	CALL	

208V MOTORS/MACHINERY SERVICE

Labor and material charges will apply.

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

RENTAL LIGHTS

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

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

ELECTRICAL LABOR RATES PER HOUR:

Straight Time: 8am-4:30pm Monday-Friday
Regular Rate: $115.00 Show Site Rate: $140.00
Over Time: 6am-8am after 4:30pm Monday-Friday / All Day Saturday **Regular Rate: $170.00 Show Site Rate: $195.00**
Double Time: All Day Sunday / Recognized Holidays
Regular Rate: $225.00 Show Site Rate: $250.00

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

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

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

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

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

RATES EFFECTIVE JULY 1, 2016 – RATES SUBJECT TO CHANGE WITHOUT NOTICE Rev. 8/16

SAMPLE

PCC/SMG ELECTRIC SERVICE ORDER
TERMS & CONDITIONS

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

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

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

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

SAMPLE

IF PAYING BY CHECK RETURN THIS FORM TO:
PCCA/SMG ORDER PROCESSING
1101 ARCH STREET
PHILADELPHIA, PA 19107
EMAIL COMPLETED FORM TO:
utilities@paconvention.com
PHONE: (215) 418-2190
FAX: (215) 418-2187

Pennsylvania Convention Center
PHILADELPHIA
AN SMG MANAGED FACILITY

ADVANCED DEADLINE DATE:

WATER & COMPRESSED AIR SERVICE ORDER

(Please read Terms and Conditions attached)

Exhibiting Firm: _____ Booth No.: _____

Billing Address: _____ Event: _____

City: _____ State: _____ Zip: _____

Exhibitor Contact Name: _____ Title: _____

Phone: _____ E-Mail: _____

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

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

Print Card Holder's name: _____ Signature: _____

Check enclosed #: _____ Amount: _____

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

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

PLUMBING LABOR RATES:
Weekdays 8am - 4:30pm $140.00per hour | Weekdays after 4:30pm & all day Saturday $210.00 per hour
All day Sunday and Holidays $280.00 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:** _____

ADVANCED RATE PRICING: SERVICE ORDER WITH PAYMENT IN FULL MUST ARRIVE PRIOR TO DEADLINE DATE NOTED ABOVE

RATES EFFECTIVE JULY 1, 2016 – RATES SUBJECT TO CHANGE (Rev. 9/16)

SAMPLE

PCCA/SMG WATER & COMPRESSED AIR SERVICE ORDER
TERMS & CONDITIONS

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

2. **PAYMENT TERMS & CONDITIONS**
   a. **Full payment is due with service order.** Credit Card Pre-authorization for on site charges, labor and materials is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center Authority**, (PCCA) and accepted credit cards. Service orders will not be processed without payment. Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
   b. **Advanced Rates** will be applicable to service orders received with payment in full by the deadline date noted on the front of this form.
   c. **Standard Rates** will be applicable to service orders received after the Advanced Rate Deadline or orders received without payment.
   d. **Third party billing** is available upon request. Please contact the PCCA/SMG Finance Department at 215-418-4795 for approval.
   e. **Outstanding balance** for services will be automatically billed to the credit card on file.
   f. Credit will not be given for service installed and not used.
   g. **Cancellation of services** must be received by PCC/SMG Utility Services Department 21 days prior to the event. Services cancelled without 21 days prior written notice are subject are subject to a cancellation fee of 25%.
   h. A $25.00 handling charge will be assessed for returned checks due to insufficient funds.
   i. Rates are based on current wages and are subject to change without notice.
   j. **Claims** regarding services provided by PCCA/SMG will not be considered unless filed by customer issued prior to the close of show.
   k. **Refunds** of overpayments and dispute resolutions will be issued by submitting requests to PCCA/SMG Finance Department within 30 days of the close of final invoicing.
   l. For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCCA/SMG shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania
   m. **International exhibitors** are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
   n. For companies exempt from sales tax, PCCA/SMG requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

