



## 100 percent Customer-Focused, Cost Effective

### SMG Labor Services at Pennsylvania Convention Center

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

### Customers' and Exhibitors' Rights

#### Exhibitors' Booths

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

#### Loading and Unloading

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

#### Easels and/or Sign Cards

- All full-time regular employees of Show Management, Meeting Planner or Show Organizers may place, move and/or remove easels or card signs or both. They may also put out up to 6 pop up signs. Signs and easels need to be delivered to a central location for an organization's staff members to move to an appropriate location.

#### Computers / Audio Visual

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

- All third-party vendors, including rental companies, contractors, and/or vendors must utilize union workers to install and to dismantle their laptops, desktops, computers and audio-visual equipment.
- The installation and dismantling of all computers (in bulk) in the Cyber Cafes and all meeting rooms shall be handled by a combined workforce of Electricians and Stagehands that is designated by the Labor Supplier.

### **Stage**

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

### **Exhibits**

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

### **Electrical**

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

### **Florists**

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

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