



installation & dismantle

When it comes to installation and dismantling of exhibits, no one does it better than Freeman. With more than 75 years of experience, our group of specialists is ready to assist you with all of your exhibit requests, from beginning to end.

Whether you choose to supervise or you need the assistance of a full-time Freeman employee, we can meet all your needs, from shipping and storage to emergency on-site repairs to basic installation and dismantling to support service coordination including electrical, furnishings and more. Freeman has the resources and the capabilities to help you have the most successful show experience possible.

do i need to order labor?

As an exhibitor, you are required to follow local labor jurisdictions. Please refer to the enclosed "Labor Jurisdictions" information sheet for details.

installation and dismantling services available

Freeman will work closely with you to coordinate every phase of your trade show participation, including:

- Preplanning and budget consultation
- Support service coordination – electrical, furnishings, floral and more
- Shipping and storage management
- On-site supervisors with dedicated floor managers
- Skilled labor and technicians for installation and dismantling
- Full, in-house carpentry
- Graphics production
- Emergency repairs and refurbishing
- Postshow evaluations
- Multiple show coordination

Supervise any labor yourself, or if you need assistance, Freeman I&D experts will do it for you.

if you use Freeman staff

Exhibits are set up prior to your arrival under the direction of Freeman I&D supervisors. We charge 30% of the total labor charge, with a minimum \$45 fee.

if you supervise yourself

Installation – Your labor supervisor must check in at the exhibitor service center to pick up laborers. Upon completion of work, your supervisor must return to the exhibitor service center to release the laborers. Start time is guaranteed only when labor is requested for the start of the working day.

Dismantling – When scheduling dismantling labor, be sure to allow time for empty containers to be returned to the booth after the close of your show. Start time is guaranteed only when labor is requested for the start of the working day.

questions?

Call customer service at the number listed on Quick Facts.

For fast, easy ordering, visit us at www.myfreemanonline.com.



Pennsylvania Convention Center

Exhibitor Handout

Hand tools for the Installation of your Exhibit

This Handout will show what tools are acceptable, and what tools are prohibited to use in booths 300 sq.ft. or less. If booth is over 300 sq. ft. Union Labor is required to do the installation.

The Following Tools are Acceptable:

Screwdrivers



Paint Brushes



Tape Measure



Staple Gun



Wrenches



Nut Drivers



Hex Keys



Level



Pliers



The Following Tools are Prohibited:

NO Power or Battery Operated Tools



NO Ladders



NO Saws



NO Hammers



100% Customer-Focused, Cost-Effective

Pennsylvania Convention Center

In 2003, the Pennsylvania Convention Center (PCC) implemented a new Customer Satisfaction Agreement that was specifically aimed at making it easier and less expensive for our Customers and Exhibitors to conduct business within our building. These rights are among the most progressive in the industry. Therefore, we strongly encourage you to take the time to review your rights, so that your experience at the PCC is handled in a cost-effective manner.

Customers' & Exhibitors' Rights

Exhibitors' Booths

- ★ In exhibit booths that are no larger than 300 net square feet, an Exhibitor or a full-time company representative(s) **may erect or tear down booths** and may use non-powered hand tools. The use of power tools, battery operated tools and ladders are prohibited.
- ★ In exhibit booths that are no larger than 300 net square feet, only an Exhibitor or a full-time company representative(s) of the exhibitor's company **may hang signs or graphics**.

Loading and Unloading

- ★ Customers and Exhibitors **may load and unload** non-commercial automobiles, station wagons, mini-vans, SUVs, and non-commercially registered 4 wheel pick-up trucks and vans.
- ★ Customers and Exhibitors **may use equipment**, including but not limited to, carts, dollies, luggage carriers, 4 wheel flat bed carts, and 2 wheel hand trucks. The use of any motorized or hydraulic devices is prohibited.

Computers

- ★ All full-time regular employees of Customers and Exhibitors shall be **permitted to connect their personal computers** (desktop and laptop), computer components, and peripherals with no limitation.
- ★ All third-party vendors, including rental companies, contractors, and/or vendors must utilize union workers to install and dismantle their laptops, desktops, and computers.
- ★ The installation and dismantling of all computers (in bulk) in the Cyber Cafes and all meeting rooms shall be handled by a combined workforce of Electricians and Stagehands that is designated by the Labor Supplier (Elliott-Lewis).

