Exhibitor Cost Saving Measures

- **Order your labor early**
  - If you have an oversized booth (larger than 300 square feet) you have to use the labor supplied by either the Appointed Decorator of the show or your own Exhibitor Appointed Decorator (EAC) to build your booth. **Order your labor early!!** Do not wait until you are in the Pennsylvania Convention Center (PCC). There is always a substantial price difference between early ordering and on site ordering. It will be cheaper for you to order your labor beforehand. Check with the Appointed Decorator for pricing.
  - Ordering your labor early will also increase your efficiencies when in the PCC. By preordering your labor you can schedule the time that you will need the men in your booth. If you wait until you are on site, you will be at the mercy of the availability of the men and may have to wait some time until the men can start in your booth.
  - Order your Electrical needs early. This again will save you in costs and efficiencies. By preordering your Electrical needs, you will not have to wait to start building your booth and its many components (floor coverings, etc…) until the electric is laid. It is also cheaper to order in advance than it is on site.

- **Set the computers**
  - You have the right in the PCC to set the computers, components and all peripherals in your booth. There is no booth size limitation to this rule. You will not need any union labor to set the computers in your booth. If you are renting the computers, components and peripherals you may still set them up.

- **Rent equipment from your Show Appointed Audio/Visual Vendor**
  - If you need to rent computer equipment (monitors, etc…) for your exhibit booth and you are electing to not install it, use the appointed AV vendor for your show. The rental price will be comparable to an outside company but the labor cost will be significantly lower if you use the appointed vendor. When an outside company comes into the building, they are required to use union labor and at a four (4) hour minimum. **Your Show Appointed AV vendor** will be able to utilize his labor in multiple booths thereby **billing you per hour** – not a four (4) hour minimum. When a non-appointed AV vendor comes in, they can not utilize their labor in multiple booths because they are here specifically for you, so they have to include the four (4) hour minimum in their bill. This is for both the set up of the show and the dismantling of it. If you were to need two men to set your equipment, you are facing sixteen (16) hours of labor when you use a **non-appointed AV vendor** to hang one large plasma screen in your booth.
Frequently Asked Questions
Exhibitors

LOADING DOCK

• “If I drive to the Pennsylvania Convention Center (PCC), will I be allowed to unload my car?”
  ➢ Yes, an Exhibitor or fulltime employees of an exhibitor may unload their personally owned vehicle (POV) from the loading dock area. An Exhibitor may not unload a commercially registered vehicle (company vehicles or rented vehicles).
• “Am I restricted to only one trip from my POV?”
  ➢ No, you may make as many trips as necessary to unload your POV.
• “Am I restricted to only what I can carry in my arms?”
  ➢ No, you may use your own equipment, including but not limited to carts, dollies, luggage carriers and 2-4 wheel hand trucks. No motorized or hydraulic devices will be allowed.
• “I am in an oversized booth (over 300 square feet), can I still unload my POV?”
  ➢ Yes, your booth size is irrelevant when unloading your POV.

EXHIBIT BOOTH SET UP/TEAR DOWN

• “I have a booth that is 300 square feet, in most Convention Centers I am not allowed to set up or tear down my booth. Is this the case in Philly?”
  ➢ No, in any booth 300 square feet or smaller, an Exhibitor or fulltime employees of an exhibitor may set up and tear down their booth. You have the right to use hand tools but may not use battery powered or electrically powered tools, nor may you use any sized ladders. If your booth space rented is larger than 300 square feet you must set your booth up through the Show
appointed Contractor or through your own Exhibitor Appointed Contractor (EAC).

• “Can I hang signs and graphics in my booth?”
  ➢ Absolutely, an Exhibitor or fulltime employees of an exhibitor may hang signs or graphics and even install floor coverings in a booth of 300 square feet or less.

• “At most other Convention Centers I am limited to how many employees I can use to set my booth. Is this the case in Philly?”
  ➢ No, there is no restriction to the number of people used to set these booths, the only stipulation is that they are either the Exhibitor themselves or fulltime employees of the Exhibiting company.

• “Is there a limit to the amount of time I can spend setting up my booth?”
  ➢ There is no restriction to the amount of time that Exhibitors or employees are allowed to be in the booth while setting up or tearing down. You may spend all of the time allotted for Exhibitor move in, in your booth setting up.

• “I am planning on spending long hours in my booth with my employees setting up. Am I able to bring in food and feed my employees”
  ➢ Yes, you may provide meals for your employees. You can either bring in your own food or go outside of the PCC and bring food back into your booth while setting up and tearing down.

COMPUTERS

• “I have many computers and monitors that are going into my booth. Is my IT staff allowed to come in and set my computers?”
  ➢ Absolutely, all Exhibitors or fulltime employees of an exhibitor may set up and connect their computers, computer components and all peripherals without limitation.
FAQs cont.

- “Does my booth have to be less than 300 square feet for me to install and connect my computers?”
  - No, for the installation, connection and removal of computers, there is no limitation to booth size for Exhibitors.

- “What is a quick tip so I can save money?”
  - If you are going to rent AV equipment for your booth, rent that equipment through the show appointed AV vendor. They will be able to save you money on the labor charge. If you use an outside company to provide your AV needs, you will be charged for a four hour minimum labor call to set up your components and another four hours to take them down. If the set up requires two men you will be charged four hours for each man. The show appointed contractor will be able to bill you per hour and you would avoid the four hour minimum.