



PACK EXPO East  
March 18-20, 2024  
Pennsylvania Convention Center  
Philadelphia, PA

## PCC Exhibitor Rights Information

**Discount Deadline:  
February 12, 2024**

### EXHIBITOR 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 must check in at the designated POV area and bring their items in through the designated door. Large items cannot be brought in through the front doors of the exhibit hall.

#### 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.**



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## PCC Exhibitor Rights FAQs

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### **Loading and Unloading**

As an exhibitor, can I unload my own vehicle?

- Yes, regardless of booth size and it is not a commercially registered 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.

### **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 without booth size limitation if they own all materials within the booth and are full-time employees of the company.
- Exhibitors may perform work on their own display equipment after the initial set-up and/or for maintenance.

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

- Yes, if they are full-time employees of the company without booth size limitation.

I am an exhibitor coming in for an event next month and I was wondering if I can set up my personally owned TV monitor with DVD player?

- Exhibitors and their full-time employees can install monitors and AV equipment that is not rented without booth size limitation.

Can I hire an outside AV vendor for rental equipment?

- If you are using a 3rd party vendor other than the preferred AV vendor for your event, additional costs may be incurred.

Am I able to use a step ladder and a screw gun in my booth?

- Subject to building safety guidelines you are permitted to use ladders up to 6' and power tools (including battery operated) without booth size limitation.

### **Electric**

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

- Yes, exhibitors may set up personally owned computers without booth size limitation that are not for public use.
- All rented equipment would require show labor to install and dismantle.

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

- Exhibitors have the right to install your own lighting without booth size limitation. Lights must be installed by a full-time employee of the exhibitor and they cannot be provided by a rental company or 3rd party. Lighting provided by a 3rd party will be installed and dismantled by show labor (electricians). They must be UL/NEC compliant.
- In all booths where an Exhibitor Appointed Contractor (EAC) or decorator is utilized, show labor (electricians) will install all light fixtures, lit signage and stem lights.

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

- An exhibitor can run cords without booth size limitation along the drape line or behind a display.
- All exhibitor extension cords must be grounded 3-wire 12-gauge UL listed approved cords.
- Taping across the floor is not permitted. Any cords installed under flooring will be installed by show labor (electricians).

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

- Batteries shall be disconnected and reconnected by show labor (electricians) regardless of booth size.



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## PCC Safety Guidelines

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### PCC SAFETY GUIDELINES FOR EXHIBITORS

#### ALL BOOTHS:

- A. A ladder up to 6ft may be used in accordance with the manufacturer guidelines.
- B. Battery operated power tools can be used. Power actuated tools such as Hilt guns and gas filled nailers may not be used under any circumstances.
- C. Accessing floor ports in exhibit halls is strictly prohibited.
- D. The use of gasoline powered equipment is not permitted.
- E. Generators are prohibited.
- F. Vehicle batteries shall be disconnected and reconnected by electricians regardless of booth size.
- G. Rigging of heavy objects is not permitted. Riggers would be required for such work.
- H. The use of safety protection is required when needed, such as safety glasses, gloves, etc.
- I. The use of hoists will not be permitted.
- J. The use of a device with an open flame, such as a propane torch, is prohibited.
- K. Lasers, rotating or still, shall not be permitted.
- L. No smoking shall be permitted inside the facility-including electronic cigarettes.
- M. Exhibit booths or displays may not block fire equipment. Columns, electrical closets, and electrical panels must be accessible.
- N. All electrical cords run across the show floor or under carpet will be installed by PCC Electricians regardless of booth size.
- O. In all booths (including booths less than 600 sq/ft.) where an Exhibitor Appointed Contractor (EAC) or General Service Contractor is utilized, electricians will install all light fixtures, lit signage, and all other work deemed as electrical jurisdiction.
- P. Lead acid batteries may not be used for power in any booth.
- Q. Small air compressors that are not part of equipment (separate unit) are prohibited from use on the show floor. An order for Compressed Air is required through Client Utilities Department.
- R. The use of restroom sinks to fill and drain tanks, pots, buckets, etc. in exhibit halls is prohibited. An order for Water Fill & Drain is required through Client Utilities Department.
- S. Dumping of any type of liquids into restroom sinks, toilets or exhibit hall floor ports is strictly prohibited.