2017 Offsite Construction Expo - Philadelphia

Pennsylvania Convention Center
1101 Arch St.
Philadelphia, PA 19107

Dear Exhibitor,

Main Line Expo is proud to be the official service contractor for the 2017 Offsite Construction Expo at the Pennsylvania Convention Center on October 26th 2017. We understand your participation with this event is an important part of your firm’s marketing plan and we’ll do everything possible to make it a profitable and enjoyable experience. Our services include everything from handling your freight (drayage) to arranging your booth. Please read further for a more in depth look at how we can help!

Questions regarding space assignment, badges, display limitations and event schedule should be directed to:

Hardiman Williams
info@hardimanwilliams.com
Phone: (434) 202-8180

Questions regarding drayage, labor, furniture, signs, shipping and storage should be directed to:

Main Line Expo, Inc.
Attn: Michael Gilason
780 Fifth Avenue, Suite 160, King of Prussia, PA 19406
Phone: (610) 265-6200
E-mail: mike@mainlineexpo.com

Included, please find all the necessary forms for ordering freight handling services (drayage) and additional equipment rental for the event. Please complete applicable forms below and return by scan / e-mail mike@mainlineexpo.com.

Please note, your 10’ x 10’ booth space will include an 8’ high backdrop with 3’ siderails, a skirted 6’ table, 2 chairs and wastebasket. Please note that your booth space is carpeted.

This schedule may be subject to changes by show management

Setup for Exhibitors: Wednesday, October 25th 1:00pm – 5:00pm

Breakdown Date and Time: Thursday, October 26th 5pm (complete by 7pm)

All displays and equipment must be removed from the venue by 7pm on Thursday, October 26th. Any equipment left on the show floor will be either discarded or returned to Main Line Expo’s Warehouse for return shipping. Regular drayage and storage fees will apply.
## 2017 Offsite Construction Expo - Philadelphia

**Furniture, Labor, Accessories Order Form**

Rentals includes delivery to booth, use during event and removal. **Advance pricing applies to orders received by October 11th, 2017.** Orders are to be accompanied by payment via check, Master Card, Visa, and/or American Express.

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item</th>
<th>Advance Price</th>
<th>Regular Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Directors Chairs</td>
<td>65.00</td>
<td>80.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Padded White Resin Chair</td>
<td>40.00</td>
<td>55.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Display Tables and Risers</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Extensions to make table 42&quot;H</td>
<td>30.00</td>
<td>45.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30” x 4’ x 30”H Draped Table</td>
<td>60.00</td>
<td>75.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30” x 6’ x 30”H Draped Table</td>
<td>70.00</td>
<td>85.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30” x 8’ x 30”H Draped Table</td>
<td>90.00</td>
<td>105.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>36” Round Cocktail (30”H) w/Linen</td>
<td>65.00</td>
<td>80.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>36” Round High Top (42”H) w/Linen</td>
<td>80.00</td>
<td>95.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Accessories</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tripod Easel</td>
<td>40.00</td>
<td>55.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Literature Rack</td>
<td>70.00</td>
<td>85.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Flip Chart w/paper and markers</td>
<td>65.00</td>
<td>80.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chrome Sign Holder (22”H)</td>
<td>35.00</td>
<td>40.00</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL:** ____________________

For other specialty furniture/equipment rentals not listed please call Michael Gilason @ 610-265-6200

## Safety

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not designed to support your standing weight. Main Line Expo will not be responsible for injuries or falls caused by improper use of furniture.
2017 Offsite Construction Expo - Philadelphia

Exhibitor Freight Handling (Drayage) and Shipping Instructions

The venue will NOT accept advance shipping of your materials but don't worry, we can help. All inbound freight can be shipped to Main Line Expo (see address below) and delivered directly to your booth. Billing is based on inbound shipping weights. Pricing below also includes pick-up of your materials at the conclusion of the event and return to our warehouse.

Shipments consigned to the warehouse must arrive no later than Monday October 23rd, 2017 by 3pm.

Please label your exhibit materials as shown below:

Main Line Expo
780 Fifth Avenue, Suite 160
King of Prussia, PA 19406
(610) 265-6200
2017 Offsite Construction Expo
Exhibiting Company’s Name / Booth #

Freight Handling (Drayage) Charge Per Hundred Weight (CWT)

$100.00 (CWT) Pricing includes receiving materials at our warehouse, storage prior to event set-up, delivery to your booth upon set-up day and return shipping to our warehouse.

1. All drayage charges must be paid in advance.

2. SPECIAL HANDLING: A 50% charge will added for handling of uncrated / loose display materials or improperly labeled materials.
2017 Offsite Construction Expo - Philadelphia

Freight Handling (Drayage) Form

Exhibitor Name: ________________________________

Exhibitor Address: ________________________________

City __________________________ State ______ ZIP

Phone # ________________________________

Shipment Weight: _____________________________ @ ______ per 100 lbs.

Number of Cartons/Pieces ________________________________

Total Shipment (Transfer to Recap Page) $___________________________

PLEASE REMEMBER TO INSURE YOUR EXHIBIT MATERIALS. MAIN LINE EXPO IS NOT RESPONSIBLE FOR LOST OR STOLEN MATERIALS.
2017 Offsite Construction Expo - Philadelphia

Recap Form

Furniture and Accessories

Drayage

Total from Pg 2 $__________
Total from Pg 4 $__________

Total $__________

CANCELLATION POLICY:

- Orders cancelled prior to decorator move-in are subject to a 50% cancellation charge.
- Orders cancelled after decorator move-in begins are subject to a 100% cancellation charge.

DISCOUNT PRICING: To receive the discounted price, order must be received with full payment no later than the specified deadline.

STANDARD PRICING: After the deadline, orders will be processed at the regular price. Full payment must accompany the order.

Company ________________________________________________________________

Address ________________________________________________________________

Ordered by ___________________________ Phone _____________________________

PLEASE NOTE: A 2% ADMINISTRATIVE FEE APPLIES FOR CREDIT CARD PAYMENTS. 6% SALES TAX APPLIES TO ALL ORDERS.

☐Am Ex ☐Visa ☐Master Card   Acct # ___________________________ Exp _____ / ________

Billing Address Zip Code: _____________________________

CCV Code: _____________________________

CARDHOLDER’S NAME ____________________________________________

E-Mail Address: _________________________________________

Authorization Signature: ________________________________________
LIMITATIONS OF MAIN LINE EXPO LIABILITY & RESPONSIBILITY

The consignment or delivery of a shipment to Main Line Expo by an exhibitor, or by any shipper on behalf of an exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth below.

Main Line Expo shall not be responsible for damage to uncrated material, materials improperly packed or for any concealed damage.

Main Line Expo shall not be responsible for loss, theft, or disappearance of exhibitor’s material after they have been delivered to exhibitor’s booth.

Main Line Expo shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor’s booth for reloading after the show. Bills of lading covering outgoing shipments that are furnished by Main Line Expo to exhibitors will be checked at the actual time of pick up from the booth and corrections will made where discrepancies occur. The exhibitor must return the completed bill of lading to the Main Line Expo Service Desk.