Stage

- ★ Computers set on stage are exclusively the jurisdiction of Stagehands.

Exhibits

- ★ Decor and props (on stage) are installed and dismantled by Stagehands.
- ★ I & D Exhibits (not set by Exhibitor) are installed and dismantled by Carpenters.

Easels and/or Sign Cards

- ★ All full-time regular employees of Show Management, Meeting Planner or Show Organizers may place, move and/or remove easels or card signs or both. Signs and easels need to be delivered to a central location for organization's staff members to move to appropriate location.

Electrical

- ★ Exhibitors cannot run cords under carpet.
- ★ Exhibitors can run cords over carpet as long as they are concealed and do not impose a trip hazard, i.e. side curtains, or under tables with skirts.
- ★ All cords within 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 exhibits and meeting rooms.
- ★ Exhibitors and Customers using a non-commercial vehicle can load, unload, and deliver plants to their designated area.
- ★ Exhibitors and Customers and their employees at the organization can load and unload their plants or floral arrangements in non-commercial vehicles, i.e. automobile, station wagon, mini van, SUV and non-commercially registered 4-wheel pick-up truck or van. They may use their own equipment, including but not limited to carts, dollies, luggage carriers, flat bed carts, and 2-wheel hand trucks. They may not use motorized and hydraulic devices.

Freight

- ★ The use of motorized pallet jackets by Customers/Exhibitors is prohibited within the PCC. The Customer/Exhibitor is free to move any freight within their booth using non-motorized dolly.

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. These particular Customers' and Exhibitors' rights do not apply to contractors that are working within our facility. All contractors performing work at the PCC should contact the facility's labor supplier, Elliott-Lewis, to arrange for the procurement of the required show labor. Elliott-Lewis can be reached at (215) 418-2197.

Be at Liberty to Meet

RV: 11/20/06

About the Pennsylvania Convention Center

The Pennsylvania Convention Center, the crown jewel of Philadelphia's hospitality industry, opened to national acclaim in 1993. Located in the heart of Center City Philadelphia – a short walk from the Liberty Bell and Independence Hall, more than 10,000 hotel rooms and world-class restaurants – the Center is an award-winning, technologically advanced facility that has successfully hosted some of the world's premier tradeshows, conventions, meetings, and special events.

The Center's current statistics are impressive:

- ★ 315,000 sq. ft. of contiguous exhibit space.*
- ★ An additional 125,000 square-foot exhibit hall, totaling 440,000 sq. ft. of exhibit space.
- ★ 44 loading docks with one direct drive-on ramp.
- ★ 32,000 square-foot ballroom.
- ★ 50 meeting rooms, offering 90,000 sq. ft. in meeting space.
- ★ 35,000 square-foot multi-purpose space in the century-old Reading Terminal Train Shed. The Grand Hall provides a one-of-a-kind setting for registration, events, or a grand entrance to any show.
- ★ 615-seat, state-of-the-art auditorium with full complement of broadcasting, teleconferencing, and multimedia capabilities.
- ★ A wireless convention center with access in all exhibit halls, meeting rooms, and concourses.
- ★ A multi- and single-mode fiber optic backbone and miles of Category 6 wire throughout the entire facility.
- ★ More than 20 ISDN lines configured for voice, data, and video conferencing.
- ★ Home to the largest permanent collection of contemporary art, crafts, and photography in a building of its kind.
- ★ Direct access to Reading Terminal Market, an historic farmers' market, and great lunch spot; an urban mall; and a regional rail station with service from Philadelphia International Airport, and Amtrak's 30th Street Station.
- ★ Connection to the 1,408-room Philadelphia Marriott Downtown hotel.
- ★ Walking distance of first-class hotels, restaurants, attractions, and shopping.

*Expanded to 1 million sq. ft. of saleable space (700,000 sq. ft. of exhibit space, including 541,000 sq. ft. contiguous, plus a new 60,000 sq. ft. ballroom).

To book a future meeting or convention in Philadelphia, please call 1-800-CALL-PHL or visit www.PhiladelphiaUSA.travel.

For more information on the Pennsylvania Convention Center, visit www.paconvention.com.