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

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

RATES EFFECTIVE JULY 1, 2016 – RATES SUBJECT TO CHANGE (Rev. 9/16)

SAMPLE

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

Pennsylvania Convention Center
PHILADELPHIA
AN SMG MANAGED FACILITY

"EVENT NAME"

ADVANCE RATE DEADLINE
"DATE"

INTERNET SERVICE ORDER

(Please read terms and conditions on reverse side)

Exhibiting Firm: _____ Booth No.: _____

Address: _____ Event: _____

City: _____ State: _____ Zip: _____

Exhibitor Contact Name: _____ Title: _____

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

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

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

Print Card Holder's name: _____ Signature: _____

Check enclosed #: _____ Amount: _____

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

QTY	SERVICE	ADVANCE	STANDARD	TOTAL
	Dedicated Public Internet Service will accommodate internet functions such as: viewing streaming video, surfing the internet, viewing websites and checking email. These services provide "real IP's", there are no blocked ports and they will support multiple users with VPN connections.			
	Dedicated Public 9Mb – includes (10) IP addresses, can expand to (28) total IP addresses	**$9,000.00**	**$11,250.00**	
	Dedicated Public 6Mb – includes (10) IP addresses, can expand to (28) total IP addresses	**$7,000.00**	**$8,750.00**	
	Dedicated Public 3Mb – includes (6) IP addresses, can expand to (11) total IP addresses	**$4,250.00**	**$5,310.00**	
	Dedicated Public 1.5Mb – includes (6) IP addresses, can expand to (11) total IP addresses	**$2,500.00**	**$2,655.00**	
	• **Additional Dedicated Public IP address**	**$160.00**	**$195.00**	
	Private Internet Service will accommodate general internet functions such as: viewing streaming video, surfing the internet, viewing websites and checking email. These services will not support multiple users with VPN connections.			
	Private 6Mb – includes (4) IP addresses	**$1,200.00**	**$1,500.00**	
	Private 3Mb – includes (4) IP addresses	**$1,000.00**	**$1,250.00**	
	Shared Private 1.5Mb – includes (1) IP address (not recommended for credit card transactions)	**$500.00**	**$625.00**	
	• **Additional Private IP address**	**$125.00**	**$160.00**	
	Dry VLAN connection – This service is not internet access. This service is inclusive of the origination and destination points. **Origination Point**_____ **Destination Point**_____	**$600.00**	**$750.00**	
	Please Note: Higher bandwidth options are available. Please contact the Show Services department for a quote 215.418.4800 or showservices@paconvention.com			
Internet service originates at back of booth; please attach the booth floor plan if primary service is required in a location other than back of booth. Data cabling to multiple locations is installed by the event electricians; please contact Utility Services to order this labor (215.418.2190 or utilities@paconvention.com). TO ORDER ON-LINE VISIT OUR WEBSITE AT WWW.PACONVENTION.COM			SUB TOTAL	
			8% SALES TAX	
			TOTAL	

RATES EFFECTIVE JULY 1, 2015 – RATES SUBJECT TO CHANGE (Revised 4/15)

SAMPLE

INTERNET SERVICE ORDER
TERMS & CONDITIONS

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

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

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

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

RATES EFFECTIVE JULY 1, 2015 – RATES SUBJECT TO CHANGE (Revised 4/15)

SAMPLE

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

Pennsylvania Convention Center
PHILADELPHIA
AN SMG MANAGED FACILITY

"EVENT NAME"

ADVANCE RATE DEADLINE
"DATE"

TELECOMMUNICATIONS SERVICE ORDER

(Please read terms and conditions on reverse side)

Exhibiting Firm: _____ Booth No.: _____

Address: _____ Event: _____

City: _____ State: _____ Zip: _____

Exhibitor Contact Name: _____ Title: _____

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

CREDIT CARD AUTHORIZATION REQUIRED

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

Print Card Holder's name: _____ Signature: _____

Check enclosed #: _____ Amount: _____

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

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

PHONE EQUIPMENT & FEATURES

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

D-MARK EXTENSION *(ordered by customer from local carrier and extended by PCC to room or booth. Attach carrier confirmation when requesting D-Mark extension)*