Main Line Expo shall not be responsible for any loss, damage, or delay to due to fire, acts of God, strikes, lockout, or work stoppages of any kind, or any other cause beyond its control.

Main Line Expo’s liability shall be limited to physical loss or damage to the specific article that is lost, or damaged. In any event, Main Line Expo’s maximum liability shall be limited to $.30 per pound per article, with a maximum liability of $50.00 per item and $1,000.00 per shipment.

Main Line Expo shall not be liable to any extend whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibit’s material which makes it impossible or impractical to exhibit same.

Relative to shipments consigned to the warehouse. Main Line Expo shall exercise ordinary diligence and care in the receiving, handling, and storage of such shipments. Main Line Expo shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. In any case, Main Line Expo’s maximum liability shall be limited to $.30 per pound per article, with a maximum liability of $50.00 per item and $1,000.00 per shipment, while these goods are in its warehouse or in vehicles for delivery to the show site.

INSURANCE: It is suggested that you arrange for an “all risk” Insurance coverage. Adding “Riders” to existing policies, often at no extra cost can usually do this.

Empty container labels will be available at the service desk. Affixing these labels is the sole responsibility of the exhibitor or your representative. All previous labels should be removed or obliterated. Main Line Expo assumes no responsibility for errors to the aforementioned procedure, or for the removal of containers with old empty labels, or those without Main Line Expo labels or for improper information one empty labels, or for valuables stored in a container labeled empty.

It is the responsibility of the exhibitor to contract their designated carriers.

In order to ensure the removal of materials by the facility’s designated time, Main Line Expo shall have the authority, without further clearance from exhibitors to change designated carriers.

Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, changes for loading out freight shipments are the responsibility of the exhibitor from whom booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.
Exhibitor agrees, that in the event of a dispute with Main Line Expo relative to any loss or damage to Exhibitor’s material or equipment. Exhibitor will not withhold payment of any amount due to Main Line Expo for drayage or other services provided by Main Line Expo, as an offset against the amount of the alleged loss of damage. Instead Exhibitor agrees to pay Main Line Expo by show closing for all charges incurred and further agrees that any claim against Main Line Expo shall be pursued independently as a complete separate transaction to be resolved on its own merit.

**Limits of Liability and Responsibility**

1. Main Line Expo Services and its subcontractors shall not be held responsible for loss, delay, or damage due to strikes, lockouts, or work stoppages of any kind.

2. Main Line Expo Services and its subcontractors shall not be held responsible for loss, injury or damage caused by trades people or equipment furnished by Main Line Expo or its subcontractors; except when such trades people are working or operating equipment under the direct supervision of a supervisor designated by Main Line Expo or its subcontractors.

3. Main Line Expo and its subcontractors shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or damage to an exhibitor’s material or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor’s materials.

4. Claims for loss, injury or damage which are not submitted to Main Line Expo within thirty (30 days of the close of the show on which the loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against Main Line Expo or its subcontractors more than one year after the accrual of the cause of action thereof.

5. The placing of an order for the services of trades people and the use of our equipment by an exhibitor or any agent of the exhibitor shall be construed as acceptance by such exhibitor or agent of the terms and conditions set forth in Paragraphs 1 through 4 above.

*Be sure your liability insurance is in effect at the exhibit site. Main Line Expo suggests you arrange all risk coverage, which can usually be done by “riders” to existing policies. Contact your insurance representatives.*
WIRED INTERNET SERVICE ORDER
(Please read terms and conditions on reverse side)

Exhibiting Firm: ___________________________ Booth No.: ____________
Address: _________________________________ Event: ________________
City: __________________ State: ___________ Zip: ________________
Exhibitor Contact Name: _____________________ Title: __________________
Phone: (____) __________________ FAX: (____) ___________________ E-Mail: __________________

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials

[ ] Visa [ ] MasterCard [ ] Amex Account Number: ____________________ Exp Date: ________________
Print Card Holder’s name: ______________________ Signature: ______________
Check enclosed #: ____________________________ Amount: ________________

INTERNET SERVICES (internet upload and download speeds are the same and an IP address is required for each device connected to the internet)

<table>
<thead>
<tr>
<th>QTY</th>
<th>SERVICE</th>
<th>ADVANCE</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dedicated Public Internet Service will accommodate internet functions such as: viewing streaming video, surfing the internet, viewing websites and checking email. These services provide “real IP’s”, there are no blocked ports and they will support multiple users with VPN connections.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dedicated Public 9Mb – includes (10) IP addresses, can expand to (28) total IP addresses</td>
<td>$9,000.00</td>
<td>$11,250.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dedicated Public 6Mb – includes (10) IP addresses, can expand to (28) total IP addresses</td>
<td>$7,000.00</td>
<td>$8,750.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dedicated Public 3Mb – includes (6) IP addresses, can expand to (11) total IP addresses</td>
<td>$4,250.00</td>
<td>$5,310.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dedicated Public 1.5Mb – includes (6) IP addresses, can expand to (11) total IP addresses</td>
<td>$2,500.00</td>
<td>$2,655.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Additional Dedicated Public IP address</td>
<td>$160.00</td>
<td>$195.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Private Internet Service will accommodate general internet functions such as: viewing streaming video, surfing the internet, viewing websites and checking email. These services will not support multiple users with VPN connections.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Private 6Mb – includes (4) IP addresses</td>
<td>$1,200.00</td>
<td>$1,500.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Private 3Mb – includes (4) IP addresses</td>
<td>$1,000.00</td>
<td>$1,250.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Additional Private IP address</td>
<td>$125.00</td>
<td>$160.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Shared Private 1.5Mb – includes (1) IP address (not recommended for credit card transactions) <em>Additional IP addresses and wireless routers cannot be added to this service.</em></td>
<td>$500.00</td>
<td>$625.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dry VLAN connection – This service is not internet access. This service is inclusive of the origination and destination points. Origination Point________ Destination Point_________</td>
<td>$600.00</td>
<td>$750.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Please Note: Higher bandwidth options are available. Please contact the Show Services department for a quote 215.418.4800 or <a href="mailto:showservices@paconvention.com">showservices@paconvention.com</a></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Internet service originates at back of booth; please attach the booth floor plan if primary service is required in a location other than back of booth. Data cabling to multiple locations is installed by the event electricians; please contact Utility Services to order this labor (215.418.2190 or utilities@paconvention.com).

TO ORDER ON-LINE VISIT OUR WEBSITE AT WWW.PACONVENTION.COM

SUB TOTAL ____________________________
8% SALES TAX ________________________
TOTAL ____________________________
INTERNET SERVICE ORDER
TERMS & 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 floor plan.
   c. For services and equipment not listed on the service order form, call the PCC Show Services Department for availability and quotes at (215) 418-4800 or e-mail showservices@paconvention.com

2. 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 the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCC Show Services Desk.

