

PITTCONTM
CONFERENCE & EXPO
2013 PHILADELPHIA
MARCH 17-21



**Work Rules,
Jurisdictions and
Operating Procedures**



**Pennsylvania
Convention Center**
PHILADELPHIA

IN THE HEART OF IT ALL

March, 13 - 23 2013

**Expo Dates
March 18 - 21 2013**

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

- United Brotherhood of Carpenters & Joiners of America – Local 8
- Laborers’ International Union of North America – Local Union 332
- International Alliance of Theatrical Stage Employees (IATSE) – Local Union 8
- International Brotherhood of Electrical Workers – Local Union 98
- Highway Truck Drivers & Helpers (Teamsters) - Local 107
- Reinforced Iron Workers, Riggers & Machinery Movers – Local Union 405
- The Pennsylvania Convention Center Authority (PCC)
- The Philadelphia Convention and Visitors Bureau (PCVB)
- GES Exposition Services
- Pittsburgh Conference on Analytical Chemistry & Applied Spectroscopy - A Pennsylvania Non - Profit Corporation .
(Pittcon 2013)

Please review the rules carefully. If you have any questions or wish clarification, contact one of the people listed on page 27 to obtain additional information.

As always, The Pittcon Exposition Committee is available to assist you.

Best Wishes for a rewarding Pittcon 2013,

Annette and Daniel Wilson
Exposition Co - Chairs

Ronald G. Bargiel
President

Pittcon 2013

Work Rules, Jurisdictions and Operating Procedures

General Information

The following work rules and operating procedures are valid for Pittcon 2013 which will be held at the Pennsylvania Convention Center in Philadelphia March 17th thru 21th 2013. While most of these rules will apply to any other conventions in the Pennsylvania Convention Center some are specific to Pittcon 2013.

Unions will be employed through the General Services Contractor, GES Exposition Services. **In each case where these rules indicate that an “exhibitor may” do something, this is interpreted to mean a full time employee of the exhibiting company.** A full time employee is one who is employed throughout the year. Full time employment should be verifiable upon request

Reasonable judgment must be used in determining when a task is too large or so time consuming as to require professional union labor. If you have any questions concerning these work rules for Pittcon 2013, please see the back page for contacts and telephone numbers.



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Pennsylvania Convention Center

Exhibitor Rights

LOADING DOCK & PERSONALLY OWNED VEHICLES

Exhibitors or any of its fulltime employees may unload their Personally Owned Vehicle (POV) from the Pennsylvania Convention Center (PCC) loading dock area. GES Company will designate areas where exhibitors may load and unload. Parking of vehicles is prohibited.

Exhibitors or any of its fulltime employees may make as many trips as necessary to unload a POV, however exhibitors must make every effort to load and unload POV's quickly and remove the POV from the site. Exhibitors can then work in their booth after the vehicle is removed.

Exhibitors or any of its fulltime employees may use their own equipment, including but not limited to carts, dollies, luggage carriers and 2-4 wheel hand trucks. No motorized or hydraulic devices will be allowed. GES and the PCC will NOT provide any equipment (dollies, hand truck, etc.) to exhibitors for unloading POV's.

An Exhibitor's booth size is irrelevant when unloading a POV.

GES will offer on-site Cart Service for exhibitors that require assistance where it would load up freight in a cart and deliver from the POV to the booth by Show Laborers. There are fee's related to cart service.

EXHIBIT BOOTHS 300 SQUARE FEET OR SMALLER

Exhibitors or any of its full-time employees may set-up and/or tear-down their booth and are allowed to use hand tools. No hammers or hand saws allowed.

Exhibitors or any of its full-time employees are not allowed to use battery powered or electrically powered tools, nor may you use ladders of any kind.

Exhibitors or any of its full-time employees may hang signs or graphics and install floor coverings.

Exhibitors are not restricted to a specific number of people to set-up and/or tear-down a booth but exhibitors are required to abide by the rule to only

allow fulltime employees of the Exhibiting Company to set-up and/or tear-down the booth.

