

The logo for AWS re:Inforce, featuring the text "AWS re:Inforce" in white on a dark blue background. The background of the entire page is a vibrant, abstract composition of overlapping geometric shapes in shades of blue, purple, and magenta, with a vertical cyan stripe on the right side.

AWS
re:Inforce

Meeting Room Services Kit

AWS re:Inforce 2024
June 11-12, 2024
Pennsylvania Convention Center
Philadelphia, PA

Welcome

Dear AWS re:Inforce 2024 Sponsor,

T3 Expo is proud to have been selected as the official service contractor for AWS re:Inforce 2024. This document contains information and order forms for many of the services that we offer. Please take a few minutes to review and read this material carefully. Our goal is to help make your participation at this event a success. We recommend you place your orders as soon as possible in order to take advantage of the advance order discounts.

Our T3 Expo Customer Service department is ready to assist you with all your exhibiting needs; please contact help@t3expo.com or call +1.888.698.3397.

Thank you for your business,
From all of us at T3 Expo

Please Note: AWS re:Inforce will take place from June 10 – June 12 at the Pennsylvania Convention Center in Philadelphia, Pennsylvania. While re:Inforce has expanded to a three day conference, the Expo will be open on June 11 – June 12.



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GENERAL INFORMATION

Show Management Contacts - All Sponsors

SPONSORSHIP TEAM



AWS re:Inforce Sponsorship Team
Email:

reinforce-sponsors@support.awsevents.com

GENERAL SERVICE CONTRACTOR



8 Lakeville Business Park
Lakeville, MA 02347

Phone: +1.888.698.3397

Email: orders@t3expo.com

Online Ordering: order.t3expo.com

INTERNET, TELEPHONE & CABLE SERVICES



Pennsylvania Convention Center
1101 Arch Street
Philadelphia, PA 19107

Inquiries only: 215-418-2190

Email: exhibitorservices@paconvention.com

Orders may be placed online at:

<https://tinyurl.com/y5vv7s2h>

AUDIO VISUAL



Sparks

Phone: +1(800)-925-SPARKS

Email: reinforceav@wearesparks.com

TRANSPORTATION



Phone: +1.800.988.9889

Fax: +1.844.846.6030

Website: tforcefreight.com

Sponsor Meeting Room Schedule

Exhibitor Move-in:

Friday, June 7:

12:00 PM - 5:00 PM | Customs

Saturday, June 8:

8:00 AM - 5:00 PM | Customs

Sunday, June 9:

12:00 PM - 5:00 PM | 20x20 Booths & Larger

Monday, June 10:

8:00 AM - 5:00 PM | All Booths and 16'x16' Meeting Rooms

Sponsor Booths and 16'x16' Meeting Rooms must be show ready by 5:00 pm on Monday, June 10.

Exhibit Hours:

Tuesday, June 11:

6:30 AM - 8:00 AM | Sponsor Early Access

8:00 AM - 5:00 PM | Exhibit Hours

9:00 AM - 10:00 AM | Keynote (Expo remains open)

4:00 PM - 5:00 PM | Happy Hour in Expo

Wednesday, June 12:

7:30 AM - 9:00 AM | Sponsor Early Access

9:00 AM - 4:00 PM | Exhibit Hours

Do not leave valuables unattended at the close of the show.

Exhibitor Move-out:

Wednesday, June 12:

4:00 PM - 8:00 PM | All Booths and 16'x16' Meeting Rooms

Turnkey booths will be removed after 4:00 pm so all belongings must be removed by this time

Empty crates can take up to 4-6 hours to be delivered.

Thursday June 13:

8:00 am - 5:00 pm | Diamond and Platinum Custom Booths

12:00 PM | Carrier Check-in

PLEASE NOTE: Hours are subject to change.

Important Dates & Deadlines Checklist

- Friday, April 12, 2024 Sponsor Turnkey Customization Deadline
- Friday, April, 26, 2024 Sponsor Turnkey Graphics Submission Deadline
- Friday, May 3, 2024 A/V Services Advanced Discount Deadline
- Friday, May 10, 2024 Receiving at Advance Warehouse Begins
- Friday, May 17, 2024 T3 Service Orders Advanced Discount Deadline
- Monday, June 3, 2024 Last Day for Advanced Shipments to Arrive without Surcharges
- Sunday, June 9, 2024 Direct Shipments to Show Site May Begin Arriving After 8:00 am
- Monday, June 10, 2024 All Exhibits Must Be Set by 5:00 pm
- Thursday June 13, 2024 All Carriers Must Check In by 12:00 pm

SHIPPING INFORMATION

AWS re:Inforce 2024 BOOTH #: _____

Material Handling

Choosing Your Carrier

Please carefully consider your carrier prior to booking your shipment(s) to and from the event. Various carriers are set up to operate on a certain schedule or with limited delivery procedures. Please be sure to review your carrier's policies. Some carriers will not deliver to a loading dock, some deliver without verification or signature of delivery. This may result in delays in delivery or additional fees.