3. RULES & REGULATIONS FOR INTERNET SERVICE
   a. Services provided may not be shared by multiple exhibits.
   b. All materials and equipment furnished by Pennsylvania Convention Center and/or its sub-contractors shall remain the property of Pennsylvania Convention Center and/or its sub-contractors.
   c. Pennsylvania Convention Center and its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports should this be required during installation.
   d. The use of any wireless devices including, but not limited to, wireless routers and switches that interfere with the PCC wireless frequency is prohibited.
   e. The PCC does not guarantee the routing, throughput or performance expressed or implied of any data circuits with regards to Internet access, network backbones beyond any facility we service.
   f. The PCC will not supply security services such as firewalls etc. for any data circuit we provide. It is the responsibility of exhibitors or customers to provide such security measures.
   g. The PCC requires that all devices accessing the PCC Network have the latest virus scan software, windows security updates and any other precautions necessary to protect yourself and others from viruses, malicious programs and other disruptive applications. Any device that adversely impacts PCC’s network will be disconnected from the network with or without prior notice at PCC’s discretion. Additional charges may apply for troubleshooting diagnosis and/or problem resolution.
   h. All Internet and equipment will be collected within 1 hour after close of show; exhibitors are responsible for loss or damage to PCC equipment until PCC staff receives said equipment.
   i. It is the responsibility of the client to provide the following:
      1. Standard 10BaseT Ethernet adapter (RJ 45 Interface) for each computer.
      2. Network Driver: TCP/IP
      3. Proper configuration of computer equipment for TCP/IP connection.
      4. Electrical service for your booth, room, or service location.

4. PAYMENT TERMS & CONDITIONS
   a. Full payment is due with service order. Credit Card Pre-authorization for onsite charges is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to Pennsylvania Convention Center (PCC), and accepted credit cards. Service orders will not be processed without payment. Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
   b. Advance rates will be applicable to service orders received by PCC 21 days prior to the first day of event move-in or the deadline date noted on front of this form. Service orders received less than 21 days prior to the first day of move-in and on site will be billed at the standard rate.
   c. Third party billing is available upon request. Please contact the PCC Finance Department at 215-418-4793 for approval.
   d. Outstanding balance for services will be automatically billed to the credit card on file.
   e. Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
   f. A $25.00 handling charge will be assessed for returned checks due to insufficient funds.
   g. Cancellation of services must be received by PCC Show Services Department 21 days prior to the event.
   h. Claims regarding services provided by PCC will not be considered unless filed by customer issued prior to the close of show.
   i. Refunds of overpayments will be issued by submitting request to PCC Finance Department within 30 days of the close of final invoicing.
   j. For unpaid balances on pre-approved invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCC shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania.
   k. 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.
   l. For companies exempt from sales tax, PCC requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

RATES EFFECTIVE MAY 1, 2017 – APRIL 30, 2018. RATES SUBJECT TO CHANGE AFTER 4/30/18
(Revised 5/17)
**TELECOMMUNICATIONS SERVICE ORDER**

*(Please read terms and conditions on reverse side)*

Exhibiting Firm: ____________________________ Booth No.: __________

Address: __________________________________ Event: ________________

City: ____________________________ State: __________ Zip: __________

Exhibitor Contact Name: ____________________________ Title: ______________

Phone: ( ) ________________________ FAX: ( ) ________________________ E-Mail: ________________

**CREDIT CARD AUTHORIZATION REQUIRED**

[ ] Visa [ ] MasterCard [ ] Amex  Account Number: ____________________________ Exp Date: _________

Print Card Holder’s name: ____________________________ Signature: ______________

Check enclosed #: ____________________________ Amount: ____________________________

**PHONE SERVICE** *(unlimited local and long distance calls at no additional charge)*

<table>
<thead>
<tr>
<th>QTY</th>
<th>SERVICE</th>
<th>ADVANCE</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Single Line Telephone Service</td>
<td>$300.00</td>
<td>$350.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Credit Card Line/Fax Line</td>
<td>$300.00</td>
<td>$350.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Multi Line Telephone Service</td>
<td>$450.00</td>
<td>$525.00</td>
<td></td>
</tr>
</tbody>
</table>

**PHONE EQUIPMENT & FEATURES**

<table>
<thead>
<tr>
<th>QTY</th>
<th>SERVICE</th>
<th>ADVANCE</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Conference Phone (Single Line Telephone Service must be ordered)</td>
<td>$100.00</td>
<td>$150.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Voice Mail</td>
<td>$25.00</td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**D-MARK EXTENSION** *(ordered by customer from local carrier and extended by PCC to room or booth. Attach carrier confirmation when requesting D-Mark extension)*

<table>
<thead>
<tr>
<th>QTY</th>
<th>SERVICE</th>
<th>ADVANCE</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Extend ISDN, Data or Fiber to Booth/Room</td>
<td>$600.00</td>
<td>$600.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Extend POTS Line to Booth/Room</td>
<td>$250.00</td>
<td>$250.00</td>
<td></td>
</tr>
</tbody>
</table>

Phone Service originates at back of booth; please attach a floor plan if service is required in a location other than back of booth.

TO ORDER ON-LINE VISIT OUR WEBSITE AT [WWW.PACONVENTION.COM](http://www.paconvention.com)

RATES EFFECTIVE MAY 1, 2017 – APRIL 30, 2018 RATES SUBJECT TO CHANGE AFTER 4/30/18.
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 floor plan.
   c. For services and equipment not listed on the service order form, call the PCCA Show Services Department for availability and quotes at (215) 418-4800 or e-mail showservices@paconvention.com

2. 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 the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCC Show Services Desk.

3. RULES & REGULATIONS FOR SERVICES
   a. Services provided may not be shared by multiple exhibits.
   b. All materials and equipment furnished by PCC and/or its sub-contractors shall remain the property of PCC and/or its sub-contractors.
   c. PCC and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
   d. PCC or its sub-contractors are 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 PCC safety standards. All equipment is subject to inspection and approval by PCC prior to connection to service.
   f. Customer is responsible for any lost or damaged equipment supplied by the PCC.

4. PAYMENT TERMS & CONDITIONS
   a. Full payment is due with service order. Credit Card Pre-authorization for onsite charges is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to Pennsylvania Convention Center (PCC), and accepted credit cards. Service orders will not be processed without payment. Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
   b. Advance rates will be applicable to service orders received by PCC 21 days prior to the first day of move-in or the deadline date noted on front of this form. Service orders received less than 21 days prior to the first day of move-in and on site will be billed at the standard rate.
   c. Third party billing is available upon request. Please contact the PCC Finance Department at 215-418-4793 for approval.
   d. Outstanding balance for services will be automatically billed to the credit card on file.
   e. Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
   f. A $25.00 handling charge will be assessed for returned checks due to insufficient funds.
   g. Claims regarding services provided by PCC will not be considered unless filed by customer issued prior to the close of show.
   h. Refunds of overpayments will be issued by submitting request to PCC Finance Department within 30 days of the close of final invoicing.
   i. For unpaid balances on pre-approved invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCC shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania.
   j. 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.
   k. For companies exempt from sales tax, PCC requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

RATES EFFECTIVE MAY 1, 2017 – APRIL 30, 2018 RATES SUBJECT TO CHANGE AFTER 4/30/18.
EXHIBITOR AUDIO VISUAL SERVICE ORDER
(Please read terms and conditions that appear on reverse side)

Exhibiting Firm: ___________________________ Booth No.: __________

Address:___________________________________ Event: __________________________

City:______________________________________ State: _______________ Zip: __________