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

Exhibitors or any of its full-time employees are permitted to bring in food or go outside of the PCC and bring food back into the exhibit hall during set-up and/or tear-down.

EXHIBIT BOOTHS LARGER THAN 300 SQUARE FEET BOOTH ASSEMBLY

Audio/Visual screens, owned by the booth/exhibitor will be mounted onto booth structure by carpenters. All rented monitors will be mounted onto booth structure by stagehands.

COMPUTERS

Exhibitors and any of its full-time employees in booths of any size, may set up and connect their personally owned computers, computer components and all peripherals without limitation.

Exhibitors that rent computer monitors from an external vendor must utilize composite crews to do so. An external vendor does not have authorization to set-up and connect computers and/or computer components.

PRODUCT AND LITERATURE

Exhibitors and any of its full-time employees in booths of any size, may open boxes, stock shelves, distribute and set merchandise and literature within the booth.

Hard wiring of any merchandise is prohibited. It is recommended that exhibitors bring in merchandise with cord caps already attached to help avoid a hardwiring situation. Any merchandise requiring hard wiring (i.e. placing bare copper wires) will be wired and mounted by Show Labor Electricians in booths of any size.

Exhibitors in booths of any size may place, plug in, hang from hooks, or place on shelves their merchandise. In booths larger than 300 square feet, and for merchandise that is to be attached to the booth structure, carpenters will mount the merchandise to the booth structure.

Unions Employed at the Pennsylvania Convention Center

Electricians Jurisdiction

1. The placement of all electrical cords or apparatus used to distribute power, light sound or signal placed directly on the Pennsylvania Convention Center floor.
2. All lighting that requires hard wiring into the Pennsylvania Convention Center's power source (i.e. placing bare copper wires).
3. All lighting that is suspended in exhibit areas (Not I & D)
4. Hanging and removing motors for truss in trade show areas.
5. Coring of holes for raceways for electrical power or control and sound and communication devices, equipment or fixtures.
6. Installing conduits, power cables or direct burial power cable inside the property line as defined by the Tariff for the purpose of electrical and communications work.
7. Installing of fire alarm, life safety, Dictaphone nurse call systems, operation room lights, patient monitoring equipment, X-ray equipment, CAT scan, MRI and all electrical scanning equipment.
8. The cutting and mechanical assembly of all electrical raceways, brackets, hangers, racks and all types of support beyond the building structure to be used to support and/or hold any wire, conduit, tray or any other electrical raceway or device and/or equipment.
9. The installation of brackets to support or feed any electrically powered appliances (that does not have a mechanical connection) such as television and microwaves, and excluding structural support items inside of walls/ceilings.
10. Installation of electrical space and baseboard heaters and electrical controls and electrical components for HVAC systems.

The work week shall consist of Monday through Friday. The first eight (8) hours of each day shall be performed at straight time regardless of an individual's starting time. Any work performed in

excess of eight hours a day shall be paid at time and one half the “Base Rate”. There will be 1/2 hour for meal period and 2 (15) minute breaks.

All work beyond eight (8) hours per day, or on Saturday and Sunday shall be paid at the rate of time-and-one half the “Base Rate.”

Holidays shall be paid at the double time rate.

Once an employee reaches a higher rate of pay he/she shall remain at that rate until a 6 hour break is given.

The employer cannot unreasonably replace employees on the job to solely avoid paying the higher rate.

Any employee called back to work with less than six (6) hours off will be paid at the overtime rate.

There is a four (4) hour minimum call guarantee for all employees.

Holidays, New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day and Election Day: if any of these days falls on a Sunday the following Monday or official day designated by the government will be observed.

