

Exhibitor Quick Summary

Advanced Shipments to Contractor’s Warehouse

See *Shipping & Customs*

Age Limit on Exposition Floor

- During Pittcon[®] 2014, all children under 16 years of age must register in the Registration Office and be accompanied on the exposition floor by a registered, responsible adult.
- No strollers, backpacks, carriages, or similar devices for transporting children will be allowed on the exposition floor.
- Children who cannot traverse the exposition floor without constituting a danger to themselves or others will not be allowed on the floor. The Exposition and Registration Committees reserve the right to make that decision.
- If children have been admitted to the exposition floor and their behavior is disruptive, they must be removed from the exposition floor by the adult(s) accompanying them.
- During set up and tear down, no one under 16 years of age will be allowed on the exposition floor.

Booth Information

See “Display Rules and Regulations” under Floor Plan & Regulations

Direct Shipments to McCormick Place

See *Shipping & Customs*.

Display Installation and Dismantling

- All exhibitors should review the Bill of Rights and Exhibitor Guidelines from McCormick Place that are posted on our website.
- See “Display Rules and Regulations” under Floor Plan & Regulations for more information.

Exposition Color Scheme

The colors to be used throughout the Exhibition hall will be as follows:

Carpet will be blue and drapery will be blue with white and gold accents. For aisle carpet and drape colors in the Special Exhibit Areas, please email expo@pittcon.org.

Exposition Hours

The Pittsburgh Conference & Exposition will be open to all properly badged attendees during:

Monday, March 3.....	9:00 AM -- 5:00 PM
Tuesday, March 4.....	9:00 AM -- 5:00 PM
Wednesday, March 5	9:00 AM -- 5:00 PM
Thursday, March 6	9:00 AM -- 3:00 PM

UNLIMITED Exhibitor Access to Hall

Monday, March 3.....	7:00 AM -- 7:00 PM
Tuesday, March 4.....	7:00 AM -- 7:00 PM
Wednesday, March 5	7:00 AM -- 7:00 PM
Thursday, March 6	7:00 AM -- As late as needed

LIMITED Exhibitor Access to Hall - Exhibitor admittance to the Exposition Area during periods of limited access will REQUIRE an accompanying security guard, at the exhibitor's expense. See *Security*

FROM 7:00 PM, Monday, March 3 to 7:00 AM, Tuesday, March 4
FROM 7:00 PM, Tuesday, March 4 to 7:00 AM, Wednesday, March 5
FROM 7:00 PM, Wednesday, March 5 to 7:00 AM, Thursday, March 6

Food Service

Purchase and distribution of catering items can be ordered.
See *Catering & Food Services*

Hand Carried Items and Delivery via Privately Owned Vehicles (POVs)

See *Shipping & Customs*

Insurance

Exhibitors and their subcontractors must provide separate proof that the insurance requirements are met OR THEY WILL BE DENIED ACCESS TO THE SHOW FLOOR. The Pittsburgh Conference WILL WITHHOLD SERVICES from any entity who has not provided the appropriate insurance certificate or waiver.

See "Display Rules and Regulations" under *Floor Plan & Regulations*

Lead Retrieval Rentals

See *Lead Retrieval*

Promotional Opportunities

See *Advertising & Publicity*

Music, Photographs, and Other Copyrighted Material

See "Display Rules and Regulations" under *Floor Plan & Regulations*

No Smoking

There is a "NO SMOKING" policy on the exposition floor.

Outbound Shipments

REMOVAL BY EXHIBITOR

GES, the Official Service Contractor, has a freight desk in the GES Servicenter®. The **Service Center is located below the Expo Floor (center of expo floor are food pods, take the stairs down 1 level)**. Customer Service Representatives will answer your shipping questions, provide shipping labels, and assist in preparing Outbound Material Handling Forms. Complete Outbound Material Handling Forms/Shipping Papers must be delivered to the freight desk once all booth materials are packed and ready for removal. Do not leave Outbound Material Handling Forms/Shipping Papers in your booth area.

If you designate a carrier other than those used by GES, contact the carrier directly for pick up arrangements. In addition, be sure the name of the carrier designated is the name the driver uses when arriving to pick up the freight.

Exhibitors who arrange for their own transportation for outgoing shipments must have their carrier arrive no later than 10:00 AM Saturday, March 8, 2014.