QTY	SERVICE	ADVANCE	STANDARD	TOTAL
	Extend ISDN, Data or Fiber to Booth/Room	$600.00	$600.00	
	Extend POTS Line to Booth/Room	$250.00	$250.00	

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

SUB TOTAL	
8% SALES TAX	
TOTAL	

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

RATES EFFECTIVE JULY 1, 2015 – RATES SUBJECT TO CHANGE (Revised 4/15)

SAMPLE

TELECOMMUNICATIONS SERVICE ORDER
TERMS & CONDITIONS

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

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

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

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

SAMPLE

RATES EFFECTIVE JULY 1, 2015 – RATES SUBJECT TO CHANGE (Revised 4/15)

PCC Safety Guidelines for Exhibitors Working in Booths 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.

Frequently Asked Questions-Exhibitors
100 Percent Customer-Focused

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 PCC, Is it okay for me to set up scaffolding and paint 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 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.

Can I hire an outside AV vendor for rental equipment?

- If you are using a 3rd party vendor other than the preferred AV vendor for your event, you will incur additional labor fees. There is a 4-hour minimum for set-up and dismantle when using a 3rd party vendor other than the preferred event vendor. If ordering from the preferred AV vendor, labor costs have already been built in for these services on the service order form.

Electric

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

- Exhibitors have the right to install your own lighting as long as the booth is 600 square feet or less. Lights must be installed by a full time employee of the booth and they cannot be provided by a rental company or 3rd party vendor. 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 being 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 grounded 3-wire, 12 gauge UL cords. Taping across the floor is not permitted.

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

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

Section 8: Food and Beverage (Aramark)

Exhibitor Services Menu & Order Form
Event Planning
Payment & Credit
Taxes & Fees/Coat & Baggage Check
Convention Cafes & Restaurants
Standardized Guidelines & Procedures

Aramark/SFS

1101 Arch Street, Philadelphia PA 19107

Pennsylvania Convention Center Exhibitor Menu

SPECIALTY SERVICES

Old City Coffee Service
Espresso Service, Specialty Coffee & Tea Service
Contact an Aramark/SFS Sales Manager for additional information

Electric Water Cooler**
Electric Water Cooler, $100 each
Includes cooler, 5 gallon water tank and cone cups
Additional 5 gallon water, $35.00 each

Soft Pretzel Warmer**
Pretzel Warmer, $150 daily rental
Super Pretzels, $200 per case of 50
Served with Spicy Mustard

Pour Over Coffee Machine**
Coffee Machine, $200 per day
Includes Coffee Maker, 2 pour over coffee pots, one 5 gallon water tank, eight coffee packets, two decaf coffee packets, flavored teas, PC condiments
Machine Dimensions: 1' deep X 2' wide
Coffee Kit Refills, $115 each
Includes one 5 gallon water tank, eight coffee packets, two decaf packets, flavored tea bags, PC condiments

Ice Cream Novelties**
Ice Cream Freezer, $100 daily rental
Assorted Ice Cream Novelties, $4.50 each

***Requires a dedicated 110-volt electrical connection, contact Aramark/SFS Sales Manage for Specific Details*

A LA CARTE ITEMS

Beverages
Coffee, Decaf, Hot Tea
$63 per gallon
Serves approx. 12 10 oz. cups

Unsweetened Iced Tea $40 per gallon
Lemonade, $40 per gallon
Fruit Punch, $40 per gallon
Assorted Bottled Fruit Juice, $3.50 each
Assorted Soft Drinks, $3.50 each
Bottled Water, $3.50 each
Mineral Water, $3.25 each
PowerAde, $5 each