POV (Privately Owned Vehicle): If you are delivering your materials to show site in your own vehicle, there may be Material Handling charges applied. Please refer to the Union Regulations in this kit and plan accordingly. T3 has jurisdiction over the loading dock based on these regulations.

Rate Classifications

Crated: Material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required.

Uncrated: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. The Advance Warehouse is not able to accept loose/unpackaged pieces; shipping crates, fibers, cartons and pallets are acceptable.

Small Package: A shipment of any number of pieces with a combined weight of 1-50 lbs that is received on the same day, from the same shipper and delivered by the same carrier at the same time.

Additional Fees May be Applicable

Late to Warehouse Fee: Shipments arriving after Monday, June 3, 2024 will be charged an additional 30%.

Off Target Fee: If your event has a targeted move in, you must schedule your delivery within your target time. If your freight is received Off Target, there will be an additional fee of 30% of your Material Handling costs for that shipment.

Overtime/Double Time

- Overtime is before 8:00 am and after 4:30 pm, Monday-Friday, and all day Saturday. Double Time is all day Sunday and observed Union holidays.
- Based upon the Material Handling rates quoted, a 30% surcharge per pound for each occurrence will apply if:
 - Shipments are received on overtime.
 - Your advance shipment to the warehouse is received during straight time hours, but due to scheduling beyond T3 Expo's control, is moved into show site on overtime.
 - Shipments are loaded out on overtime.

Outbound Shipping

- A Material Handling form **MUST** be filled out for any shipment leaving the Expo Hall. These forms can be picked up at the T3 Expo Service Desk. All accounts must be settled prior to requesting this form.
- Once you have filled out the Material Handling form and ALL of your booth materials are packed, labeled, and ready for shipping, please return the completed form to the T3 Expo Service Desk – **DO NOT LEAVE THIS FORM IN YOUR BOOTH SPACE.**

Carrier Check-in: All carriers must be checked in no later than Thursday June 13, 2024 by 12:00 pm. If prior arrangements have not been made, the official show carrier will be on-site to coordinate or re-route shipments.

UPS or Federal Express: To use these carriers, you **MUST** have their shipping labels for each piece and schedule your pick up. Without these, your freight will **NOT** be picked up by either. If there is a Business Center on the property, it is recommended that you bring your items there.

PLEASE NOTE: There may be an additional fee from the facility for this service.

Advance Shipments to T3 Expo Warehouse

Advance Shipments will be received at the Advance Warehouse beginning on Friday, May 10, 2024. Shipments arriving prior to this date may be refused.

Crated or Uncrated

Shipment Weight x \$2.23/lb = \$ _____

Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment x \$101.00 ea. = \$ _____

Sales Tax 8.0% \$ _____

Material Handling Estimate \$ _____

Direct Shipments to Show Site

Direct shipments will be received starting on Sunday, June 9, 2024 at 8:00 am. Shipments that arrive prior to this date may be refused by the Pennsylvania Convention Center as T3 Expo will not have possession of the venue prior to this date and time.

Crated or Uncrated

Shipment Weight x \$2.28/lb = \$ _____

Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment x \$101.00 ea. = \$ _____

Sales Tax 8.0% \$ _____

Material Handling Estimate \$ _____

Shipping Addresses

Advance Shipments to T3 Expo Warehouse

Address

To: (Exhibiting Company Name)
(Booth #)

For: AWS re:Inforce 2024

c/o: T3 Expo
c/o: TForce Freight c/o Marano
9820 Blue Grass Road
Philadelphia, PA 19114

Information

Advance shipments will be accepted beginning on Friday, May 10, 2024 through Monday, June 3, 2024 between the hours of 8:00 am – 3:00 pm.

Shipments received after Monday, June 3, 2024 will be charged an additional 30% per pound.

Please note when overtime rates apply as stated on Material Handling pages.

Direct Shipments to Show Site

Address

To: (Exhibiting Company Name)
(Booth #)

For: AWS re:Inforce 2024

c/o: T3 Expo
c/o: Pennsylvania Convention Center
Halls B & C
1101 Arch Street
Philadelphia, PA 19107

Information

Direct shipments are accepted starting on Sunday, June 9, 2024 beginning at 8:00 am and throughout published event hours.

Please note when overtime rates apply as stated on Material Handling pages.

PLEASE NOTE: There is no Marshalling Yard at this venue.



Get the Show on the Road

TForce Freight Trade Show

Your booth is the centerpiece of your company's trade show presence. If it doesn't arrive intact and on-time, your business could miss out on a golden opportunity to gain exposure within the industry.

