

PITTCON CONFERENCE & EXPO  
DATES: MARCH 18-22, 2023



Pennsylvania  
Convention Center  
Work Rules  
and  
Guidelines



Pennsylvania  
Convention Center  
*PHILADELPHIA*

AN  MANAGED FACILITY

# PITTCON CONFERENCE & EXPO

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### ENHANCED EXHIBITOR POLICIES

The Pennsylvania Convention Center, an ASM Global Managed Facility were successful in signing a 10-year labor agreement offering labor stability through May 2029. This agreement enables the General Service Contractor and other service providers to partner with the labor force to improve all areas of your show experience.

Exhibitor rights have been established in the agreement that allow for unprecedented options for exhibitors not matched in other facilities. Along with the progressive work policies and streamlined services we're confident this will provide you with just the right amount of flexibility and cost efficiencies and an improved overall experience.

#### PENNSYLVANIA CONVENTION CENTER ENHANCED EXHIBITOR WORK RULES



Progressive work rules and streamlined services provide our customers with just the right amount of flexibility and independence they need, resulting in greater cost efficiencies and a better overall customer experience.



Within your booth area or show space, full-time employees of the Exhibiting Company (as long as there is **not an EAC Contracted** for the booth setup/dismantle) have the freedom to setup and tear down your display, hang graphics and signage, install floor coverings, and install non-rented AV equipment including tablets for **non-public use without limitation to booth size**.

Place, move, and remove your own easels, signs, and poster board materials.



Open boxes, stock shelves, setup, plug in, hang up, and freely distribute your non-bulk products/literature within your booth or show space.



Drive your non-commercially registered personally owned vehicle to a designated area to unload.



Use your own dollies, luggage carriers, non-hydraulic carts, and two-to-four-wheel hand trucks.

VEHICLES THAT QUALIFY:			
SEDAN	SUV	PICKUP	VAN
VEHICLES THAT DO NOT QUALIFY:			
TRAILER	RENTALS	BOBTAIL	STAKEBED

Use your own power tools and ladders (up to 6 feet) to setup and tear down exhibits.



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### MOVE- IN/MOVE- OUT

- ❑ Drive your non-commercial registered personal owned vehicle to a designated area to unload.
- ❑ Full time exhibitor employees may use their own own dollies, luggage carriers, non-hydraulic carts, and two-to-four wheel hand trucks to unload/load POVs.
- ❑ Only registered, personally owned vehicles (POVs) may be driven to a designated area and unloaded/loaded by full-time exhibitor employees.
- ❑ GES will provide the process and dock for drive-up by POVs in the GES Kit, located in the Exhibitors Service Manual.
- ❑ Commercial vans with Exhibitor name/logo and all rented vehicles need to be unloaded/loaded by GES.
- ❑ Full time exhibitor employees may use their own own dollies, luggage carriers, non-hydraulic carts, and two-to-four wheel hand trucks to unload/load POVs.

#### VEHICLES THAT QUALIFY:



**SEDAN**



**SUV**



**PICKUP**



**VAN**

#### VEHICLES THAT DO NOT QUALIFY:



**TRAILER**



**RENTALS**



**BOBTAIL**



**STAKEBED**



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### EXHIBITOR FULL-TIME EMPLOYEE HAVE THE FREEDOM TO SETUP & DISMANTLE BOOTH/DISPLAYS WITHOUT LIMITATIONS TO BOOTH SIZE