Carpenters Jurisdiction:

They type of work shall include, but is not limited to:

1. Layout, mark floor and place Floor numbers
2. Installation of Drapery work and removal of same, including but not limited to draping all areas for booths, special back-walls and close-offs.
3. Topping and draping of Service Contractor's tables to be done on show site, including risers.
4. Lay all aisle carpeting and booth carpets, including exhibitor's carpet, and all other floor covering and pick-up of exhibitor's carpet and all other floor coverings.
5. Sorting, distributing, installation and removal of all contractor's signage. (Non-electrical)
6. Erecting screens, lighting and projection platforms for Trade Shows (not on a permanent stage).
7. All millwright functions such as uncrating and crating of machinery and other materials.
8. Installation of any decoration for shows.
9. Installation and removal of all banding and plastic wrapping of exhibitor's crates, boxes, machines and products and contractor's equipment.
10. All chocking of exhibit material and contractor's material.
11. All first time cleaning of exhibits and contractor's service counters and rental units.
12. Uncrating, unpacking, distribution to the final individual locations, set up, take down, repacking and re-crating of all pegboards and poster-boards.
13. Set-up service desk.
14. Installing of electrical signs in booths. (Not hanging signs)
15. Installation and dismantling of all exhibits and displays in booths greater then 300 square feet
16. The handling, installation and removal of registration counters, entrance units, and rental displays.

17. Platform and stage installations and the work thereon.
18. All facilities installed to accommodate sporting events, pro or amateur.
19. Installation and removal of all protection work for booths, walls, ceilings, floors, etc, using masonite, visqueen, plywood or any other material.
20. Tents and other structures, inside and outside.
21. Outside crate protection

The work week shall consist of Monday through Friday. The first eight (8) hours of each day shall be performed at straight time regardless of an individual's starting time. There will be a 1/2 hour meal period (prior to full meal period and specific to Pittcon 2013 show labor will have a 15 minute clean up period) in addition there will be 2 (15) minute breaks. Any work performed in excess of eight hours a day shall be paid at time and one half the "Base Rate".

All work beyond eight (8) hours per day, or on Saturday shall be paid at the rate of time-and- one half the "Base Rate."

Sundays and Holidays shall be paid at the double time rate. Once an employee reaches a higher rate of pay he/she shall remain at that rate until a 6 hour break is given.

The employer cannot unreasonably replace employees on the job to solely avoid paying the higher rate.

Any employee called back to work from one day to another with less than six (6) hours off will be paid at the overtime rate. There is a four (4) hour minimum call guarantee for all employees.

Holidays, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day: if any of these days falls on a Sunday the following Monday or official day designated by the government will be observed.

Laborers:

1. All fork lift operation.
2. Unload and load all furniture.
3. Responsible for maintenance of all “empties”.
4. Erection and dismantlement of all vertical pipe for drape.
5. Roll up all carpet.
6. Unloading and distribution of all printed material.
7. Movement of all materials and freight from the dock/home yard to the work area.

The work week shall consist of Monday through Friday. The first eight (8) hours of each day shall be performed at straight time regardless of an individual's start time there will be a ½ hour meal period and 2 (15) minute breaks. Any work performed in excess of eight hours a day or forty hours a week shall be paid at time and one half the “Base Rate”.

All work beyond eight (8) hours per day, or on Saturday or Sunday shall be paid at the rate of time-and-one half the “Base Rate.”

Holidays shall be paid at the double time rate.

Once an employee reaches a higher rate of pay he/she shall remain at that rate until a 6 hour break is given.

The employer cannot unreasonably replace employees on the job to solely avoid paying the higher rate.

Any employee called back to work from one day to another with less than eight (8) hours off will be paid at the overtime rate.

There is a four (4) hour minimum call guarantee for all employees

Teamsters:

Local 107 includes the following classifications: drivers, loaders, un-loaders, helpers, forklift operators, freight deliverers, checkers, traffic controllers (when not covered by other agreements), at the Pennsylvania Convention Center and jockeys at the Pennsylvania Convention Center. The employers hereby agree that in order to preserve work opportunities normally available to employees covered by this Agreement, they will not contract nor subcontract any jockeying to be performed at the Pennsylvania Convention Center except to a recognized Teamster Local 107.