If transportation provisions are not made, or if your carrier does not arrive on schedule, GES will ship your exhibit via the carrier of their choice to the address listed on the GES Bill-of-Lading (BOL) and/or shipping labels you have prepared. All shipping costs will be at the exhibitor's expense. Any displays that are not in the process of being dismantled and packed by 10:00 AM Saturday, March 8, 2014 will be dismantled and packed by GES and shipped out at the exhibitor's expense.

REMOVAL BY THIRD PARTIES

The shipping of part or all of an exhibitor's equipment often results in much confusion. When the equipment of various exhibitors is consolidated to form larger shipments, problems as to the correct crate/carton count arise due to errors or purposely-misdirected shipments.

As a result each exhibitor is responsible for the proper preparation of all shipping documents for equipment in their booth(s), including the GES Bill-of-Lading (BOL). The GES Bill-of-Lading (BOL) must list:

- the carrier
- the name and address of the shipper
- the consignee
- the count, description and weight of the items covered
- whether shipments are prepaid or collect
- the names and addresses of the company or person responsible for the charges

Under no circumstances can this responsibility be delegated. Exhibitors must submit a bill of lading to the official freight contractor prior to leaving McCormick Place.

EXHIBITORS ARE ALSO RESPONSIBLE FOR ALL PACKING BY, AND ACTIONS OF, PERSONNEL BROUGHT INTO THE SHOW.

Photography and Video Recording

Cameras are permitted on the exhibit floor, however exhibitor personnel (including contracted personnel) are not permitted to photograph, videotape, enter, or examine another exhibitor's booth without the permission of that exhibitor. The use of cameras and other recording equipment is not permitted during program sessions.

Videotaping may be done by a full-time employee of an exhibiting company within the confines of his/her own booth using equipment owned by the exhibiting company.

Regulations Governing Flammables, Compressed Gases and Hazardous Materials:

(a) Exhibitors, service contractors and event promoters must comply with all Federal, State and local fire and building codes that apply to places of public assembly. The fire prevention and safety regulations enforced at McCormick Place are taken from the Chicago Fire Prevention Code, the National Fire Protection Association (NFPA) and McCormick Place Operations Department. The McCormick Place Fire Marshal's Office and the Chicago Fire Department Bureau of Fire Prevention reserve the right to make any final decisions regarding the outlined requirements, according to Section 12-20 of the Municipal Code of Chicago on Fire Prevention. All curtains, bunting, draping, etc., must be made of flame retardant materials. Fabrics must pass the NFPA-701 Code, and all other construction and decoration materials must pass the NFPA-703, Chapter 2 Code.

(b) Firefighting and emergency equipment may not be hidden or obstructed, including fire extinguishers, strobes, fire hose cabinets and standpipes. All emergency exits, hallways and aisles leading from McCormick Place must be kept clear and unobstructed. Fire lanes must be maintained at all times on the loading dock.

(c) FLAMMABLE fluids, substances or materials of any nature may not be used in any booth. All decorative materials must be flame-proofed before being taken into exhibit area. All materials and installation must comply with the requirements of all inspection authorities who have jurisdiction.

(d) Shredded paper, excelsior, foams and other flammable plastic materials used in packing must be removed from the building. By order of the Fire Bureau, no flammable material is to be scattered in or behind the booth.

(e) You may not store empty cartons in or behind your booth back wall. All empty boxes, crates and cartons used to ship or store equipment or supplies must be placed in storage areas designated by Exposition Management and the Fire Bureau.

(f) The City of Chicago fire regulations state that only a one-day supply of operational and advertising material, product or literature may be stored within the booth, but not behind your booth back wall.

(g) The Exhibitor shall not bring upon the premises any exhibit, equipment or vehicle that, in the judgment of McCormick Place, would be or might be dangerous to persons or property or otherwise incompatible with the structure, systems and furnishings. Hazardous chemicals and materials, including but not limited to, pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, pressure cylinders and tanks, and hazardous chemicals (including oxidizers) are prohibited inside McCormick Place.

(h) When designing your demonstrations and displays, please note that the following devices require pre-approval by McCormick Place:

1. Lasers - All Exhibitors planning to demonstrate or display lasers should be familiar with the contents of the American National Standard Z136.1, the Safe Use of Lasers. Particular attention should be focused on section 4.5.1 relating to laser demonstrations and displays. Any potentially dangerous laser beams must be enclosed or otherwise made inaccessible to visitors. All laser beams must terminate in a beam block substantial enough and suitable for the energy and wavelength. Precautions must be taken to minimize all exposure to stray laser beams, spurious reflections, and any intense non-laser light sources (e.g., UV arc lamps, flash lamps, dye fluorescence) that can pose a serious eye hazard.

