



5931 Campus Circle Drive West
Irving, Texas 75063
Phone: (972) 751-9400
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www.packexpo.com



March 21-23, 2022
Pennsylvania Convention Center
Philadelphia, PA USA

General Utility Information

Exhibitors can perform some in-booth utility work themselves; including using their own ladders, power tools, and installing their own signs, graphics and props. See Exhibitor Rights and Labor form for more information.

1 Carpet Cutting

Many of the electric, compressed air, water, gas and telecom services are provided from utility floor ports. PACK EXPO Services (PES) technicians will make every attempt to notify you in advance. However, if you are not present when we arrive to install service, your carpet may be cut without prior notification so that we may complete the installation.

2 Tile, Solid Floors or Hardwood

If you intend to use any of these floor materials, it is necessary that you leave access to the utility floor ports. Please contact your Customer Account Manager (CAM) to discuss your booth utility installation, and make sure to make a note of the special flooring on your order form.

3 Ramping

All ramping in aisles is performed by PACK EXPO Services carpenters and must be pre-approved by Show Management and PACK EXPO Services. All ramping in a client's booth space is performed by PES. The general rule for ramping charges is that if an exhibitor's service must be fed from a port that crosses an aisle, the exhibitor is responsible for paying all ramping fees. Call your CAM for an estimate.

4 Work Orders

Once your utility services have been installed, you will sign the work order. This work order is a detailed list of the necessary labor performed to install the services during set-up, plus any changes in utility services that may have occurred from your original order. **Please review the work order carefully before signing it.**

5 Targets

Every attempt will be made to have your utilities and carpet installed by the close of business the day prior to your target date. Incomplete or missing orders/information will cause delays/additional charges to your booth setup. It is the responsibility of the exhibitor to ensure your booth order is complete prior to move-in.

6 Utility Floor Plans

Each utility service **must** be accompanied by a detailed floor plan to ensure proper installation and completion of your order.

A late floor plan fee of \$500.00 goes into effect after February 25, 2022. This fee will be assessed if a final, scaled floor plan, showing orientation to surrounding booths, is not submitted for each services that requires it. Resubmitting changes to existing floor plans after this date will be treated as a new floor plan, subject to the fee.

Review the Electrical section, Internet section, and Plumbing section for more information.



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Plumbing Information

Discount Deadline:
 February 7, 2022

AIRLINE SERVICE PACKAGE

1 General Information

Determine how many pieces of equipment will need to be connected to either Air, Water, or Drain.

INCLUSIVE AIRLINE PACKAGE PRICING—Includes: service outlet and airline hose. floorwork, tear out and final connection labor are also included as long as a detailed floor plan is submitted and connection time is confirmed **by February 25, 2022**.

Air and Water are set up for **two secondary services** within 15 feet of original service. Floor option only. Further than 15 feet away, or more than two additional locations, you must order another primary drop.

All connections from service to equipment will be performed by PACK EXPO Services (PES) personnel only.

Inline booths and Peninsula booths will have service brought to center back at curtain line if no floor plan is submitted with order. Airline sizes must be confirmed when ordering.

Island booths requesting service need to submit a detailed floor plan with order showing where services need to be installed, and indicate the main drop(s). Without a floor plan, services could be delayed and additional costs incurred.

After initial services are installed, any changes to installation will be on a new labor ticket and materials order.

Overhead services are available but will incur additional labor charges.

PES is not responsible for moisture, oil, water, drop or increase in pressure in lines to equipment.

Exhibitors should provide their own filters, dryers or other equipment as needed.

No compressors are allowed on the show floor other than those supplied by PES.

PES reserves the right to size air services by supplied CFM's required for each outlet:

1/4" Line = 75 SCFM @ 90 PSI

1/2" Line = 303 SCFM @ 90 PSI

3/4" Line = 682 SCFM @ 90 PSI

You must specify line size used per outlet when placing your order.

Minimum line size for water and/or drain service is 1/2" nominal.

All air services shut down one (1) hour after show close.

PES is not responsible for discoloration, taste, sediment or drop in water pressure.

Pricing Excludes: Ramping which is time and material cost, any applicable fees or taxes, any above and beyond the normal requests for hardware, specific brand products, pressure regulator valve installations, and/or major equipment/machinery retro fitting and assembly. Any and all work requested to be done outside of the outlet service scope of work. This will be done at the published hourly labor rates and thus noted on change order or supplemental work tickets which will be signed by the exhibitor(s) as the work is performed and completed.

There is a late fee of \$500.00 for any floorplan received after February 25, 2022.