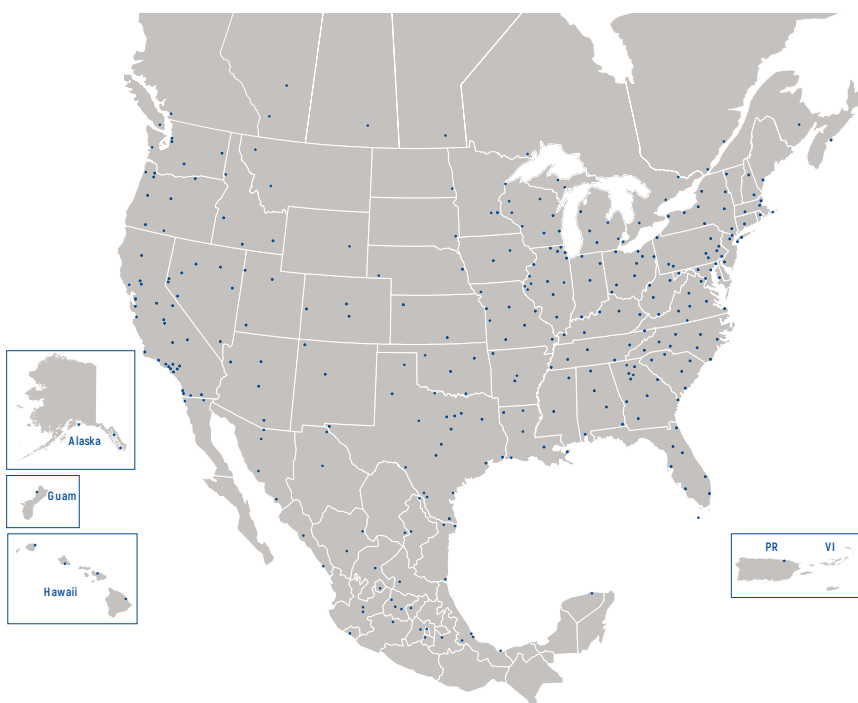
At TForce Freight, we understand your trade show needs, and we're here to ensure your trade show shipping experience is easier than ever.

Whether your booth is headed for the advanced warehouse or direct to the show site, the TForce Freight Trade Show team can provide you with dependable transit times at the right price — ensuring that your trade show experience goes off without a hitch.



Vast Network Coverage

TForce Freight Trade Show has established a massive network of more than 200 facilities throughout the United States. Which allows us to provide you competitive time-in-transit speeds to and from all major trade show markets.





TForce Freight Trade Show Features & Benefits



Guaranteed On-time

We are so confident in our ground freight shipping that we guarantee it's delivered on-time, or your money back.*



Professional Assistance

TForce Freight has trade show specialists available 24/7 to assist you with pre-planning your show. As well as, on-site Regional Managers to assist you with any questions or concerns during the show.



Real-Time Tracking

Experience advanced real-time tracking with TForce Freight technology. You can monitor packages, documents, and high valued goods and assets as they make their way from the loading dock to your exhibit.



Expedited Shipping

When you have a time-sensitive shipment that needs to be there, choose TForce Freight Expedited, and we'll put our seamless, multi-modal transportation network to work for you.



Faster Unloading

TForce Freight has developed strong relationships with several of the largest general service contractors, granting TForce Freight Trade Show with "Official Show Carrier" status at select venues. This allows TForce Freight to use a dedicated delivery door at the event, speeding up the delivery process.



Caravan Service

TForce Freight Trade Show has established a caravan service between select show locations. By joining the caravan you'll streamline your shipments and have your booth delivered to our advanced warehouse days before the show starts.

For more information or to schedule a pickup, please contact
TForce Freight Trade Show at: 800-988-9889 or tforcefreight.com

*Applies for trade show deliveries only. No-fee guarantee applies for shipments rated on current 560/525 tariff only. Shipments rated on customized rates are eligible for a "fee-based" guaranteed service. Certain restrictions apply. See rules tariff for more information.

ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, MAY 10, 2024 TO MONDAY, JUNE 3, 2024

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: TForce Freight c/o Marano

9820 Blue Grass Road

Philadelphia, PA 19114

Event: **AWS re:Inforce 2024**

Booth #: _____

Piece #: _____ of: _____ pieces



ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, MAY 10, 2024 TO MONDAY, JUNE 3, 2024

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: TForce Freight c/o Marano

9820 Blue Grass Road

Philadelphia, PA 19114

Event: **AWS re:Inforce 2024**

Booth #: _____

Piece #: _____ of: _____ pieces



These labels are provided for your convenience; please affix to each piece shipped to ensure proper delivery.

