

## Frequently Asked Questions-Exhibitors

### 100 Percent Customer-Focused, Cost Effective

#### **Loading and Unloading**

**As an exhibitor can I unload my own vehicle?**

- Yes, as long as it does not have commercial tags or lettering on the vehicle.

#### **Product**

**Can we open boxes and stock our shelves?**

- Exhibitors and customers may open boxes, stock shelves, distribute and set product, set-up, place plug in, hang from hooks product and literature within the booth space. Exhibitors may perform work on their own display equipment after the initial set-up and/or for maintenance.

#### **Booth Set-Up**

##### **Install**

**As an exhibitor, do I have the right to install flooring and displays in my booth?**

- Exhibitors can set-up and/or tear-down a booth as long as the booth is 600 square feet or less and a full-time employee of the company.

**With the new rules in the building am I able to use a step ladder and a screw gun in my booth?**

- In booths that are less than 600 square feet you are permitted to use ladders up to 6' and power tools (including battery operated).

**I will be exhibiting in a few months at the PCCA. Is it ok for me to set up scaffolding and paint in my booth?**

- Yes, as long as you are a full time employee and the booth is less than 600 square feet. Only one level of scaffolding is permitted.

**As an exhibitor, can I also work in my booth if I hire stagehands to install my booth?**

- Yes, as long as they are full-time employees of the company for more than 6 months and have an exhibitor badge.

**I am an exhibitor coming in for an event and I was wondering if I can set up my personally owned 40 inch monitor with DVD player?**

- Exhibitors can install monitors and A/V equipment that is not rented as long as you are a full time employee of the booth and the booth is not in excess of 600 square feet.

**Can I hire an outside AV vendor for rental equipment?**

If you are using 3<sup>rd</sup> party vendor other than the preferred AV vendor for your event, your will incur additional labor fees.

There is a 4-hour minimum for set-up and dismantle when using a 3<sup>rd</sup> party vendor other than the preferred event vendor.

If ordering from the preferred AV vendor, labor costs have already been built in for these services on the service order form.

#### **Electric**

**My booth will have stem lighting, can I install them myself?**

- Exhibitors have the right to install your own lighting as long as the booth is 600 square feet or less. Lights must be installed by a full time employee of the booth and they cannot be provided by a rental company or 3<sup>rd</sup> party. Rental lighting must be installed by electricians. They must be UL/NEC compliant.

**As an exhibitor can I set up my own computers?**

Yes, exhibitors may set up personally owned computers that are not to be used for public use. In addition, all rented equipment must be set up by electricians.

**As an exhibitor, can I run my own cords in my booth?**

An exhibitor can run cords within a booth less than 600 square feet along the drape line or behind a display. It must be 12 gauge with grounded. Taping across the floor cannot be permitted.

**Can I disconnect my battery from a vehicle in my booth?**

Batteries shall be disconnected and reconnected by electricians regardless of booth size.