*****A floorplan is required for all airlines and water/drain outlets. The floorplan needs to show what booths are on each side of exhibitor booth, and indicate where each airline or outlet type is needing to be installed. The quantity of each outlet type ordered needs to match the floorplan. A correct floorplan needs to be submitted by February 25, 2022, or a \$500 fee will be added to your billing. Floorplan revisions after February 25, 2022, will also be considered late, and will be charged the \$500 late floorplan fee.*****

Refer to the union jurisdictions and exhibitor rights forms for more information.



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February 7, 2022

2 Terms and Conditions

1. INSTRUCTION FOR COMPLETING ORDER FORM

- a. Order must be typed or clearly printed, illegible forms will delay processing.
- b. Services requested at location other than back of booth must include proper forms and floor plans with booth orientation.
- c. For services and equipment not listed on the service order form, call the PES Service for availability and quotes at (972) 751-9400 or e-mail pack.east@packexposervices.com.

2. PAYMENT TERMS & CONDITIONS

- a. Full payment is due with service order. Credit Card Pre-authorization for on site charges, labor and materials is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **PACK EXPO Services (PES)**, wire transfer and accepted credit cards. Service orders will not be processed without payment.
- b. Advance rates will be applicable to service orders complete with payment in full received by February 7, 2022. **Service orders received after February 7, 2022, or orders received without payment will be billed at the standard rate.**
- c. Outstanding balance for services will be automatically billed to the credit card on file.
- d. Credit will not be given for service installed and not used. Services canceled after February 27, 2022, are subject to a cancellation fee of 25%.
- e. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- f. Rates are based on current wages and are subject to change without notice.
- g. **Claims** regarding services provided by PES will not be considered unless filed by customer issued prior to the close of show.
- h. **Refunds** of overpayments will be issued by submitting requests to PES within 30-days of the close of final invoicing.
- i. **International** exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- j. For companies exempt from sales tax, PES requires an exemption certificate for the Commonwealth of Pennsylvania. Resale Certificates are not valid unless re-billing charges to customers.

3. EXPLANATION OF SERVICE

- a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- b. Advance orders will be installed based on the schedule determined by PES. On site orders will be processed in the order that they are received at the PES Service Desk.
- c. Air services will be turned off one-hour after the close of show each day and restored one-hour prior to opening. For refrigeration, electronics and circulation pumps, 24-hour refrigeration is available.

4. RULES & REGULATIONS FOR SERVICES

- a. Services provided may not be shared by multiple exhibits.
- b. All materials and equipment furnished by PCCA and/or PES shall remain the property of PCCA/ASM and/or PES.
- c. PES is authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
- d. PES is not responsible for interruption or fluctuation of services.
- e. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA safety standards. All equipment is subject to inspection and approval by PCCA prior to connection to service.
- f. Customer is responsible for any lost or damaged equipment supplied by the PCCA..

RATES SUBJECT TO CHANGE.



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Plumbing Service

Discount Deadline:
 February 7, 2022

	Qty	Advanced Rate per Unit	Standard Rate per Unit	Total
1 Plumbing Service				
1/4" Main Airline w/ Shutoff (75 SCFM @ 90 PSI)	X	\$ 886.60	\$1,266.60	=
Additional 1/4" Airline Connection (w/in 15' of Main Airline Outlet) (75 SCFM @ 90 PSI)	X	\$ 524.70	\$ 749.60	=
1/2" Main Airline w/ Shutoff (303 SCFM @ 90 PSI)	X	\$ 886.60	\$1,266.60	=
Additional 1/2" Airline Connection (w/in 15' of Main Airline Outlet) (303 SCFM @ 90 PSI)	X	\$ 524.70	\$ 749.60	=
3/4" Main Airline w/ Shutoff (682 SCFM @ 90 PSI) MUST BE ORDERED IN ADVANCE OF SHOW DATES.	X	\$ 979.00	\$1,398.60	=
Additional 3/4" Airline Connection (w/in 15' of Main Airline Outlet) (682 SCFM @ 90 PSI)	X	\$ 561.00	\$ 801.45	=
1/2" Water Line w/ Shutoff	X	\$ 231.00	\$ 330.00	=
Additional 1/2" Water Line w/ Shutoff	X	\$ 126.50	\$ 180.70	=
3/4" Drain Line	X	\$ 231.00	\$ 330.00	=
Additional 3/4" Drain Line	X	\$ 126.50	\$ 180.70	=
Supplemental Pressure Tank (Tank(s) will be located in booth.)	X	\$ 27.50	\$ 39.30	=
Water Fill and Drain up to 200 Gallons	X	\$ 187.00	\$ 267.15	=
Additional 100 Gallons Water Fill and Drain (Labor Additional)	X	\$ 77.00	\$ 110.00	=

- PES do not stock bottled gasses on premise. Call your Customer Account Manager for a list of our available gasses.
- Many gasses require a minimum of two weeks advance notice, please plan accordingly.