DIRECT SHIPMENT

ACCEPTED BEGINNING SUNDAY, JUNE 9, 2024

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: Pennsylvania Convention Center

Halls B & C

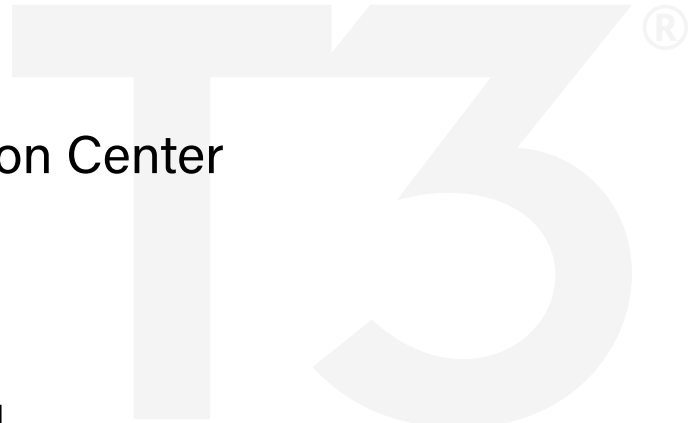
1101 Arch Street

Philadelphia, PA 19107

Event: **AWS re:Inforce 2024**

Booth #: _____

Piece #: _____ of: _____ pieces



DIRECT SHIPMENT

ACCEPTED BEGINNING SUNDAY, JUNE 9, 2024

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: Pennsylvania Convention Center

Halls B & C

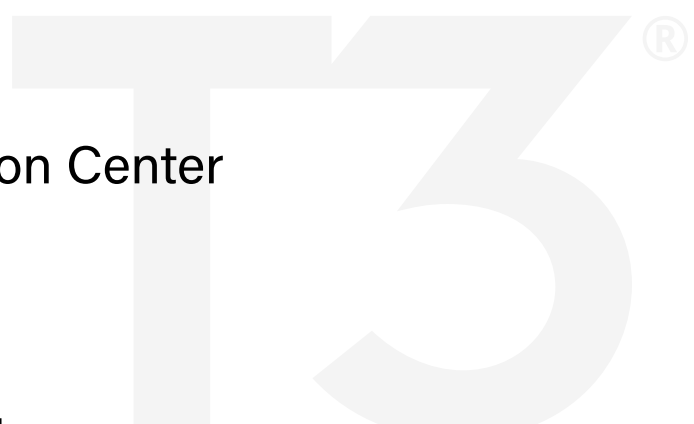
1101 Arch Street

Philadelphia, PA 19107

Event: **AWS re:Inforce 2024**

Booth #: _____

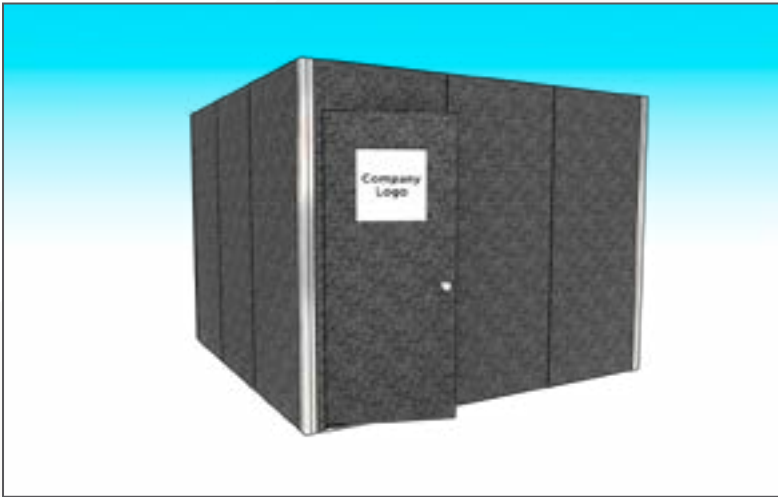
Piece #: _____ of: _____ pieces



These labels are provided for your convenience; please affix to each piece shipped to ensure proper delivery.

**MEETING ROOM
PACKAGE
INFORMATION**

10' x 10' Meeting Room Package



10' x 10' Meeting Room Package

Includes:

- 10' x 10' Meeting Room
- (2) 22" x 28" Door Signs with Sponsor Logo
- (1) 19" x 12" Meeting Room # Flag Sign
- (1) 42" Round Conference Table
- (4) Chairs
- (1) Wastebasket
- (1) 5-AMP Electrical*
- (1) Power Strip

Important Things To Note:

