

## 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 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 the Show

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FAQ's Cont.

appointed Contractor 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 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.



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FAQs cont.

- “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.



# Pennsylvania Convention Center

## Exhibitor Handout

### Hand tools for the Installation of your Exhibit

This Handout will show what tools are acceptable, and what tools are prohibited to use in booths 300 sq.ft. or less. If booth is over 300 sq. ft. Union Labor is required to do the installation.

### The Following Tools are Acceptable:

Screwdrivers



Paint Brushes



Tape Measure



Staple Gun



Wrenches



Nut Drivers



Hex Keys



Level



Pliers



### The Following Tools are Prohibited:

NO Power or Battery Operated Tools



NO Ladders



NO Saws



NO Hammers