- ✓ FULL-TIME EXHIBITOR EMPLOYEE IS ONE WHO IS EMPLOYED THROUGHOUT THE YEAR WITH YOUR COMPANY. FULL TIME EMPLOYMENT SHOULD BE VERIFIABLE UPON REQUEST.
- ✓ FULL-TIME EMPLOYEES HAVE BROAD RIGHTS TO ACTIVELY PARTICIPATE IN THE SET-UP/TEAR-DOWN OF BOOTHS AND EXHIBITS, AS LONG AS EXHIBITOR APPOINTED CONTRACTORS (EAC-Union Workers) HAVE NOT BEEN CONTRACTED FOR THEIR BOOTHS.
- ✓ FULL-TIME EXHIBITOR EMPLOYEES WITHOUT LIMITATIONS TO BOOTH/DISPLAY SIZE HAVE THE FREEDOM TO:
- ✓ SETUP AND/OR DISMANTLE BOOTH/DISPLAYS IF ALL MATERIALS ARE OWNED BY THE EXHIBITING COMPANY.
- ✓ USE YOUR OWN POWER TOOLS AND LADDERS UP TO 6 FEET
- ✓ HANG GRAPHICS AND SIGNAGE
- ✓ INSTALL FLOOR COVERINGS
- ✓ INSTALL **NON-RENTED** AV EQUIPMENT, INCLUDING TABLETS, IPADS FOR **NON-PUBLIC USE**.
- ✓ PLACE, MOVE, REMOVE YOUR OWN EASELS, SIGNS AND POSTER BOARD MATERIALS
- ✓ OPEN BOXES, STOCK SHELVES, SETUP, PLUG IN, HANG UP AND FREELY DISTRIBUTE YOUR NON-BULK PRODUCTS/LITERATURE WITHIN YOUR BOOTH/DISPLAY SPACE.
- ✓ STEM LIGHTING INSTALLATION IF LIGHTING NOT RENTED OR PROVIDED BY A 3<sup>RD</sup> PARTY COMPANY. LIGHTING MUST BE UL/NEC COMPLIANT
- ✓ CAN RUN ELECTRICAL CORDS ALONG THE DRAPE LINE OR BEHIND A DISPLAY. ALL EXHIBITOR EXTENSION CORDS MUST BE GROUNDED 3-WIRE 12-GAUGE UL LISTED APPROVED CORDS.
- ✓ NO LABOR WILL BE AVAILABLE ON SUNDAY UNLESS IT HAS BEEN SCHEDULED IN ADVANCE BY THE EXHIBITOR.
- ✓ ANY WORK WHICH NEEDS TO BE CONDUCTED AFTER 5:00 P.M. ON ANY OF THE DAYS OF SET-UP, MUST HAVE PRIOR APPROVAL OF THE PITTCON EXHIBITION OFFICE. THE EXHIBITOR OR EAC MUST NOTIFY ELLIOT LEWIS FOR LABOR NEEDS. **PLEASE NOTE:** IF EXHIBITORS ARE APPROVED TO WORK PAST THE PUBLISHED EXHIBITOR HOURS, ENTRANCE DOORS WILL ONLY HAVE ACCESS FOR EXHIBITORS TO EXIT. THEY WILL NOT BE ABLE TO RE-ENTER THE BUILDING, ONCE THEY HAVE EXITED.



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### WHEN SHOW LABOR WILL BE NEEDED REGARDLESS OF BOOTH/DISPLAY SIZE

- ✓ **AN EXHIBITOR APPOINTED CONTRACTOR (EAC)** Is contracted to setup/dismantle booth/displays
- ✓ **ALL RENTED** AV Equipment, stem lights and/or rented computers/laptops/i-pads will require stagehand or electrician to install and dismantle.
- ✓ **ALL PUBLIC USE** Computers/laptops/i-pads rented or owned by the exhibiting company will require electrician to install and dismantle.
- ✓ **ALL ELECTRICAL CORDS INSTALLED UNDER FLOORING** Will be installed by electricians. Taping across the booth floor/display is not permitted.
- ✓ **Vehicle battery disconnect** and reconnection by electrician, regardless of booth/display size.
- ✓ **ALL BOOTHS USING AN EAC OR GENERAL SERVICE CONTRATOR SUPPLIED LABOR** Will require electricians to wire and install and dismantle booth lighting regardless of booth size
- ✓ **BOOTH VIDEOGRAPHERS**
  - ✓ If an outside company is hired to perform recording.
  - ✓ If equipment is rented and if rental provider is on site.
  - ✓ If equipment requires cabling or power
  - ✓ If videography requires lighting, projection, or audio.
- ✓ **TELEVISION CREWS**
  - ✓ Electricians install cable and power for NBC10, FOX29, PHL17, Comcast, Sportsnet, whyy12, CBS National, FOX Sports National, ESPN.
  - ✓ Stagehands all power and cabling for tv crews except the above-mentioned stations.
- ✓ **RIGGERS-Movement and Placement**  
All machinery, including ATM's, safes, lifting heavy booth components such as headers, and placing machinery within booth space.