Exhibitor Contact Name: _____________________ Title: __________________________

Phone: ( ) ___________________ FAX: ( ) __________________ E-Mail: __________________

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials

[ ] Visa  [ ] MasterCard  [ ] Amex  Account Number:_____________________________ Exp Date:________

Print Card Holder’s name: _________________________ Signature:____________________

Check enclosed #: ___________________________ Amount: __________________

AUDIO VISUAL SERVICES (RATES LISTED BELOW ARE FOR EXHIBIT BOOTHs FOR THE ENTIRE LENGTH OF THE SHOW)

<table>
<thead>
<tr>
<th>PRESENTATION EQUIPMENT</th>
<th>QTY</th>
<th>ADVANCE RATE</th>
<th>STANDARD RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>6’ Tripod Screen</td>
<td></td>
<td>$75.00</td>
<td>$94.00</td>
<td></td>
</tr>
<tr>
<td>8’ Tripod Screen</td>
<td></td>
<td>$113.00</td>
<td>$141.00</td>
<td></td>
</tr>
<tr>
<td>32” or 54” Projection Video Cart w/ Drape</td>
<td></td>
<td>$63.00</td>
<td>$79.00</td>
<td></td>
</tr>
<tr>
<td>Flipchart w/ Markers and Pad</td>
<td></td>
<td>$75.00</td>
<td>$94.00</td>
<td></td>
</tr>
<tr>
<td>LCD FLAT PANEL DISPLAYS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20” LCD Flat Panel Monitor (Data ONLY) not wall-mountable</td>
<td></td>
<td>$188.00</td>
<td>$235.00</td>
<td></td>
</tr>
<tr>
<td>24” LCD Flat Panel Display (Data &amp; Video) Black</td>
<td></td>
<td>$375.00</td>
<td>$469.00</td>
<td></td>
</tr>
<tr>
<td>32” HD Flat Panel Display (Data &amp; Video) Black</td>
<td></td>
<td>$500.00</td>
<td>$625.00</td>
<td></td>
</tr>
<tr>
<td>40” HD Flat Panel Display (Data &amp; Video) Black</td>
<td></td>
<td>$750.00</td>
<td>$938.00</td>
<td></td>
</tr>
<tr>
<td>52” HD Flat Panel Display (Data &amp; Video) Black</td>
<td></td>
<td>$1250.00</td>
<td>$1563.00</td>
<td></td>
</tr>
<tr>
<td>60” HD LED Display (Data &amp; Video) Black</td>
<td></td>
<td>$1625.00</td>
<td>$2031.00</td>
<td></td>
</tr>
<tr>
<td>Larger LCD Flat Panel Displays available</td>
<td></td>
<td>Call for Pricing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floor Stand or Table Top Stand (circle one)</td>
<td></td>
<td>$125.00</td>
<td>$156.00</td>
<td></td>
</tr>
<tr>
<td>Wall Mounting, Please Call for Pricing.*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LCD PROJECTORS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4,500 Lumen LCD Projector</td>
<td></td>
<td>$750.00</td>
<td>$938.00</td>
<td></td>
</tr>
<tr>
<td>LAPTOP COMPUTER</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laptop Computer with MS Office</td>
<td></td>
<td>$313.00</td>
<td>$391.00</td>
<td></td>
</tr>
<tr>
<td>AUDIO/VIDEO EQUIPMENT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>160 Watt Self Powered Full Range Speaker w/Stand</td>
<td></td>
<td>$163.00</td>
<td>$204.00</td>
<td></td>
</tr>
<tr>
<td>300 Watt Self Powered Full Range Speaker w/Stand</td>
<td></td>
<td>$213.00</td>
<td>$266.00</td>
<td></td>
</tr>
<tr>
<td>Dynamic Microphone Floor Stand, Podium, or Table Top (circle one)</td>
<td></td>
<td>$88.00</td>
<td>$110.00</td>
<td></td>
</tr>
<tr>
<td>Wireless Microphone Handheld Lavalier, or Headset (circle one)</td>
<td></td>
<td>$288.00</td>
<td>$360.00</td>
<td></td>
</tr>
<tr>
<td>DVD Player (single Disc)</td>
<td></td>
<td>$163.00</td>
<td>$204.00</td>
<td></td>
</tr>
<tr>
<td>Blu-ray Player</td>
<td></td>
<td>$250.00</td>
<td>$319.00</td>
<td></td>
</tr>
</tbody>
</table>

ADDITIONAL EQUIPMENT: ___________________________ ___________________________

RATES EFFECTIVE JULY 1, 2015 – RATES SUBJECT TO CHANGE
(Rev. 3/16)
PCCA AUDIO VISUAL SERVICE ORDER (EXHIBIT BOOTHs)

TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM AND PROCESSING REQUESTS.
   a. Service Order Forms must be typed or clearly printed. Incomplete order forms, including illegible print and missing information, will not be processed.
   b. For services and equipment not listed on the Service Order Form, please call the PCC’s Show Services Department at (215) 418-4800 or e-mail showservices@paconvention.com.
   c. Completed Service Order Forms should be submitted to PCC Order Processing Department (address listed on page 1).

2. PAYMENT TERMS & CONDITIONS
   a. Full payment is due with service order or the service order will not be processed. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to Pennsylvania Convention Center Authority (PCC), and accepted credit cards.
   b. If there are any pre-approved unpaid balances after the close of the event, they are due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE OF 18%. If any Finance Charge applied hereunder exceeds the maximum rate allowed by law, the Finance Charge shall automatically be reduced to the maximum rate allowed and any excess Finance Charge received by the PCC shall be applied to reduce the principal unpaid balance or refunded to the payer.
   c. A $25.00 handling charge will be assessed for returned checks due to insufficient funds.
   d. Cancellation of services must be received by PCC’s Show Services Department 72 hours prior to delivery date, or services and equipment will be billed at 100%.
   e. It is the Customer’s responsibility to advise PCC’s Show Services Department of any problems with any order, and to check invoices for accuracy prior to the close of the event.
   f. Claims regarding services provided by the PCC should be filed by Customer within 90 days of receipt of a final invoice.
   g. Requests for refunds of overpayments must be submitted to PCC’s Finance Department within 90 days of receipt of the final invoice.
   h. International exhibitors are required to make payment by check in U.S. funds drawn on a U.S. bank or by approved credit card.
   i. For companies exempt from sales tax, PCC requires an exemption certificate issued by the Commonwealth of Pennsylvania or any state/federal entity.