2. Heating appliances

3. Gasoline, kerosene or other flammable, toxic liquid, solid or gas - a limited supply of these fuels may be stored in the demonstration device, but cannot be stored overnight. All fuel transfers must utilize safety cans during non-exhibit hours.

4. Compressed gas or compressed liquid cylinders - Excess fuel/cylinders must be properly stored outside. Compressed gas cylinders used in the booth must be securely anchored to prevent toppling. It is the exhibitors' responsibility to ensure that all compressed gas cylinders are properly secured at all times. If they are not properly secured, the Pittsburgh Conference Exposition Management will have them secured and the exhibitor will be charged accordingly. Regulations governing the use of flammables, compressed gases, and hazardous materials will be included in the online exhibitor service manual. Any chemical, substance or material deemed hazardous by O.S.H.A. requires preapproval and must be accompanied with the appropriate M.S.D.S. McCormick Place Fire Safety Office will need copies of the M.S.D.S. before the materials arrive.

(i) All L.P. Gases are fire-hazardous and prohibited in McCormick Place. Compressed inert gases may be used provided the vessels are stored in a safe manner. Demonstrations involving inert gases must comply with all Federal and local regulations.

(j) The Exhibitor is responsible for removal of hazardous waste and must comply with all applicable Federal, State and local regulations. Hazardous waste includes materials that are ignitable, corrosive, reactive, toxic or biohazards (as defined under 40 CFR 261 subpart C and D). If materials are questionable, contact McCormick Place Event Coordination. Costs or applicable administrative expenses incurred by McCormick Place for the removal of hazardous waste left in or about will be assessed to the Exhibitor.

(k) Exhibitors should be aware that a Fire Safety Officer (FSO) will conduct inspections of all exhibits. Any exhibits judged to be unsafe, for any reason, will be summarily shut down until sufficient corrective modifications have been made. However, acceptance of the exhibit by the FSO does not constitute a guarantee that the exhibit meets all safety standards or is safe under all conditions.

Additional Safety Considerations:

(a) Exhibitors must inform the Pittsburgh Conference Exposition Management at the time of booking space if the exhibit has a ceiling.

(b) All exhibits must comply with the Americans with Disabilities Act. For more information on compliance, contact the McCormick Place Assistant Director of Fire Safety.

(c) Nothing can block AED boxes and /or fire hose cabinets.

Radiation Hazards Rules

It is the responsibility of the exhibitor to notify the appropriate state agency when NRC-governed radiation sources are being transported across state borders.

Devices that contain radioactive sources or are classified as radiation hazards should display the appropriate labels and warning lights in plain view.

Sales on the Exhibit Floor

Sales are permitted on the exhibit floor. All pertinent retail sales taxes apply.

Storage

McCormick Place Fire regulations restrict empty container storage to approved areas. **EMPTY CRATES, CARTONS OR BOXES CANNOT BE STORED IN OR BEHIND EXHIBIT BOOTHS OR USED AS BOOTH FURNISHINGS.** Storage labels marked "EMPTY" will be available from the GES Servicenter®. Exhibitors should write the appropriate booth number(s) on the labels and affix them to all crates, trunks and bundled cartons. All items marked for empty storage will be removed from booths by GES, placed in storage and returned to the designated booth(s) at the end of the show.

Carton Storage

Arrangements will be made for the rapid return of cartons and fiber and cardboard boxes. These cartons will be stored separately from crates and will receive priority on return. POP-UP BOOTH SHIPPING/STORAGE CARTONS CANNOT BE STORED BEHIND THE BOOTH.

Secure Storage

A secured storage area will be provided. This area is for the storage of small valuable items, but not for empty crates or excess literature or other handouts.

Unsecured Storage

Only a one-day supply of operational and advertising material may be stored within an exhibit. An unsecured, accessible storage area will be available for additional material. Small, hand-carried items may be placed in or removed from this area by exhibitors. Larger items will require the use of material handling labor with a cost to the exhibitor depending on the straight-time or overtime rates. Arrangements for this can be made at the GES Servicenter®.

Seminar Room Storage

Advance consideration should be given to stage and audio-visual set-ups within our seminar rooms. Exit doors and exit signage must not be blocked or hidden. Emergency lights cannot not be covered or removed. In addition, occupancy must not exceed the limits posted on the placards within these rooms. Storage of combustible materials within these rooms is also prohibited.