

## **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.

## **PCC SAFETY GUIDELINES FOR EXHIBITORS**

### **BOOTHS 600 SQ/FT OR LESS:**

- A. A ladder up to 6ft. maybe used in accordance with the manufacturer guidelines.
- B. Battery operated power tools can be used. Power actuated tools, such as Hilti guns and gas filled nailers may not be used under any circumstances.

### **ALL BOOTHS:**

- A. Accessing floor ports in exhibit halls is strictly prohibited.
- B. The use of gasoline powered equipment is not permitted.
- C. Generators are prohibited.
- D. Vehicle batteries shall be disconnected and reconnected by electricians regardless of booth size.
- E. Rigging of heavy objects is not permitted. Riggers would be required for such work.
- F. The use of safety protection is required when needed, such as safety glasses, gloves, etc.
- G. The use of hoists will not be permitted.
- H. The use of a device with an open flame, such as a propane torch, is prohibited.
- I. Lasers, rotating or still, shall not be permitted
- J. No smoking shall be permitted inside the facility-including electronic cigarettes.
- K. Exhibit booths or displays may not block fire equipment. Columns, electrical closets, and electrical panels must be accessible.
- L. All electrical cords run across the show floor or under carpet will be installed by SMG Electricians regardless of booth size.
- M. In all booths (including booths less than 600sq/ft.) where an Exhibitor Appointed Contractor (EAC) or Decorator is utilized, electricians will install all light fixtures, lit signage, and all other work deemed as electrical jurisdiction.
- N. Lead acid batteries may not be used for power in any booth.
- O. Small air compressors that are not part of equipment (separate unit) are prohibited from use on the show floor. An order for Compressed Air is required through Client Utilities Department.
- P. The use of restroom sinks to fill and drain tanks, pots, buckets, etc. in exhibit halls is prohibited. An order for Water Fill & Drain is required through Client Utilities Department.
- Q. Dumping of any type of liquids into restroom sinks, toilets or exhibit hall floor ports is strictly prohibited.

(Rev. 12/01/16)