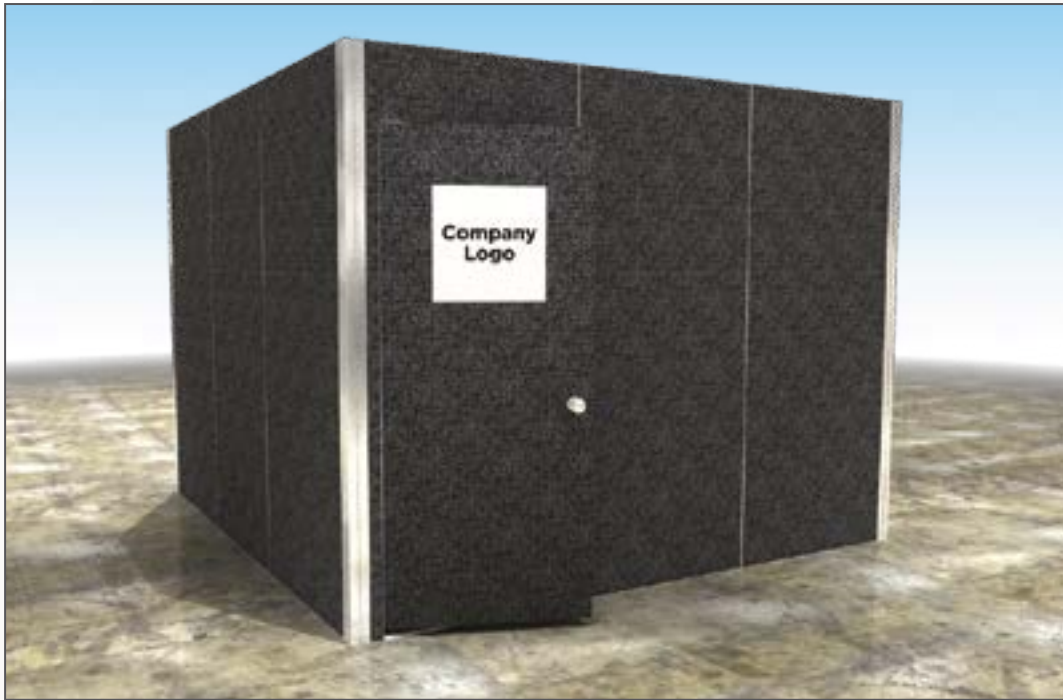
- If Internet is required, please see the PCC order forms at the back of this kit.
- *Electrical drop will be run to the tables in the Meeting Room. If you require additional drops or placement of your drops to be in a location other than the center of the table, or if hardline internet is required, please see the PCC order forms at the back of this kit.
- AV is NOT included.
- Custom graphics are only permitted inside your Meeting Room. No graphics or other customization is permitted on the exterior walls or outside your Meeting Room. AWS will create your meeting room door sign and flag using the logo you submit via the Sponsor Portal.
- To order the services listed here online, please visit order.t3expo.com for Sponsors.

PLEASE NOTE: No refunds for AV equipment orders after Friday, May 3, 2024

PLEASE NOTE: Depending on your Meeting Room location within the floor plan, Show Management branded graphics may be added to the external walls of your meeting room. Show Management graphics are meant to bring a cohesive look and aesthetics to the meeting rooms located on the Expo floor.

Sponsor Meeting Rooms Customization Deadline: Friday, April 12, 2024
Sponsor Meeting Rooms Graphics Submission Deadline: Friday, April, 26, 2024

10' x 10' Meeting Room Custom Graphics



Important Things To Note:

Custom graphics are only permitted inside your Meeting Room. No graphics or other customization is permitted on the exterior walls or outside your Meeting Room. AWS will create your Meeting Room door signs and flag using the logo you submit via the Sponsor Portal.

Submitting Artwork

- Once your graphics are complete, please [CLICK HERE](#) to upload your graphic files or download templates.
- Graphics may be added to the inside of the Meeting Room for \$333.00 per panel (+ tax).

16' x 16' Meeting Room Package



16' x 16' Meeting Room Package

Includes:

- 16' x 16' sq. ft Plexiglass Meeting Space
- Customizable Exterior Panels create privacy with a Brand Moment
- (1) 22" x 28" Door Sign with Sponsor Logo
- Upscale Furniture and Meeting Space for up to 8 Guests:
 - (1) 10' Powered Table - White Top (CORT - C10PWR)
 - (8) Genesis Chairs - Black (CORT - GENCHA)
 - (1) Wastebasket
- Lighting
- One (1) 10-AMP Electrical Power Drop + One (1) Power Strip
- Nightly cleaning provided on request. Door lock code must be provided to cleaning crew to allow access.
- Option to order AV at Sponsor's expense
- Option to order Internally Branded Panels at Sponsor's Expense

Important Things To Note:

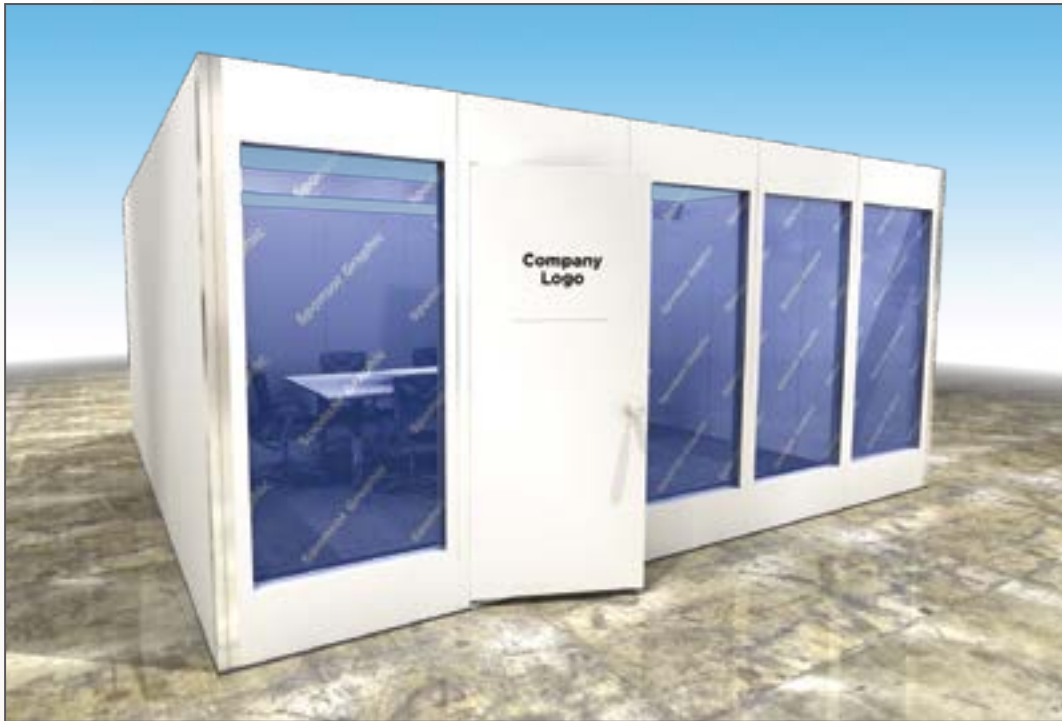
- If Internet is required, please see the PCC order forms at the back of this kit.
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ADDITIONAL INFORMATION & FORMS

Please submit order forms & payment directly to individual vendors.

Accessible Storage & Cleaning Order Form

Important Information

Exhibitor must sign up for accessible storage at the on-site T3 Service Desk.

Accessible storage is for storing items such as giveaways or literature that need to be replenished.

Half hour minimum labor charge to bring items to storage and half hour minimum charge for each time retrieved. Actual hours will be included in final billing.

NOTE: If you are already paying for Advance or Direct Material Handling to T3 Expo, there is no additional charge for Empty Storage. If you are hand-carrying your exhibit and require storage, Empty Storage fees will apply.

Empty Storage fees cover the duration of the event.

Accessible Storage

Accessible Storage is \$3.50 per square foot per day.

*One half hour of labor will be charged to bring items to storage and one half hour for each time items are retrieved from or brought into storage.

Access Storage	Area	# Days	Extended Price
	\$3.50 per sq. ft x _____ sq. ft.	x _____	= \$ _____

	Straight Time	Overtime	Double Time
Access Storage Labor	\$194.00	\$266.00	\$362.00

Empty Storage	Quantity	Standard Price	Extended Price
Cardboard Box	_____ x	\$40.00 each	= \$ _____
Fiber Case	_____ x	\$50.00 each	= \$ _____

Cleaning	Area	Price	# Days	Extended Price
Porter Service	_____ x _____	\$1.02 per sq. ft.	x _____	= \$ _____
Vacuuming	_____ x _____	\$0.90 per sq. ft.	x _____	= \$ _____

Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

Sales Tax 8.0%	\$ _____
Est. Total Storage Services	\$ _____



T3 Advanced Discount Deadline:
Order and payment due by Friday, May 17, 2024

All artwork due by Friday, May 10, 2024

Signage Order Form

Important Information

Double square footage for double sided graphics.

Round square foot to next whole increment.

File conversion, retouching or color correction may incur additional charges.

T3 Expo can design layouts of graphics for an additional fee of \$125 per hour (Two hour minimum).

Please refer to the Print Production Artwork Requirements page for information on file set-up, and a link to upload your graphic files or download templates.