10 lb. ice, $10 per bag

Bakeries
Bagels, $48 per dozen
Danish, $48 per dozen
Muffins, $48 per dozen
Donuts, $48 per dozen
Breakfast Breads, $48 per dozen
Fresh Baked Cookies and Brownies, $38 per dozen
Sticky Buns (Plain or Raisin), $48 per dozen

Boxed Lunches, Contact Sales Manager for Pricing
Choice of Turkey, Roast Beef, Eggplant, Prosciutto or Garden Salad
Includes Chips, Cookie, Bottled Water

Snacks
Individual Bags of Snacks, $3.75 each
Potato chips, Pretzels, Popcorn
Philadelphia Famous Tasty Kakes, $57 per dozen
Assorted Granola Bars, $4 each
Philly Soft Pretzels, $38 per dozen
Whole Fruit, $3.50 each
Mini Cupcakes, $36 per dozen
M&M's Hersey Kisses, $10 per pound
Chocolate Dipped Strawberries, $40 per dozen
Mini Italian Hoagies (3 in.), $70 per dozen

ORDERING INFORMATION

Ordering
Our 20-day deadline allows sufficient time to order, plan and prepare all of your food and beverage needs. All orders received after the deadline will be noted as late and will be processed after all on-time ordered 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.

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 is subject to a 23% 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.

Special Orders
We have designed this menu through years of experience with exhibitors in mind. However, should you have special menu needs, please feel free to contact our Sales Department. Any variance from this menu, including changes in quantity, menu context, etc. is subject to special pricing.

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. Additional ice refreshes are $25 per delivery. Beverage barrels are available for an additional charge of $50/day. Each beverage barrel holds approximately 50 beverages.

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: _____ Fax: _____ Cell: _____

On-site Contact: _____ On-site Phone: _____

Booth/Room Number: _____ Number of Guests: _____

Day/Date	Start & End Time	Quantity	Item Description	Item Price
Submit your order: Fax: 215-418-2210 Phone: 215-418-2243			Subtotal	
			10% Late Fee (When Applicable)	
			23% Administrative Fee	
			Delivery Fee (When Applicable)	
			3% Credit Card Processing Fee	
			8% Sales Tax	
			Total	

Cardholder's Name: _____ ___Visa ___MasterCard

Cardholder's Signature: _____ ___AmEx ___Check

Card Number: _____

Exp. Date ____/____ CVV: _____

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/SFS Corporate Policy requires full payment prior to commencement of services. Additionally, a credit card must be on file for any reorders made on site. No exceptions.

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.

Event Planning

FOOD & BEVERAGE ORDER SPECIFICATIONS

To ensure the proper planning of your event, we request that all food and beverage specifications be received in writing by our office no less than 45 days prior to the date of your first scheduled service.

CONFIRMATION OF ORDERS

Upon receipt of all written food and beverage specifications, your sales professional will review them and, in turn, provide you with written confirmation of the services you have ordered. The confirmation will be in the form of separate event orders for each individual service. Signed event orders must be received by our team no less than 30 days prior to the start of the first scheduled event. New customers booking short-term events (within 30 days of the event's start date) must review, sign and return event orders upon their receipt.

The Catering Agreement (contract) outlines specific agreements between the customer and the caterer. The signed Catering Agreement, along with the required deposits, must be received by Aramark no less than 60 days in advance of the first scheduled event. A 10% deposit is required at the time the contract is returned. An additional 65% is due 30 days prior and the balance is due no less than three days prior to the first event. If the signed Catering Agreement is not received at least 60 days prior to the first scheduled event, menu prices are subject to change. The Event Orders, when completed, will form part of your contract.

SPECIAL EVENTS

There are a number of "special events" that require attention to complex details. These include, but are not limited to, events for more than 1,000 people, weddings and VIP functions. These functions typically require customized menus. In addition to logistical planning, specialty equipment and labor may be needed to successfully orchestrate such events. Due to these requirements special events may be subject to earlier guarantee dates and deposits. Events requiring extraordinary use of equipment and china may incur rental charges. Please discuss this with your sales professional. Specifications for these events are to be received no less than 45 days prior to the event unless otherwise negotiated between the customer and the caterer.