3. RENTAL TERMS AND CONDITIONS
   a. A representative of Customer must be present to sign for delivery of equipment.
   b. All materials and equipment furnished by PCC and/or its sub-contractors shall remain the property of PCC and/or its sub-contractors.
   c. All equipment provided by Customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCC safety standards.
   d. All equipment is subject to inspection and approval by PCC prior to connection to service.
   e. Customer hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear or damage to said property. All rental equipment must be returned to PCC in the same condition as it was at the time of delivery to Customer, reasonable wear and tear excluded. Customer will immediately notify PCC of any damage to the rental equipment and Customer hereby agrees to be billed for any damage to or loss of rental equipment while in Customer’s care, custody and/or control. In no event shall Customer permit any equipment to be used and/or possessed by parties other than the named Customer without prior consent of PCC in each instance. Services provided may not be shared by multiple exhibitors.
   f. Installation services for advance orders will be completed according to the schedule determined by the General Service Contractor and/or Show Management. On-site orders will be processed in the order that they are received at the PCC Show Services Desk.
   g. PCC will not be liable for any damages Customer may suffer arising out of acts of God, use or inability to use the audio-visual equipment or related products and/or services, unless such damages are caused by the intentional or willful act of PCC. PCC will not be liable for any special or consequential damages, or for losses, damages or expenses directly or indirectly arising from Customer’s use or inability to use the audio-visual equipment or related products and/or services, based upon breach of contract, or any other legal theory, whether or not PCC, its suppliers or subcontractors have been advised of the possibility of such damage or loss.
   h. The terms and conditions of this agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania.

Signed: ___________________________ Date: _____________________________

Company Name: _____________________________________________ Booth No: _____________________________

RATES EFFECTIVE JULY 1, 2015 – RATES SUBJECT TO CHANGE (Rev. 3/16)
### AUDIO VISUAL MEETING ROOM SERVICE ORDER

(Please read terms and conditions that appear on reverse side)

Exhibiting Firm: _______________________________ Meeting Room: ____________

Address: _____________________________________ Event: ____________

City: __________________________ State: _______ Zip: __________

Exhibitor Contact Name: __________________________ Title: ____________

Phone: ( ) ___________________ FAX: ( ) ____________ E-Mail: __________________________

**CREDIT CARD AUTHORIZATION REQUIRED** for advance order, on-site charges, labor, and materials

[ ] Visa [ ] MasterCard [ ] Amex  Account Number: __________________________ Exp Date: ____________

Print Card Holder’s name: __________________________ Signature: __________________________

### AUDIO VISUAL SERVICES (DAILY RATES FOR MEETING ROOMS)

<table>
<thead>
<tr>
<th>Presentation Equipment</th>
<th>QTY</th>
<th>Advance Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>34” or 54” Projection Video Cart w/Drape</td>
<td></td>
<td>$25.00</td>
<td>$31.00</td>
<td></td>
</tr>
<tr>
<td>56” Safelock Stand</td>
<td></td>
<td>$20.00</td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td>Laser Pointer</td>
<td></td>
<td>$25.00</td>
<td>$31.00</td>
<td></td>
</tr>
<tr>
<td>Flipchart w/Markers &amp; Pad</td>
<td></td>
<td>$30.00</td>
<td>$38.00</td>
<td></td>
</tr>
<tr>
<td>Wireless Computer/Mouse</td>
<td></td>
<td>$25.00</td>
<td>$31.00</td>
<td></td>
</tr>
<tr>
<td>10’x16’ Black Pipe and Drape (price per section)</td>
<td></td>
<td>$120.00</td>
<td>$150.00</td>
<td></td>
</tr>
<tr>
<td>6’ Tripod Screen</td>
<td></td>
<td>$30.00</td>
<td>$38.00</td>
<td></td>
</tr>
<tr>
<td>8’ Tripod Screen</td>
<td></td>
<td>$45.00</td>
<td>$56.00</td>
<td></td>
</tr>
<tr>
<td>10’ Cradle Screen</td>
<td></td>
<td>$85.00</td>
<td>$106.00</td>
<td></td>
</tr>
<tr>
<td>Larger Screens and Widescreen Available</td>
<td></td>
<td>Call for Pricing</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Video &amp; Data Display Equipment</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>32” HD Flat Panel Display</td>
<td></td>
<td>$200.00</td>
<td>$250.00</td>
<td></td>
</tr>
<tr>
<td>40” HD Flat Panel Display</td>
<td></td>
<td>$300.00</td>
<td>$375.00</td>
<td></td>
</tr>
<tr>
<td>52” HD Flat Panel Display</td>
<td></td>
<td>$500.00</td>
<td>$625.00</td>
<td></td>
</tr>
<tr>
<td>60” HD LED Display</td>
<td></td>
<td>$650.00</td>
<td>$813.00</td>
<td></td>
</tr>
<tr>
<td>DVD Player (single disc)</td>
<td></td>
<td>$65.00</td>
<td>$81.00</td>
<td></td>
</tr>
<tr>
<td>LCD Support Package (vga cable, cart, &amp; power strip)</td>
<td></td>
<td>$45.00</td>
<td>$56.00</td>
<td></td>
</tr>
<tr>
<td>4500 Lumens Projector</td>
<td></td>
<td>$300.00</td>
<td>$375.00</td>
<td></td>
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</tbody>
</table>

### AUDIO EQUIPMENT *

<table>
<thead>
<tr>
<th>Audio Equipment</th>
<th>QTY</th>
<th>Advance Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dynamic Microphone (sm58)</td>
<td></td>
<td>$35.00</td>
<td>$44.00</td>
<td></td>
</tr>
<tr>
<td>Condenser Lavalier Microphone</td>
<td></td>
<td>$35.00</td>
<td>$44.00</td>
<td></td>
</tr>
<tr>
<td>Floor Microphone Stand or Table Top Microphone Stand</td>
<td></td>
<td>n/c</td>
<td>n/c</td>
<td></td>
</tr>
<tr>
<td>Gooseneck for Podium</td>
<td></td>
<td>n/c</td>
<td>n/c</td>
<td></td>
</tr>
<tr>
<td>Wireless Handheld Microphone or Wireless Lavalier Microphone</td>
<td></td>
<td>$115.00</td>
<td>$144.00</td>
<td></td>
</tr>
<tr>
<td>Compact Disc (CD) Player</td>
<td></td>
<td>$50.00</td>
<td>$63.00</td>
<td></td>
</tr>
<tr>
<td>6-Channel Audio Mixer</td>
<td></td>
<td>$60.00</td>
<td>$75.00</td>
<td></td>
</tr>
<tr>
<td>16-Channel Audio Mixer</td>
<td></td>
<td>$175.00</td>
<td>$219.00</td>
<td></td>
</tr>
<tr>
<td>Press Mut Box</td>
<td></td>
<td>$95.00</td>
<td>$119.00</td>
<td></td>
</tr>
<tr>
<td>Direct Box (Computer Audio)</td>
<td></td>
<td>$20.00</td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td>House Audio Patch Fee (per room section/per day)</td>
<td></td>
<td>$50.00</td>
<td>$63.00</td>
<td></td>
</tr>
<tr>
<td>160 Watt Self-Powered Full Range Speaker w/Stand</td>
<td></td>
<td>$65.00</td>
<td>$81.00</td>
<td></td>
</tr>
<tr>
<td>300 Watt Self-Powered Full Range Speaker w/Stand</td>
<td></td>
<td>$85.00</td>
<td>$106.00</td>
<td></td>
</tr>
<tr>
<td>Laptop Computer</td>
<td></td>
<td>$125.00</td>
<td>$156.00</td>
<td></td>
</tr>
</tbody>
</table>

*Audio equipment includes use of House Sound System

**TOTAL CHARGES**

**Equipment Subtotal**

**8% Sales Tax**

**Labor Services**

(please see special information)

**Total Amount Due**

**SPECIAL INFORMATION:** Please contact the Show Services Department (215.418.4800) to discuss your estimate for labor services and to order additional equipment.