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# PITTCON CONFERENCE & EXPO

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### EXHIBITOR APPOINTED CONTRACTOR (EAC)

- ✓ Employees of an EAC are not exhibitors, therefore an employee of an EAC can not perform tasks that are extended to employees of exhibiting companies.
- ✓ EAC's are required to employ members of the trade union in Philadelphia to perform work under the current labor agreement.
- ✓ EAC's should contact Ron Wolkey, Labor Coordinator for union jurisdiction questions and place labor calls. Ron can be reached at 215-418-4179 or [rwolkey@paconvention.com](mailto:rwolkey@paconvention.com)
- ✓ Exhibitors are responsible for the actions of their EAC's in complying with PITTCON show rules and regulations.
- ✓ EAC's *are required* to register through Pittcon, PCC and GES and must provide Pittcon Show Management and the PCC with their certificate of insurance *by Monday, January 9, 2023*. *Work on the show floor will not be permitted unless a certificate of insurance has been delivered to the Pittsburgh Conference.*



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# PITTCON CONFERENCE & EXPO

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### EXHIBITOR COST SAVING OPPORTUNITIES

- ✓ Place labor/electrical orders early; substantial price differences with advanced orders vs. on-site orders.
- ✓ Substantial price differentials with advance labor orders vs. on-site labor orders.
- ✓ Advance ordering increases your efficiencies once on-site.
- ✓ On-site labor orders will be filled based on availability of labor force
- ✓ Refer to GES exhibitor kit for pricing.
- ✓ Place electrical orders by advance order deadline date of February 21, 2023 listed on order form
- ✓ Substantial price differentials for on-site electrical orders
- ✓ Pre-order electrical and supply a floor plan grid with electrical drop locations. Electric can be installed prior to your arrival so you can start laying your floor and building your booth, with no delays.
- ✓ Rent Audio Visual equipment from the show appointed audio visual vendor
- ✓ AV rental price will be comparable to show appointed provider
- ✓ Labor costs will be significantly lower with the use of the Pittcon, appointed Audio-Visual provider. The appointed AV provider will utilize hired union labor in multiple booths on a per-hour basis.
- ✓ Labor cost will apply for the set up and dismantling of all rented audio-visual equipment, regardless of booth/display size.



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### SHOW LABOR HOURS OF WORK, OVERTIME AND BREAKS

- ✓ Work week-Monday through Friday
- ✓ There is a four-hour minimum call guarantee for all show labor, except electricians.
- ✓ The first eight hours of each day Monday through Friday performed at straight time regardless of show labor starting time, except for electricians.
- ✓ Any work performed in excess of eight hours a day Monday through Friday or on Saturday will be at over time rate, except electricians.
- ✓ All work performed on Sunday will be at double time rate.
- ✓ Electricians **billed per hour** as follows:
  - Straight time-Monday thru Friday 8am-4:30pm
  - Over time-Monday-Friday 6am-8am and after 4:30pm and all-day Saturday
  - Double time-All day Sunday and Holidays,
  - There are no union holidays over PITTCON 2023 Conference.

#### Labor Breaks

- Thirty (30) minutes for meal period between the fourth and sixth hour of work
- Two (2) Fifteen (15) minute breaks in each 8-hour period
- ✓ No split shifts-show labor cannot be replaced solely to avoid paying a higher rate. Show labor may be relieved from duty and replaced after sixteen (16) hours on the job.
- ✓ Show labor worker who completes a call or is otherwise relieved may not return to work on a new call until a minimum of six (6) hours have elapsed



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### FIRE SAFETY

#### EXIT AND ENTRANCE DOORS

- ✓ Entrance and exit doors may not be obstructed.
- ✓ Exit doors shall not be locked, blocked or held open.
- ✓ Nothing shall be within 15 feet of entrances or exit doors.
- ✓ Exit signs shall not be obstructed from view by booths or hanging materials.

#### FIRE FIGHTING EQUIPMENT

- ✓ Access to firefighting equipment and view of accompanying signage shall not be obstructed by exhibition material.
- ✓ A distance of five feet shall be maintained between fire protection equipment and exhibition material. This includes exhibit hall columns, which house fire and electrical equipment.