The work week shall consist of Monday through Friday. The first eight (8) hours of each day shall be performed at straight time regardless of an individual's start time there will be a ½ hour meal period and 2 (15) minute breaks. Any work performed in excess of eight (8) hours a day shall be paid at time and one half the "Base Rate".

All work beyond eight (8) hours per day, or on Saturday shall be paid at the rate of time-and- one-half the "Base Rate".

Sundays and Holidays shall be paid at the double time rate.

Once an employee reaches a higher rate of pay he/she shall remain at that rate until a 6 hour break is given.

The Employer cannot unreasonably replace Employees on the job in order to solely avoid paying the higher rate.

Any employee called back to work from one day to another with less than six (6) hours off will be paid at the overtime rate.

There is a four (4) hour minimum call guarantee for all employees.

Holidays, New Year's Day, Washington's Birthday, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. If any of these days falls on a Sunday the following Monday or official day designated by the government will be observed.

Riggers:

This type of work shall include but is not limited to:

- a) All fork lift operations as pertaining to machinery and equipment that requires specialized lifting or handling.
- b) The movement of oversized or abnormally heavy objects.
- c) The raising and lowering of oversized or heavy exhibit booth structures.
- d) All fork lift operations when it pertains to the raising of floor mounted truss not suspended by motors.
- e) All raising of floor mounted truss when Genie lifts are in use.

The work week shall consist of Monday through Friday. The first eight (8) Hours of each day shall be performed at straight time regardless of an individual's starting time there will be a 1/2 hour meal period and 2 (15) minute breaks. Any work performed in excess of eight (8) hours a day shall be paid at time and one half the "Base Rate".

All work beyond eight (8) hours per day, or on Saturday, shall be paid at the rate of time-and-one half the "Base Rate".

Sundays and Holidays shall be paid at the double time rate.

Once an employee reaches a higher rate of pay he/she shall remain at that rate until a break of six (6) hours at the minimum is given.

The Employer cannot unreasonably replace Employees on the job in order to solely avoid paying the higher rate.

Any employee called back to work from one day to another with less than six (6) hours off will be paid at the overtime rate.

There is a four (4) hour minimum call guarantee for all employees.

Holidays, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day. If any of these days falls on a Saturday the prior Friday will be observed. If any of these days falls on a Sunday the following Monday or official day designated by the government will be observed.

Stagehands:

This Agreement is intended to cover Local 8's jurisdiction in the 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 and all scenery, drops, travelers, trusses, scaffolding, iron work, properties, decorations, displays or other staging of theatrical accessories and effects associated and/or substitute materials of every kind at the Pennsylvania Convention Center and not to any other jurisdiction or work location. All such work shall be done only by employees of the employer under the jurisdiction of the Union and this Agreement.

The work week shall consist of Monday through Friday. The first eight (8) hours of each day shall be performed at straight time regardless of an individual's starting time. Any work performed in excess of eight (8) hours a day or on Saturdays shall be paid at time and one half the "Base Rate".

Monday through Friday, the first eight (8) hours of each day shall

be performed at straight time regardless of an individual's start time. In addition, all overtime and double time premiums will apply to all hours worked on Sundays and Holidays.

Sundays and Holidays shall be paid at the double time rate.

Once an employee reaches a higher rate of pay he/she shall remain at that rate until a 6 hour break is given.

If workers are laid off and called back from one day to another before a rest period of six (6) hours has elapsed the overtime rate shall be paid until a rest period of six (6) hours is called.

If Employees work any portion of an hour without a lunch break, they shall be paid for the full hour.

The Employer cannot unreasonably replace Employees on the job in order to solely avoid paying the higher rate.

All employees will be guaranteed a ½ hour meal break in the first eight (8) hour period. An employee will be guaranteed a ½ hour meal break for each subsequent four (4) hour period. If a meal break is not provided, the employee shall be paid double time for that meal period (limited to ½ hour per break).

Any employee called back to work with less than six (6) hours off from one day to another will be paid at the overtime rate.

There is a four (4) hour minimum call guarantee for all employees. Holidays, New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day, Christmas Eve and Christmas Day. If any of these days falls on a Sunday the following Monday or official day designated by the government will be observed.