**RATES EFFECTIVE MAY 1, 2017 – APRIL 30, 2018. RATES SUBJECT TO CHANGE AFTER 4/30/18.**
PCCA AUDIO VISUAL SERVICE ORDER (DAILY RATES FOR MEETING ROOMS)  
TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM AND PROCESSING REQUESTS.
   a. Service Order Forms must be typed or clearly printed. Incomplete order forms, including illegible print and missing information, will not be processed.
   b. For services and equipment not listed on the Service Order Form, please call the PCC’s Show Services Department at (215) 418-4800 or e-mail showservices@paconvention.com.
   c. Completed Service Order Forms should be submitted to PCC Order Processing Department (address listed on page 1).

2. PAYMENT TERMS & CONDITIONS
   a. Full payment is due with service order or the service order will not be processed. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to Pennsylvania Convention Center (PCC), and accepted credit cards. Credit Card pre-authorization for on-site charges, labor and equipment is required when placing an order. All Customers with outstanding balances from prior events must submit payment along with service orders, or the outstanding balance will be automatically billed to the approved credit card on file. If prior outstanding balances are not paid, services will not be provided.
   b. If there are any pre-approved unpaid balances after the close of the event, they are due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE OF 18%. If any Finance Charge applied hereunder exceeds the maximum rate allowed by law, the Finance Charge shall automatically be reduced to the maximum rate allowed and any excess Finance Charge received by the PCCA shall be applied to reduce the principal unpaid balance or refunded to the payer.
   c. A $25.00 handling charge will be assessed for returned checks due to insufficient funds.
   d. Cancellation of services must be received by PCC’s Show Services Department 72 hours prior to delivery date, or services and equipment will be billed at 100%.
   e. Labor rates are based on current prevailing wages and are subject to change. Calculation of Stagehand Labor Rates are as follows: Straight Time Rate (M-F first 8 hours of the day), Overtime Rate (Saturdays and after the first 8 hours worked M-F), and Double Time Rate (Sundays).
   f. It is the Customer’s responsibility to advise PCC’s Show Services Department of any problems with any order, and to check invoices for accuracy prior to the close of the event.
   g. Claims regarding services provided by the PCC should be filed by Customer within 90 days of receipt of a final invoice.
   h. Requests for refunds of overpayments must be submitted to PCC’s Finance Department within 90 days of receipt of the final invoice.
   i. International exhibitors are required to make payment by check in U.S. funds drawn on a U.S. bank or by approved credit card.
   j. For companies exempt from sales tax, PCC requires an exemption certificate issued by the Commonwealth of Pennsylvania or any state/federal entity.

3. RENTAL TERMS AND CONDITIONS
   a. A representative of Customer must be present to sign for delivery of equipment.
   b. All materials and equipment furnished by PCC and/or its sub-contractors shall remain the property of PCC and/or its sub-contractors.
   c. All equipment provided by Customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCC safety standards.
   d. All equipment is subject to inspection and approval by PCC prior to connection to service.
   e. It is understood and agreed that Customer is renting PCC’s equipment for a specified period of time and is responsible for its safe return. Customer hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to said property. All rental equipment must be returned to PCC in the same condition as it was at the time of delivery to Customer, reasonable wear and tear excluded. Customer will immediately notify PCC of any damage to the rental equipment and Customer hereby agrees to be billed for any damage to or loss of rental equipment while in Customer’s care, custody and/or control. In no event shall Customer permit any equipment to be used and/or possessed by parties other than the named Customer without prior consent of PCC in each instance. Services provided may not be shared by multiple exhibits.
   f. Installation services for advance orders will be completed according to the schedule determined by the General Service Contractor and/or Show Management. On-site orders will be processed in the order that they are received at the PCC’s Show Services Desk.
   g. PCC will not be liable for any damages Customer may suffer arising out of acts of God, use or inability to use the audio-visual equipment or related products and/or services, unless such damages are caused by the intentional or willful act of PCC. PCC will not be liable for any special or consequential damages, or for losses, damages or expenses directly or indirectly arising from Customer’s use or inability to use the audio-visual equipment or related products and/or services, based upon breach of contract, or any other legal theory, whether or not PCC, its suppliers or subcontractors have been advised of the possibility of such damage or loss.
   h. The terms and conditions of this agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania.

Signed: ________________________________ Date: ________________________________
Company Name: ________________________________ Meeting Room: ________________________________

RATES EFFECTIVE MAY 1, 2017 – APRIL 30, 2018 RATES SUBJECT TO CHANGE AFTER 4/30/18 (Rev. 5/17)
Electric Service & Electric Labor Installation Order Form

(Please read PCC/SMG Terms & Conditions attached)

Exhibiting Firm: ___________________________ Booth #: ___________________________

Bill To Address: ___________________________ Event: _____________________________

City: ___________________________ State: ___________________________ Zip: __________

Exhibitor Contact Name: ___________________________ Title: ___________________________

Phone: ___________________________ E-Mail: ___________________________

On-Site Contact Name: ___________________________ Phone: ___________________________

Credit Card Authorization Required for Advanced Orders, On-Site Charges, Labor and Materials

☐ Visa ☐ MasterCard ☐ Amex Account Number: ___________________________ Exp. Date: ___________________________

Card Holder’s Name: ___________________________ Signature: ___________________________

Check enclosed #: ___________________________ Amount: ___________________________

Standard 110v/120v Service

Service originates at back center of Inline & Peninsula Booths. Island Booths – Labor and Material charges will apply.

<table>
<thead>
<tr>
<th>QTY</th>
<th>Service</th>
<th>Advanced</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>500watts</td>
<td>$118.00</td>
<td>$160.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1000watts</td>
<td>$150.00</td>
<td>$210.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2000watts</td>
<td>$190.00</td>
<td>$255.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24HR. 500watts</td>
<td>$177.00</td>
<td>$240.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24HR. 1000watts</td>
<td>$225.00</td>
<td>$315.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24HR. 2000watts</td>
<td>$285.00</td>
<td>$382.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTHER</td>
<td>CALL</td>
<td>CALL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

208v Motors/Machinery Service

Labor and material charges will apply.

<table>
<thead>
<tr>
<th>QTY</th>
<th>Service</th>
<th>Advanced</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>20amp 1Phase</td>
<td>$410.00</td>
<td>$510.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30amp 1Phase</td>
<td>$430.00</td>
<td>$575.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>60amp 3Phase</td>
<td>$800.00</td>
<td>$1,120.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>100amp 3Phase</td>
<td>$1,280.00</td>
<td>$1,500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24HR 20amp 1Phase</td>
<td>$615.00</td>
<td>$765.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24HR 30amp 1Phase</td>
<td>$645.00</td>
<td>$862.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24HR 60amp 3Phase</td>
<td>$1,200.00</td>
<td>$1,760.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24HR 100amp 3Phase</td>
<td>$1,920.00</td>
<td>$2,250.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTHER</td>
<td>CALL</td>
<td>CALL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Rental Lights

Price includes Power, Installation/Dismantle and a One-Time Focus on Straight Time.