Signage	Quantity	Advanced Price	Standard Price	Extended Price
Standard Size Signs				
8.5"w x 11"h	_____ x	\$65.00	or \$91.00	= \$ _____
11"w x 14"h	_____ x	\$85.00	or \$119.00	= \$ _____
22"w x 28"h	_____ x	\$130.00	or \$182.00	= \$ _____
28"w x 44"h	_____ x	\$215.00	or \$301.00	= \$ _____
Subtotal				= \$ _____

Custom Size Banner (in square feet)

Single Sided	Advanced Price	Standard Price	Extended Price
_____ x _____ = _____ width height area	x \$25.00	or \$35.00	= \$ _____ (per square foot)

Double Sided (x2)

_____ x _____ = _____ width height area	x \$50.00	or \$70.00	= \$ _____ (per square foot)
--	-----------	------------	---------------------------------

Subtotal = \$ _____

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Sales Tax 8.0% \$ _____
Estimated Total Signage \$ _____

Payment Information

Important Information

*If paying by check or wire, T3 also requires a Credit Card as a contingency should either check or wire not clear in time to place your orders.

*Please make payable to T3 Expo, and mail to:

T3 Expo
8 Lakeville Business Park
Lakeville, MA 02347

Credit Card will be charged for items ordered if intended method of payment is not received at least two weeks prior to the first move in day of the event.

**Wire details will be sent to the contact email address upon receipt of this form.

Notwithstanding anything to the contrary in this Agreement, Exhibiting Company shall have the ultimate responsibility for the payment of all applicable fees as set forth and in accordance with the schedule set forth. Exhibiting Company's obligation to make payment in accordance with the schedule shall under no circumstances be relieved or excused due to the failure of any third party to issue payments on Exhibitor's behalf.

T3 Expo reserves all rights to withhold services should full payment not be received and cleared prior to the first day of move-in.

Accepted Credit Cards:

- Visa
- Mastercard
- American Express

T3 will use this authorization to charge your credit card for any additional subsequent orders placed by you or your representative for services rendered to your company for this event.

PLEASE NOTE: There is a 25% cancellation fee for any items that are cancelled more than 21 days prior to the first day of move-in. There is a 50% cancellation fee for all items that are cancelled 7-21 days prior to the first day of move-in and 100% cancellation fee for any items that are cancelled less than 7 days prior to the first day of move-in on 06/09/24.

Services Ordered

Material Handling = \$ _____
 Accessible Storage & Cleaning = \$ _____
 Audio Visual..... = \$ _____
Total: \$ _____

Exhibitor Profile

Company Name:		Booth #:	
Street Address:		City:	
State:	Zip:	Country:	
Contact Name:		Email Address:	
Cell Phone: ()		Fax: ()	

Method of Payment

Company Check*
(Checks must be in U.S. Funds, payable to T3 Expo)

Wire Transfer**
Credit Card

Credit Card Information

Exhibiting Company:		Booth #:	
Cardholder Name:		Email Address:	
Account Number:	Card Type:	Expiration Date:	
Signature:		CCID#:	
Cardholder Billing Address:			
City/State/Zip:			

United States Fire Department Regulations

For Exhibits, Exhibitions, Displays and Trade Shows – Public & Private

Booth Construction

Booths, platforms and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to the Fire Department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus will be of a 3-wire UL approved type.

Fire Department

A permit shall be required for the following:

- 1) Display and operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- 2) Display or operate any electrical, mechanical, or chemical device which may be deemed hazardous by the Fire Department.
- 3) Use or storage of inflammable liquids and dangerous chemicals.
- 4) Display any internal combustion engine (special requirements available upon request).
- 5) Use of compressed gases. (Permit available for 32CF bottles that are half full or less).

Obstructions

Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily seen locations and may be required to be posted with designating signs.

Fire-Retardant Treatment

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oilcloth, tarpaper, nylon and certain other plastic materials cannot be made flame-retardant, and their use is prohibited.

Combustibles

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain one gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

Storage behind booths is strictly prohibited.

Philadelphia, PA Labor Guidelines

For Exhibits, Exhibitions, Displays and Trade Shows, Public & Private

To simplify show preparation, we are certain you will appreciate knowing in advance that labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following:

In Philadelphia, full-time company personnel may be utilized to set an exhibit of fewer than 300 square feet provided they have positive company identification such as medical identification or payroll stub to register as an employee laborer prior to commencing any work. Registered exhibitor personnel may use hand tools only (no power tools, ladders, hammers or saws may be used). There is no time restriction associated with the exhibitor's work as long as the above qualifications are met. Union personnel will lay carpet, install booth, and perform all decorator and rigging work.

Freight is handled by Union personnel. Exhibitors may load and unload their own vehicles (automobiles, station wagons, mini vans, SUV's and non-commercially registered trucks and vans). They may use their own non motorized equipment (such as luggage carriers, 2 wheel hand trucks, carts, dollies, etc.).

Electricians handle all electrical work that is under the carpet, including internet cables. Union personnel handle anything that is above the carpet, including the 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 and chain hoists in exhibits. Exhibitors may connect their own personal computers and computer components, including peripherals.

