



Important Exhibitor Handout

PENNSYLVANIA CONVENTION CENTER Exhibitors' Rights And Union Jurisdictions

To assist you in planning your participation in this upcoming exposition, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand your own rights as an exhibitor and the union jurisdictions we ask that you read the following:

EXHIBITOR RIGHTS

Task	Work	Rules
Booth Set-Up	May install and dismantle their own booths, as follows: <ul style="list-style-type: none"> • Up to 300 net square feet in size • May use hand tools only • Includes graphics and exhibitor-owned floor covering • Without any time limitation. 	<ul style="list-style-type: none"> • May only be installed by exhibitors or full-time company employees after they check-in with the PCC. • No power or battery operated tools. • No hammers, ladders, or saws may be used. <i>(Please see the bottom of this handout for more information)</i> • This excludes the pipe & drape structure itself.
Personal Vehicles	Exhibitors and Customers may load and unload: <ul style="list-style-type: none"> • Automobiles, station wagons, mini vans, SUVs and non-commercially registered 4 wheel pick-up trucks and vans. 	<ul style="list-style-type: none"> • May use their own equipment, including but not limited to, carts, dollies, luggage carriers and 2 wheel hand trucks. • May not use motorized or hydraulic devices.
Computers	<ul style="list-style-type: none"> • Full-time regular employees of Customers & Exhibitors may connect their personal computers, computer components & peripherals without limitation. 	Desktop or Laptop computers. Includes computer peripherals.

UNION JURISDICTIONS

CONVENTION WORKERS: Handle all freight. They unload trucks or vehicles and deliver materials to and from booths. They are responsible for general decorating, installing & removing carpeting, floor covering, pipe & drape

CARPENTERS: Handle all installation and dismantling of exhibitor's booths that are not covered by the Exhibitor Rights.

ELECTRICIANS: Handle all electrical work and apparatus used to supply power, light, sound or signal connected directly to service exhibits, erect cable and lights on rental equipment, Install all truss, lighting, electrical signs & chain hoists in exhibits.

STAGEHANDS: Install sound systems, cameras, screens and AV equipment in exhibits. (ONLY in booths not erected by an EAC)

RIGGERS: Load & unload, deliver machinery; position all machinery, operate forklifts to install and dismantle exhibit booth header sign, beams, etc.. All installations requiring power lifting.

THE FOLLOWING TOOLS ARE PROHIBITED UNLESS USING UNION LABOR: BATTERY OR POWER OPERATED TOOLS, HAMMERS, LADDERS OR SAWS.