<table>
<thead>
<tr>
<th>QTY</th>
<th>Service</th>
<th>Advanced</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4’ Track w/3- 90w Lamps</td>
<td>$167.00</td>
<td>$263.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8’ Track w/3-90w lamps</td>
<td>$232.00</td>
<td>$315.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Each additional track lamp</td>
<td>$20.00</td>
<td>$30.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LED Clamp Stem Light</td>
<td>$130.00</td>
<td>$175.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parcan Overhead Light</td>
<td>$670.00</td>
<td>$900.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Electrical Labor Rates Per Hour:

- Straight Time: 8am-4:30pm Monday-Friday
  - Regular Rate: $118.00 Show Site Rate: $145.00
  - Over Time: 6am-8am after 4:30pm Monday-Friday / All Day Saturday
  - Regular Rate: $177.00 Show Site Rate: $200.00
  - Double Time: All Day Sunday / Recognized Holidays
  - Regular Rate: $236.00 Show Site Rate: $260.00

- Installation/Dismantle labor is scheduled and billed at rates in accordance with show move-in/out.
- The minimum charge of ½ hour installation will apply.
- Dismantle labor of floor power will be automatically charged at 50% of the total installation hours.
- Dismantle of overhead services, signs, truss, motors and lights will be billed on actual labor hours incurred.

- ☐ Unsupervised Installation  ☐ Supervised Installation by Exhibitor/Name: ___________________________ Cell: ___________________________
- ☐ NO ☐ YES EAC or I&D Company: ___________________________ On-Site POC: ___________________________ Cell: ___________________________

Please Check All Work Required Below: Only PCC/SMG electricians under IBEW Jurisdiction perform the electrical installations listed below.

- ☐ Distribution of cords/cables under carpet/flooring from point of origin
- ☐ 208v/480v Service Connection
- ☐ Dedicated Daily Booth Labor (submit schedule if necessary)
- ☐ Computer Installation & Dismantle
- ☐ Satellite Dish Assembly / Dismantle & Cabling

- ☐ Network Data Cabling Distribution & Terminations
- ☐ Hardwire Lights & Electrical Equipment
- ☐ Coax ☐ VGA ☐ Audio Signal
- ☐ Low Voltage Terminations
- ☐ Close Circuit TV, Security Cameras/Monitors
- ☐ Disconnect/Connect Vehicle Battery

- ☐ Booth Lighting ☐ YES ☐ NO
- ☐ Stem Lights & Electrical Signage
- ☐ Truss/Motors/Lights
- ☐ Suspended Electrical Signs with/Lights and/or Motors
- ☐ Disconnect/Connect Vehicle Battery

Date: ___________________________ Time: ___________________________

Date: ___________________________ Time: ___________________________

Date: ___________________________ Time: ___________________________

Date: ___________________________ Time: ___________________________

Date: ___________________________ Time: ___________________________

Dismantle Date: ___________________________ Time: ___________________________

Dismantle Date: ___________________________ Time: ___________________________

Dismantle Date: ___________________________ Time: ___________________________

Dismantle Date: ___________________________ Time: ___________________________

Dismantle Date: ___________________________ Time: ___________________________

Dismantle Date: ___________________________ Time: ___________________________

Dismantle Date: ___________________________ Time: ___________________________

Dismantle Date: ___________________________ Time: ___________________________

Dismantle Date: ___________________________ Time: ___________________________

Dismantle Date: ___________________________ Time: ___________________________
PCC/SMG ELECTRIC SERVICE ORDER
TERMS & 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 diagrams.
   c. For services and equipment not listed on the service order form, call the PCC/SMG Utility Services Department for availability and quotes at (215) 418-2190 or e-mail utilities@paconvention.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 **Pennsylvania Convention Center Authority, (PCCA)** and accepted credit cards. Service orders will not be processed without payment. Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
   b. **Advance Rates** will be applicable to service orders received with payment in full by the deadline date noted on front of this form.
   c. **Standard Rates** will be applicable to service orders received after the Advanced Rate Deadline or orders received without payment.
   d. Third party billing is available upon request. Please contact the PCCA/SMG Finance Department at 215-418-4793 for approval.
   e. **Outstanding balance** for services will be automatically billed to the credit card on file.
   f. Credit will not be given for service installed and not used.
   g. **Cancellation of services** must be received by PCCA/SMG Utility Services 21 days prior to the event. Services cancelled without 21 days prior written notice are subject to a cancellation fee of 25%.
   h. A $25.00 handling charge will be assessed for returned checks due to insufficient funds.
   i. Rates are based on current wages and are subject to change without notice.
   j. **Claims** regarding services provided by PCCA/SMG will not be considered unless filed by customer issued prior to the close of show.
   k. **Refunds** of overpayments and dispute resolutions will be issued by submitting request to PCCA/SMG Finance Department within 30 days of the close of final invoicing.
   l. For unpaid balances on **pre-approved invoices**, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCCA/SMG shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania.
   m. **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.
   n. For companies exempt from sales tax, PCCA/SMG 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. Advanced orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCCA/SMG Service Desk.
   c. Electrical services will be turned off one hour after the close of show each day and restored one hour prior to opening.
   d. 24 hour electrical service is available for refrigeration, electronics and circulation pumps.

4. RULES & REGULATIONS FOR SERVICES
   a. Services provided may not be shared by multiple exhibits.
   b. All materials and equipment furnished by PCCA/SMG and/or its sub-contractors shall remain the property of PCCA/SMG and/or its sub-contractors.
   c. All rental equipment furnished by PCCA/SMG not left in the booth at close of show will be charged an additional 75% of the original rental equipment charge.
   d. PCCA/SMG and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
   e. PCCA/SMG or its sub-contractors are not responsible for interruption or fluctuation of services.
   f. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA/SMG safety standards. All equipment is subject to inspection and approval by PCCA/SMG prior to connection of service.
   g. Customer is responsible for any lost or damaged equipment supplied by the PCCA/SMG.
10’ X 10’

Circle the correct booth type and fill-in the proper orientation around your booth area.

Inline Booth     Peninsula Booth     Island Booth

1 Square = 1 Foot

Adjacent Booth or Aisle # ____________________

Adjacent Booth or Aisle # ____________________

LEGEND FOR MARKING GRID—PLEASE USE THESE SYMBOLS:

+ = Main Drop Location
◆ = 1000 watt/ 10 amp

● = 2000 watt/ 20 amp

★ = 1500 watt/ 15 amp

▲ = 1000 watt/ 10 amp
◆ = 500 watt/ 5amp
ELECTRIC SERVICE CHECKLIST

ELECTRICAL SERVICE IS NOT INCLUDED WITH THE RENTAL OF YOUR BOOTH SPACE. VIOLATORS WILL HAVE THEIR EQUIPMENT DISCONNECTED, AND NOTICE WILL BE SENT TO THE SHOW MANAGER.