#### EXHIBITION BOOTH CONSTRUCTION

- ✓ Shall be constructed of noncombustible, wood greater than 1/4 inch nominal thickness, or wood of any thickness which has been fire retardant treated in accordance with American Wood Preservers Association (AWPA) C-20-91— "structural lumber: fire-retardant treatment by pressure processes" or C-27-91 "plywood: fire retardant treatment by pressure processes. Other combustible materials shall be flame resistant in accordance with NFPA 701 for textiles and films, and Underwriters Laboratories (U.L.) 2975 for foamed plastics.
- ✓ Canopy over 100 square feet require smoke detector and fire extinguisher.
- ✓ Canopy over 300 square feet require a sprinkler system.
- ✓ Tent requires tag or tear sheet listing material is flame retardant in accordance with NFPA 701, NFPA Codes and Standards
- ✓ Fire Suppression: Any multi-level or covered exhibit exceeding 300 square feet in floor area shall be equipped with automatic sprinklers in the covered level(s). Limited area sprinkler systems are acceptable for such protection



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#### COMBUSTIBLE STORAGE

- ✓ Within a booth shall be limited to a one-day supply. COMBUSTIBLE STORAGE OUTSIDE OF BOOTH IS PROHIBITED.

#### OPEN FLAME

- ✓ Open flame devices and candles are not permitted except by written approval from fire department.

#### DISPLAY OF MOTOR VEHICLES

- ✓ Vehicles on display shall not contain more than **one-quarter (1/4) tank of fuel or more than 5 gallons whichever is less.**
- ✓ All fuel tank openings shall be sealed to prevent the escape of vapors.
- ✓ One of the vehicles battery cables shall be disconnected and taped.
- ✓ All battery connections (disconnection and connection) shall be made by electricians regardless of booth size.
- ✓ Refueling or the removal of fuel from the vehicles on the premises is prohibited.
- ✓ Vehicles shall not be moved during show hours.
- ✓ Combustibles are prohibited beneath vehicles.
- ✓ An extra set of keys must be left with the building in case of emergency.

#### FLAMMABLE AND COMBUSTIBLE LIQUIDS

- ✓ Are prohibited in exhibition areas, except as stated under display of motor vehicles

#### COMPRESSED GASES

- ✓ Compressed gases are prohibited except for five-pound gas capacity cylinders used for demonstration purposes.
- ✓ No more than one cylinder per booth shall be in use.
- ✓ Cylinders in use shall be 20 feet apart
- ✓ Reserve cylinders are limited to 20 in the building and shall be stored in a room not accessible to the public.
- ✓ Permission to exceed the stated quantities shall require written approval from the Fire Dept.
- ✓ Approval may be granted only after receipt of a written request to be received at least 15 days prior to the first day of move in.
- ✓ This request shall state the gases being used, the quantities of each gas and how the gas will be used.

#### CRYOGENIC LIQUIDS

- ✓ Are prohibited, except with written approval from fire department.
- ✓ Approval may be granted only after written request to be received 15 days prior to the first day of move-in.
- ✓ The request shall list the liquid being used, the quantities of each and how it will be used or demonstrated.



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### FIRE SAFETY

#### HAZARDOUS DISPLAYS

- ✓ Hazardous displays, such as, welding, brazing, torch cutting, lasers or use of radioactive materials, require written approval from the Fire Dept. depending on quantities
- ✓ Permits may be necessary.
- ✓ Approval may be granted only after receipt of a written request to be received at least 15 days prior to the first day of move-in.
- ✓ This request shall state exactly what is taking place in the display, materials being used, quantities of each and what precautions are being taken to protect both the exhibitor and attendee

#### HAZARDOUS CHEMICAL

- ✓ Hazardous chemicals, including pool chemicals, pesticides and herbicides are prohibited, except in small quantities used for demonstration purposes.
- ✓ A material safety data sheet shall be provided for each chemical which will be present.
- ✓ Permitted quantities: A) Liquids - one quart per chemical B) Solids - two pounds per chemical

#### EXPLOSIVES

- ✓ Explosives, including the performance of live pyrotechnic or fireworks displays are prohibited.

#### PYROTECHNIC OR FIREWORKS DISPLAYS

- ✓ The performance of live pyrotechnic or fireworks displays is prohibited in the convention center.

#### AEROSOLS

- ✓ Pressurized containers having flammable propellants are prohibited, except by written approval from the Fire Department.



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### CONTACT INFORMATION

#### Pittsburgh Conference on Analytical Chemistry & Applied Spectroscopy

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