

SHOW ORGANIZER QUICK GUIDE

THE PENNSYLVANIA CONVENTION CENTER

The Pennsylvania Convention Center is pleased to offer Show Organizers an enhanced Customer Satisfaction Agreement which will provide an even more cost-effective, efficient and productive experience. The PCCA's show labor partners share our commitment to producing successful events, and have agreed to these expanded work rules through May, 2029.

HIGHLIGHTS OF THE EXPANDED EXHIBITOR CAPABILITIES ARE:

SIGNAGE:

- Signage that is displayed on an easel may be moved and changed by the Show Management full-time staff (excluding framed signs and one-meter boards or larger).
- Show management and customers may place pop-up signage. Pop-ups may be used for branding, directional signage and for backdrops for booths or bookstores.



SHOW MANAGEMENT COMPUTERS:

- Personal and company owned computers (**non-public use**) used for registration or show management licensed areas (bookstore, headquarters office, press office) can be set up by full-time show management staff.



ASSOCIATION BOOTH IN EXHIBIT HALL:

- Show Management full-time staff can set up, stock product and dismantle without booth size limitation.
- Power tools can be used by Show Management full-time staff, subject to building safety guidelines.
- If electric or lighting is required, show labor will install and dismantle
- When using an Exhibitor Appointed Contractor or General Service Contractor to set up the booth, show labor will need to be ordered.



PRODUCT PLACEMENT:

- Products may be organized and placed by Show Management full-time staff. Show labor will deliver boxes to a central location for full-time staff to place in the designated location.



VOLUNTEERS AND SHOW MANAGEMENT FULL-TIME STAFF:

- Full-time staff may move 22 x 28 signage, set up the organization's booth, registration area and bookstore area, as long as the equipment is owned by the organization.
- Volunteers cannot assist with setup, product and/or sign movement.
- Any task that is not performed by Show Management full-time staff is reserved for show labor.



The Pennsylvania Convention Center partners with four highly-skilled union trades – Riggers, Laborers, Electricians and Stagehands. Here's a brief review of the services each can provide for your event:

RIGGERS

- Move machinery and/or equipment requiring specialized lifting or handling, including oversized, unusually heavy objects including ATM's and Safes.
- Operate forklifts for specialized lifting, or handling crate movement within booth space.
- Raise floor mounted trusses that are not suspended by motors (except for those in presentation areas such as General Session or meeting rooms).
- Operate genie lifts.

LABORERS

- Operate forklifts in situations where a rigger is not required.
- Unload trucks, deliver freight and move-in General Service Contractor equipment.
- Move and stage empty crates within the PCC after production setup is complete.
- Deliver and pick up rolled carpet.
- Deliver, set up and take down pegboards and poster boards within the PCC.
- Move product, signage, materials, computers, etc. within the PCC and Exhibit Halls.
- Deliver floral materials from outside vendors.
- Remove aisle carpet.

ELECTRICIANS

- Plan and handle all electrical installations.
- Install lighting throughout the PCC, including lighting that is part of booth displays and all lighting suspended in exhibit/tradeshows areas, meeting rooms, theaters, and live presentation spaces (except when Stagehands have jurisdiction).
- Install all rented computers for registration and other activities as instructed by show management.
- Disconnect and connect all vehicle battery terminals.

STAGEHANDS

- Connect all extension cords running from wall outlets or distribution panels in meeting rooms.
- Assemble, hang and remove motors for truss on entertainment stages.
- Deliver and install production lighting, such as fixed or motorized lights for the purpose of stage lighting.
- Install, dismantle, operate and handle all rented equipment for public use, and all audio-visual equipment used in exhibit booths and throughout the PCC.
- Mark and place floor numbers in Exhibit Halls.
- Install all framed signage.
- Install and dismantle registration counters, entrance units and rental displays.
- Install, operate and dismantle all audio-visual equipment for general sessions, and speaker-ready rooms, except for general lighting.
- Install, operate and dismantle performance stages and all scenery, drapes and components on or connected to the stage.
- Handle all audio-visual and lighting equipment within the meeting rooms at the PCC, including but not limited to sound systems, video systems, cameras, screens, teleprompters, translation booths and video capturing.
- Receive, unpack, distribute, set up, install and dismantle presentation computers used at a head table and/or table connected to a screen.



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Our Contractor Services Department is available to help with questions at **215-418-4900** or contractorservices@paconvention.com

For additional information on show labor jurisdictions visit www.paconvention.com