MENU PROPOSALS

In addition to designing menus for "special events", our sales professionals are often asked to design menu proposals to meet additional customer requirements. Included in the menu planning and pricing evaluations which accompany these proposals are considerations given to the expected attendance at these events. Should an event's attendance fall significantly below the original number expected, the proposed menu price may be subject to change.

FLOOR PLANS FOR CATERING FUNCTIONS

Your sales professional will review both the guest seating arrangements (floor plan) and the "behind the scenes" logistics to ensure ample space has been considered, making appropriate recommendations for both areas to create the best possible guest experience. Often, large events require catering (dishing, serving, clearing) to take place in areas that are not commonly dedicated to that purpose. In these instances, the customer and the Aramark sales professional will discuss effective solutions (such as pipe and drape) to mask food service staging areas from the guest's view. The costs for additional equipment such as this, which may be provided by the customer's decorating company or through Aramark, will be the responsibility of the Customer.

Additionally, as safety is always important, Aramark reserves the right to specify floor plans and layouts of all set-ups, seating tables, serving stations and like items to enable safe and efficient service to your event. This includes reserving necessary space dedicated to both back of house and front of house areas. This also includes service areas, breakdown areas and front of house service aisle ways. These details will be reviewed with our facility and customers prior to developing final floor plans.

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Payment and Credit

ACCEPTABLE FORMS OF PAYMENT

Aramark accepts certified or cashiers checks, money orders, American Express, MasterCard and Visa as payment for products and services. If payment is received within less than five (5) business days prior to the event, certified funds, credit card payment or a wire transfer will be required. If the customer prefers to pay by company check or wire transfer, a credit card authorization form is required to facilitate on-site orders. A 3% processing fee applies to all credit card charges.

PAYMENT POLICY

Aramark's policy requires full payment in advance.

ADVANCE DEPOSIT/MASTER ACCOUNTS

Any customers whose net sales order exceeds $100,000.00 are eligible to apply for direct billing. Aramark requires that those customers applying for direct billing provide a 75% deposit along with the signed Catering Agreement no less than 30 days prior to the start date of the first event. Eligibility for direct billing is based upon credit history. Caterer reserves the right to request an additional deposit or payment in full prior to the first scheduled event based upon credit history.

To establish a master account for direct billing, please contact your sales professional. All credit applications must be returned for review no less than 90 days prior to the date of the first scheduled event. Upon credit approval, payment of the remaining balance plus any additional services ordered on site will be due within 30 days of receipt of the final invoice upon presentation of final invoice. A finance fee of 1.5% per month (or, if lower, the maximum legal rate) will be assessed on all payments not made within 30 days.

Taxes & Fees

ADMINISTRATIVE FEE AND TAX

- All food and beverage items are subject to a 23% administration fee* and applicable sales tax, currently at 8%. All alcoholic beverages are subject to a 10% state liquor tax. In some areas, the service charge may be subject to applicable sales tax.
- Labor fees are subject to applicable sales tax, currently at 8%.

ELECTRIC NEEDS

For any food and beverages services ordered which require electric, the client is responsible for ordering electric through the PA Convention Utilities Department at utilities@paconvention.com. Client will be responsible for any necessary charges associated with the electrical needs of catering services.

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Taxes & Fees

COAT CHECK RATES

Hosted Coat & Baggage Check

Hosted coat and baggage checks are $3.00 per person. The estimates are charged based on the guaranteed attendance provided to Aramark/SFS for the accompanying food and beverage function. In the event that the total actual number of attendees or items checked exceeds the guarantee by more than 25%, a flat fee of $250.00 per event plus the cost of additional items checked will apply. This additional fee covers any necessary staff and equipment required to provide service for the additional guests and/or items checked.