SCHEDULE ESTIMATED MACHINE HOOKUP DATE/TIME ON THE FOLLOWING PAGE.

PACK EXPO Services (PES) has been retained by PMMI to provide a single source contact for Exhibitor Services. The Utility Services provided by Pennsylvania Convention Center are being processed by PES. Pennsylvania Convention Center rates have been adjusted to include a cumulative Service Charge. Pennsylvania Convention Center is not responsible for errors or omissions for services requested, or payments made to PES or refunds due from PES.

Cancellation Policy: Services canceled after February 27, 2022, are subject to a cancellation fee of 25%. Credit will not be given after installation.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
An air and water floor plan must be provided with this order. See page 5.	Subtotal
<input type="checkbox"/> Attached	Taxes and Fees Multiplied by 8% of Subtotal
<input type="checkbox"/> To Follow (<i>Must be received by Disc. Deadline for Advance Rate</i>)	Late Floorplan Fee (received after 2/25/22) \$500.00
<input type="checkbox"/> Standard Location	<i>*See page 1/5 for requirements</i>
	Total _____

Exhibiting Company: _____
 Print Name: _____
 Authorizer's Signature: _____

Booth Number: _____
 Date: _____



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Plumbing Labor

Discount Deadline:
February 7, 2022
 (excludes labor)

		Standard Rate per Hour
2	Labor Rates	
	Straight-Time: Monday - Friday, 8:00 am - 4:30 pm	\$165.90
	Overtime: All other Weekday Times and All Day Saturday	\$248.85
	Double-Time: All Day Sunday and Holidays	\$331.80

PES AUTHORIZED TO LAY LINES UNDER CARPET—PROCEED WITHOUT EXHIBITOR SUPERVISION
 (Credit card authorization **MUST** be completed and a plumbing floor plan **MUST** be provided.)

PES TO PROCEED ONLY UNDER EXHIBITOR SUPERVISION
 (Per attached floor plan on **DATE** and **TIME** indicated below. Exhibitor must report to Service Center to sign out labor.)

Install lines under carpet: Date: _____ Time: _____

To make final connections: Date: _____ Time: _____

It is important to schedule hookup labor to ensure that labor is available when needed.

REQUESTED START TIMES—GUARANTEED ONLY WHERE LABOR IS REQUESTED FOR THE 8:15 AM START OF THE WORKDAY UNLESS THE OFFICIAL SET UP TIME BEGINS LATER IN THE DAY.

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Cancellation Policy: Services canceled after February 27, 2022, are subject to a cancellation fee of 25%. Credit will not be given after installation.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
An air and water floor plan must be provided with this order. See page 5. <input type="checkbox"/> Attached <input type="checkbox"/> To Follow <i>(Must be received by Disc. Deadline for Advance Rate)</i> <input type="checkbox"/> Standard Location	Subtotal _____

Exhibiting Company: _____
 Print Name: _____
 Authorizer's Signature: _____

Booth Number: _____
 Date: _____



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Air and Water Floor Plan Template

Discount Deadline:
February 7, 2022

On-Site Contact Name: _____
 Email: _____
 Cell Number: _____

Using the legend below, please complete this form for all utility services you order. A change of location on an installed or partially installed utility service may result in additional costs to you. If you are submitting your own detailed drawing, please be sure to include the following items:

- 1. Location, Type and Size of the primary connection**—Plumbing needs to be distributed from one location. It is recommended that this location be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.
- 2. Location, Type and Size of all secondary connections**—Provide specific dimensions. *Please do not simply place an X where a connection is required.*
- 3. Booth orientation**—Please provide surrounding aisle and/or booth numbers, particularly for Island booths. Try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

Aisle or Booth # _____ (Back of Booth)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
20																						20
19																						19
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4																						4
3																						3
2																						2
1																						1
0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		

Adjacent Booth #

Adjacent Booth #

Feet Back ↑

Feet Over →

Aisle # _____ (Front of Booth)

- PLUMBING
- CAL COMPRESSED AIR LINE (Diameter in inches)
 - WL WATER LINE (Diameter in inches)
 - DL DRAIN LINE (Diameter in inches)

COMMENTS: _____

Exhibiting Company: _____

Booth Number: _____