Exhibitor Appointed Independent Labor Contractors (I & D)

These companies, commonly known as Installation and Dismantle companies contract with exhibitors to supervise the installation and dismantle of the exhibiting company's booth

Definitions and Clarifications

- **Employees of an Exhibitor Appointed Independent Labor Contractor are “NOT” Exhibitors. Therefore an employee of an Independent Labor Contractor can not perform tasks allowed to “Exhibitors”. Employees of an Independent labor Contractor are not permitted to wear exhibitor badges.**
- Union members employed by an Independent Labor Contractor or scheduled through Contractor or scheduled through GES or Elliott Lewis can only perform tasks which fall under the jurisdiction of their union. Carpenters employed by an Independent Labor Contractor in supervisory roles must still abide by the work rules governing their own union.
- Independent Labor Contractors are required to employ members of the trade unions in Philadelphia to perform work covered under union jurisdictions.
- Independent Labor Contractors are prohibited from soliciting on the show floor. They are only permitted to service their existing clients.
- Independent Labor Contractors are required to provide the Pennsylvania Convention Authority, City of Philadelphia, State of Pennsyl-

vania and Pittcon's Show Management with their Certificate of Insurance proper to beginning work on the floor.

- Independent Labor Contractors are required to provide the General Service Contractor - GES with proof of employment by an exhibitor prior to beginning work on the floor.
- Independent Labor Contractors should contact GES for the work rules applicable to Pittcon 2013 and the Pennsylvania Convention Center.
- Exhibitors are responsible for the actions of their Independent Labor Contractors in complying with show rules and regulations.

Fire Safety Requirements

City of Philadelphia, Fire Department, Department of License & Inspection, and the PCC 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 12 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.

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.

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.

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. 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)

Flammable and Combustible Liquids

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

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:

Liquids - one quart per chemical

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.

Personally Owned Vehicles

Loading and Unloading. Customers and Exhibitors may load and unload non-commercial automobiles, station wagons, mini-vans,

SUVs, and non-commercially registered 4-wheel pick-up trucks and vans. Customers and Exhibitors may use equipment, including but not limited to carts, dollies, luggage carriers 4-wheel flat bed carts and 2-wheel hand trucks. The use of any motorized or hydraulic devices is prohibited.

Exhibitor Cost Saving Measures

Order your labor early!

If you have an oversized booth (larger than 300 square feet) you have to use the labor supplied by either the Appointed Decorator of the show or your own Exhibitor Appointed Decorator (EAC) to build your booth. Order your labor early! Do not wait until you are in the Pennsylvania Convention Center (PCC). There is always a substantial price difference between early ordering and on site ordering. It will be cheaper for you to order your labor beforehand. Check with GES for pricing. Ordering your labor early will also increase your efficiencies when in the PCC.

By preordering your labor you can schedule the time that you will need the men in your booth. If you wait until you are on site, you will be at the mercy of the availability of the men and may have to wait some time until the men can start in your booth.

Order your Electrical needs early. This again will save you in costs and efficiencies. By preordering your Electrical needs, you will not have to wait to start building your booth and its many components (floor coverings, etc...) until the electric is laid. It is also cheaper to order in advance than it is on site.

Computers

Exhibitors and full time employees have the right in the PCC to set the computers, components and all peripherals in your booth. There is no booth size limitation to this rule. You will not need any union labor to set the computers in your booth. As long as you or the exhibiting company owns the computer and the com-

ponents, you or a full time employee of the exhibiting company can set them.

Rent equipment from your Show Appointed Audio/Visual Vendor.

If you need to rent computer equipment (monitors, etc...) for your exhibit booth, use the appointed AV vendor for your show. The rental price will be comparable to an outside company but the labor cost will be significantly lower if you use the appointed vendor. When an outside company comes into the building, they are required to use union labor and at a four (4) hour minimum. Your Show Appointed AV vendor will be able to utilize his labor in multiple booths thereby billing you per hour – not a four (4) hour minimum. When a non-appointed AV vendor comes in, they cannot utilize their labor in multiple booths because they are here specifically for you, so they have to include the four (4) hour minimum in their bill. This is for both the set up of the show and the dismantling of it. If you were to need two men to set your equipment, you are facing sixteen (16) hours of labor when you use a non-appointed AV vendor to hang one large plasma screen in your booth.

