



5931 West Campus Circle Drive  
Irving, Texas 75063  
Phone: (972) 751-9400  
Fax: (972) 751-9500  
[www.packexpoeast.com](http://www.packexpoeast.com)



March 3-5, 2020  
Pennsylvania Convention Center  
Philadelphia, PA USA

## Exhibitor Information

# EXHIBITOR RIGHTS

## Exhibitor's Rights

### Exhibitors' Booths

- In exhibit booths, an Exhibitor or a full-time company representative(s) **may erect and teardown booths**. The use of hand tools, power tools, battery-operated tools and ladders up to 6' are permitted.
- In exhibit booths, an Exhibitor or a full-time company representative of the exhibitor's company **may hang signs or graphics**.

### Loading and Unloading

- Exhibitors **may load and unload** non-commercial automobiles, station wagons, mini-vans, SUV's, and non-commercially registered 4 wheel pick-up trucks or vans.
- Exhibitors **may use equipment**, including but not limited to, carts, dollies, luggage carriers, 4 wheel flatbed carts and 2 wheel hand trucks. The use of any motorized or hydraulic devices is prohibited.
- Exhibitors cannot unload from the dock.

### Computers/Audio Visual

- All full-time regular employees of Exhibitors shall be **permitted to connect their personal computers** (desktop and laptop), computer components and peripherals with no limitation for non-public uses.
- Exhibitors can install monitors and A/V equipment that is not rented as long as you are a full-time employee of the booth.

### Exhibits

- I & D Exhibits (not set by the Exhibitor) are installed and dismantled by Stagehands.

### Electrical

- An exhibitor can run cords within a booth along the drape line or behind a display. Taping across the floor is not permitted.
- Only electricians are allowed to run electrical cords under carpet/flooring. Exhibitors are not allowed to run electrical cords under carpet/flooring.
- All cords within the booth must be grounded 3-wire, 12-gauge UL cords.
- No household ungrounded 2-wire extension cords allowed.

### Florists

- All commercial deliveries must utilize union unload labor to deliver floral arrangements and plants to exhibitors and meeting rooms.
- Exhibitors and Customers using a non-commercial vehicle can load, unload and deliver plants to their designated areas.
- Exhibitors and Customers and their employees at the organization can load and unload their plants or floral arrangements in non-commercial vehicles, i.e. automobiles, station wagons, minivan, SUV, and non-commercially registered four-wheel pickup truck or van. They may use their own equipment, including but not limited to, carts, dollies, luggage carriers, flat-bed carts and two-wheel hand trucks. They may not use motorized or hydraulic devices.

***These rights apply to PCC Customers and Exhibitors only. A PCC Customer is any organization that has entered into a lease agreement for the use of our facility and a PCC Exhibitor is any entity that is exhibiting at an event held within our facility.***



5931 West Campus Circle Drive  
Irving, Texas 75063  
Phone: (972) 751-9400  
Fax: (972) 751-9500  
[www.packexpoeast.com](http://www.packexpoeast.com)



March 3-5, 2020  
Pennsylvania Convention Center  
Philadelphia, PA USA

## Exhibitor Information

# Frequently Asked Question

### 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. Vehicles must unload at the bottom of the ramp. They cannot unload at the dock.

### 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, and 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 they are 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?**

- 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 my booth?**

- Yes, as long as you are a full-time employee. 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 next month 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.

### Electric

#### **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 within my booth?**

- An exhibitor can run cords within a booth along the drape line or behind a display. All cords must be grounded 3-wire, 12-gauge. 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.

## **PCC SAFETY GUIDELINES FOR EXHIBITORS** **WORKING IN BOOTHS**

1. A ladder up to 6 feet may be used in accordance with the manufacturer guidelines.
2. Power actuated tools, such as Hilti guns and gas filled nailers, may not be used under any circumstances.
3. The use of gasoline powered equipment is prohibited.
4. The use of one scaffolding section will be permitted, multi-tier scaffolding is not permitted.
5. Rigging of heavy objects is not permitted. Riggers would be required for such work.
6. The use of safety protection is required when needed, such as safety glasses, gloves, etc.
7. The use of hoists will not be permitted.
8. The use of a device with an open flame, such as a propane torch, is prohibited.
9. No smoking shall be permitted inside the facility.
10. Exhibit booths or displays may not block fire equipment.