- Exhibitors are NOT PERMITTED to run cords under carpet.
- Exhibitors are permitted to run cords over the carpet (in booths smaller than 600 square feet) at the Back of Booth (curtain line) or along the drape line.
- All exhibitor extension cords must be grounded 3-wire 12-gauge UL listed approved cords.
- Absolutely NO household un-grounded cords are permitted.
- Exhibits found to be non-compliant will receive notification and are subject to power interruption until corrected. If not corrected, notification will be sent to the Show Manager.
- Each electrical drop within a booth is a minimum of 500 watts. This is for the protection of the equipment getting plugged in, the safety of the people in the booth (both exhibitors and attendees) and to prevent over-current interruption during the show.
- Electrical service will be turned off one hour after the close of show and restored one hour prior to opening of show each day. 24HR service is available upon request for perishables, refrigeration, electronics, pumps, etc. at an additional cost.
- All equipment provided by the exhibitor shall be UL listed and approved. Equipment must be in compliance with the National Electrical Code, Philadelphia Building Codes, Fire Marshall and PCCA/SMG safety standards.
- All electrical equipment and installations are subject to inspection. Any equipment found presenting a hazard will be subject to removal.
- Electrical Distribution panels in the back of booths MUST remain accessible at all times. Exhibitors are PROHIBITED from accessing panels and PCCA electrical connections.
- All hard wiring and/or splicing of lights and electrical equipment requires an Electrical Labor Order and installation by PCCA/SMG electrician.
- Labor calls for PCCA/SMG electricians must be selected as “Under Supervision” OR “Without Supervision” and noted as such on the Electrical Labor Order form.
- If labor will be provided “Under Supervision” a date and time MUST be provided. “Will Calls” are not acceptable.
- It is recommended that you supply the Utilities Department with a rendering and scaled floor plan noting power drop locations in your booth and/or meeting room.
- All on-site orders for electric service and electric labor will be billed at Standard/Show Site Rates and could lead to delays in your booth build.

(Rev. 11/3/16)
WATER & COMPRESSED AIR SERVICE ORDER

( Please read Terms and Conditions attached )

Exhibiting Firm: ____________________________  Booth No.: __________

Billing Address: ____________________________________________  Event: __________

City: ____________________________  State: _______  Zip: __________

Exhibitor Contact Name: ______________________________________  Title: __________

Phone: ____________________________  E-Mail: ____________________________

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials

☐ Visa  ☐ MasterCard  ☐ Amex  Account Number: ____________________________  Exp Date: __________

Print Card Holder’s name: ____________________________  Signature: ____________________________

Check enclosed #: ____________________________  Amount: ____________________________

Rate includes installation to back center of in-line and peninsula booths only.

Labor & material required for distribution to other locations, Island booths and connection to equipment.

<table>
<thead>
<tr>
<th>QTY.</th>
<th>SERVICE</th>
<th>ADVANCED</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 / 2” Main Airline w/ Shutoff</td>
<td>$300.00</td>
<td>$350.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Additional 1 / 2” Airline Connection</td>
<td>$115.00</td>
<td>$165.00</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1 / 2” Water line w/ Shutoff</td>
<td>$210.00</td>
<td>$260.00</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1 / 2” Additional Water line w/ Shutoff</td>
<td>$115.00</td>
<td>$165.00</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>3 / 4” Drain line</td>
<td>$210.00</td>
<td>$260.00</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>3 / 4” Additional Drain line</td>
<td>$115.00</td>
<td>$165.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Water Fill &amp; Drain up to 200 gal.</td>
<td>$170.00</td>
<td>$220.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Additional 100 gal. Water Fill &amp; Drain – Labor Additional</td>
<td>$70.00</td>
<td>$90.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prep Sink (Water &amp; Drain Additional)</td>
<td>$120.00</td>
<td>$160.00</td>
<td></td>
</tr>
</tbody>
</table>

Basic Hot Water Heater Package (Includes hot/cold water lines, drain line, water heater, plumbing & electric labor at column location only). Other locations and various setups will incur additional charges. $1,150.00  $1,200.00

Sub Total

8% Sales Tax

TOTAL

PLUMBING LABOR RATES:
Weekdays 8am - 4:30pm $144.00 per hour | Weekdays after 4:30pm & all day Saturday $216.00 per hour
All day Sunday and Holidays $288.00 per hour

☐ AUTHORIZED TO LAY LINES UNDER CARPET WITHOUT EXHIBITOR SUPERVISION PER ATTACHED FLOOR PLAN

☐ PROCEED UNDER SUPERVISION DATES AND TIMES INDICATED BELOW:

Install lines under carpet  Date: __________  Time: __________

Final Connection to equipment  Date: __________  Time: __________

*ADVANCED RATE PRICING: SERVICE ORDER WITH PAYMENT IN FULL MUST ARRIVE PRIOR TO DEADLINE DATE NOTED ABOVE*
PCCA/SMG WATER & COMPRESSED AIR SERVICE ORDER
TERMS & CONDITIONS

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   f. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA/SMG safety standards. All equipment is subject to inspection and approval by PCCA/SMG prior to connection to service.
   g. Customer is responsible for any lost or damaged equipment supplied by the PCCA/SMG.

Eff. 5-1-17
ANNOUNCING OUR NEW LIGHTING PRODUCTS AVAILABLE FOR RENTAL

What attracts visitors to your booth? Excellent exhibit design and a marketing strategy. We think the most important aspect of the marketing strategy is the lighting. To help draw visitors and business to your booth we are pleased to offer two new lighting products available for rental: Skanda LED Clamp on Light, the Nora Track Light and PARCAN Overhead Light. The clamp on lights are useful if you are trying to create smaller spotlights on specific posters, the track lights are useful if you are trying to highlight specific products within your booth and our PARCAN Overhead Light is useful if you want to add additional overhead lighting to your booth or spotlight a hanging sign, etc.

With these ideas in mind, we think you'll be better able to market your product or service and attract attention!

*Rental Price Includes Power, Installation/Dismantle and a One-Time Focus*

**SKANDA LED CLAMP ON LIGHT**
- Super Bright LED
- Clamps
- Classic Black Only
- 200 watts cool white

**NORA TRACK LIGHT**
- 3 Fully Enclosed Lamps
- 4ft & 8ft. Lengths of Track
- Classic Black Only

**PARCAN OVERHEAD LIGHT**
- Rugged Die-Cast Aluminum Construction
- Source Four Optical Technology
- Superior Brightness

*RENTAL PRICES:

**SKANDA LED CLAMP ON LIGHT**
- Advanced: $130.00
- Standard: $175.00

**NORA TRACK LIGHT**
- 4ft. Advanced Rate: $167.00
- 4ft. Standard Rate: $263.00
- 8ft. Advanced Rate: $232.00
- 8ft. Standard Rate: $315.00

**PARCAN OVERHEAD LIGHT**
- Advanced: $670.00
- Standard: $900.00

Light attracts people, it shows the way, and when we see it in the distance, we follow it. "Ricardo Legorreta - Architect"
PCC SAFETY GUIDELINES FOR EXHIBITORS

BOOTH 600 SQ/FT OR LESS:

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 Hilti guns and gas filled nailers may not be used under any circumstances.

ALL BOOTHS:

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

(Rev. 12/01/16)