Cash Coat & Baggage Check

NUMBER OF ATTENDEES	PRICE *(up to 6 hours)*	PRICE *(each additional hour)*	NUMBER OF STAFF
Up to 1000	$350.00	$75.00	2
Up to 1500	$650.00	$75.00	3
Up to 2000	$800.00	$75.00	4
Up to 3000	$950.00	$75.00	5

Attendees pay $3.00 per item checked

If additional attendants are called in on a show day due to demand, client will be charge a flat fee of $150.00 per attendant in conjunction with client approval.

Coat & Baggage Check Staffing Variables

The following variables are taken into consideration when staffing for coat & baggage check for your event. Such variables may affect standard pricing as listed above.

- Demographics of your group
- The season of the year in which the event is being held
- Heavy arrival and departure days
- Guest arrival, all at once or staggered throughout the event
- Type of event

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Convention Cafes & Resturants

OVERVIEW

Great culinary concepts extend beyond the boundaries of imaginative banquet fare. Your Aramark/SFS sales professional will discuss how best to use our convention cafes and restaurants to serve event exhibitors and attendees. Please review all exhibit floor plans with your Aramark/SFS sales professional to ensure adequate food service areas.

CONVENTION CAFES AND RESTAURANTS

(Permanent & Temporary Food and Beverage Locations)

Aramark/SFS reserves the right to open and close convention cafes & restaurants based on sales history, show demand and in consultation with show management. Each location sales must meet a minimum of $2,000.00 in total cash sales per four-hour period. Each additional hour beyond the four hour period must meet a total in $550.00 in sales. If sales total less than the applicable sales minimums, the client will be responsible for the difference.

In some cases, a Temporary Dining Unit (portable food and beverage outlet) rather than one of our permanent café or restaurant locations will be requested or deemed necessary. Due to electrical requirements for portable dining units floor plans of exact location are due 14 days prior to events start date. If any changes or adjustments are made to the location, a $500.00 electrical move fee will be applied.

CONVENTION CAFES & RESTAURANTS

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Catering Guidelines

GUARANTEES

To ensure the success of your event(s) it is necessary we receive your "final guarantee" (confirmed attendance) for each meal function by the following schedule:

- Events up to 500 people require the final guarantee three (3) business days prior to the first event.
- Events between 501 – 2,500 people require the final guarantee five (5) business days prior to the first event.
- Events over 2,501 people require the final guarantee seven (7) business days prior to the first event.

Please note the above schedule excludes weekends and holidays.

Once the final guarantee is due, the count may not be decreased. For plated meal functions, the caterer shall be prepared to serve 5% over the final guarantee, up to 50 meals. Caterer will be prepared to serve the guarantee for all other meal functions. The customer will be billed based on the final guarantee or the actual number of meals served whichever is greater. We will make every attempt to accommodate increases in your count after the final guarantee is due, however; any increase exceeding 10% of the final guarantee will be subject to a to a 10% surcharge. If the count increases within the final guarantee timeline, the 5% overage will no longer apply.

CANCELLATION POLICY

Cancellation of any convention or individual event must be sent in writing to your sales professional. Any cancellation received less than 60 days of the first scheduled event will result in a fee to Aramark equal to 25% of the estimated food and beverage charges. Any cancellation received less than 30 days in advance of the first scheduled event will result in a fee of 50% of the estimated food and beverage charges. Any cancellation received after the final guarantee has been provided will result in a fee equal to 100% of the charges on the affected event order(s).

MINIMUM REQUIREMENT FOR MEAL FUNCTIONS

There is a minimum guarantee of 25 people for all meal functions (seated or buffet). If the guarantee is less than 25 people, a $150 fee plus tax will apply.

Exhibitor Food & Beverage Policy

The caterer is the exclusive provider of all food and beverages. As such, any requests to bring in outside food and beverages will be at Aramark's discretion and will be considered on a case by case basis. Please inquire with your sales professional. This includes requests for exhibitor amenities such as logo-bottled water, hard candies and sample products.

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