Frequently Asked Questions

Exhibitors:

LOADING DOCK

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

Yes, an Exhibitor or fulltime employees of an exhibitor may unload their personally owned vehicle (POV) from the loading dock area. An Exhibitor may not unload a commercially registered vehicle (company vehicles or rented vehicles).

“Am I restricted to only one trip from my POV?”

No, you may make as many trips as necessary to unload your POV.

“Am I restricted to only what I can carry in my arms?”

No, you may use your own equipment, including but not limited to carts, dollies, luggage carriers and 2-4 wheel hand trucks. No motorized or hydraulic devices will be allowed.

“I am in an oversized booth (over 300 square feet), can I still unload my POV?”

Yes, your booth size is irrelevant when unloading your POV.

EXHIBIT BOOTH SET UP/TEAR DOWN

“I have a booth that is under 300 square feet, in most Convention Centers I am not allowed to set up or tear down my booth. Is this the case in Philly?”

No, in any booth 300 square feet or smaller, an Exhibitor or fulltime employees of an exhibitor may set up and tear down their booth. You have the right to use hand tools but may not use battery powered or electrically powered tools, nor may you use any sized ladders. If your booth space rented is larger than 300 square feet you must set your booth up through GES or through your own Exhibitor Appointed Contractor (EAC).

“Can I hang signs and graphics in my booth?”

Absolutely, an Exhibitor or fulltime employees of an exhibitor may hang signs or graphics and even install floor coverings in a booth of 300 square feet or less.

“At most other Convention Centers I am limited to how many employees I can use to set my booth. Is this the case in Philly?”

No, there is no restriction to the number of people used to set these booths, the only stipulation is that they are either the Exhibitor themselves or fulltime employees of the Exhibiting company.

“Is there a limit to the amount of time I can spend setting up my booth?”

There is no restriction to the amount of time that Exhibitors or employees are allowed to be in the booth while setting up or tearing down. You may spend all of the time allotted by Pittcon Show Management for Exhibitor move in, in your booth setting up.

“I am planning on spending long hours in my booth with my employees setting up. Am I able to bring in food and feed my employees?”

Yes, you may provide meals for your employees. You can either bring in your own food or go outside of the PCC and bring food back into your booth while setting up and tearing down.

COMPUTERS

“I have many computers and monitors that are going into my booth. Is my IT staff allowed to come in and set my computers?”

Absolutely, all Exhibitors or fulltime employees of an exhibitor may set up and connect their computers, computer components and all peripherals without limitation.

“Does my booth have to be less than 300 square feet for me to install and connect my computers?”

No, for the installation, connection and removal of computers, there is no limitation to booth size for Exhibitors.

“What is a quick tip so I can save money?”

If you are going to rent AV equipment for your booth, rent that equipment through the show appointed AV vendor. They will be able to save you money on the labor charge. If you use an outside company to provide your AV needs, you will be charged for a four hour minimum labor call to set up your components and another four hours to take them down. If the set up requires two men you will be charged four hours for each man. The show appointed contractor will be able to bill you per hour and you would avoid the four hour minimum. 25

Hand Tools for the Installation of your Exhibit

The following is a list of what tools are acceptable, and what tools are prohibited to use in booths 300 sq. ft. or less.

If booth size is over 300 sq. ft., Union Labor is required to do the installation. (Please see the back of this handout for more information)

The Following Tools are Acceptable:

Screwdrivers, Paint Brushes, Tape Measure, Staple Gun, Wrenches, Nut Drivers, Hex Keys, Level

The Following Tools are Prohibited:

No Power or Battery Operated Tools

No Hammers

No Ladders

No Saws

Contact Information

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