Union personnel handle the audio/visual work, if the exhibitor rents the equipment (install sound systems, cameras, screens and AV equipment in exhibits). When the exhibitor owns the equipment, Union personnel may handle the audio/visual work.

Hours

In Philadelphia, straight time rates are from Monday through Friday, for the first eight hours of work. Overtime rates are incurred outside of those hours on Monday through Friday as well as all day on Saturdays. Sundays and holidays are at double time rates. Lunch is from 12:00 to 12:30 pm.

Safety

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. T3 Expo cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, labor can be ordered through T3 Expo by returning the Display Labor order form in this Exhibitor Service Kit in advance, or returning it on show site to T3 Expo's Service Desk.

Tipping

T3 Expo requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status and we feel that tipping is not necessary; this applies to all employees. Any request for tipping should be brought to the attention of a T3 Expo representative at the Service Desk.

ANCILLARY INFORMATION & FORMS

Audio Visual Deadline: Friday, May 3, 2024
Turnkey Customization Deadline: Friday, April 19, 2024

Audio Visual Order Form

	Quantity		Pre Sale Price	or	Onsite Price	=	Extended Price
43" Monitor on Pole Stand	_____	x	\$2,200.00		\$2,640.00	= \$	_____
55" Monitor on Pole Stand	_____	x	\$2,350.00		\$2,820.00	= \$	_____
Dongle / Cable Adapter	_____	x	\$20.00		\$24.00	= \$	_____
Multi-port Dongle	_____	x	\$30.00		\$36.00	= \$	_____
HP - i7 Laptop	_____	x	\$550.00		\$660.00	= \$	_____
MacBook Pro 16"	_____	x	\$650.00		\$780.00	= \$	_____
iPad Floor Stand (48"H)	_____	x	\$240.00		\$288.00	= \$	_____
iPad Pro 12.9 in 32GB	_____	x	\$360.00		\$432.00	= \$	_____
Logitech Wireless Keyboard with Mouse PC	_____	x	\$40.00		\$48.00	= \$	_____
Mac Wireless Keyboard and Mouse	_____	x	\$40.00		\$48.00	= \$	_____

For online Sponsor orders, please visit order.t3expo.com. For AV order questions, please email reinforceav@wearesparks.com. All Audio Visual services will be provided by Sparks. If there are questions or concerns on site, please address with Sparks at the AV Desk in Exhibitor Services.

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Monitor Alignment:
 Right and Left Right Only Left Only No Monitor

Sales Tax 8.0% \$ _____
Estimated Total Audio Visual \$ _____

ELECTRIC SERVICE & LABOR INSTALLATION ORDER FORM

(PLEASE READ TERMS AND CONDITIONS ATTACHED)

IF PAYING BY CHECK RETURN THIS FORM TO:

PCCA/ASM Order Processing
 1101 Arch Street
 Philadelphia, PA 19107
 Inquiries only: 215-418-2190
 Email: exhibitorservices@paconvention.com

AMAZON RE:INFORCE 2024

**ADVANCED DEADLINE DATE:
MAY 16, 2024**

ORDERS MAY BE PLACED ONLINE AT: <https://tinyurl.com/y5vv7s2h>

Exhibiting Firm: _____ **Booth No.:** _____
Billing 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.

In our efforts to follow PCI compliance security guidelines and in order to safeguard your credit card information, we can no longer accept credit card information via this order form. To make payments via credit card, please contact our accounts receivable department at **215-418-2190** for assistance.

STANDARD 110V/120V SERVICE				
<i>Please see Terms & Conditions for additional Info (1.B.a)</i>				
QTY	SERVICE	ADVANCED RATE	STANDARD RATE	TOTAL
	500 watts	\$140.00	\$168.00	
	1000 watts	\$175.00	\$205.00	
	2000 watts	\$225.00	\$270.00	
	24 hr. – 500 watts	\$187.00	\$252.00	
	24 hr. – 1000 watts	\$232.00	\$325.00	
	24 hr. – 2000 watts	\$292.00	\$395.00	
	OTHER	<i>Call for Pricing</i>		

208V MOTORS/MACHINERY SERVICE				
<i>Labor and material charges will apply</i>				
QTY	SERVICE	ADVANCED RATE	STANDARD RATE	TOTAL
	20 amp 1Phase	\$410.00	\$510.00	
	30 amp 1Phase	\$430.00	\$575.00	
	60 amp 3Phase	\$800.00	\$1,120.00	
	100 amp 3Phase	\$1,280.00	\$1,500.00	
	24HR 20amp 1Phase	\$615.00	\$765.00	
	24HR 30amp 1Phase	\$645.00	\$862.50	
	24HR 60amp 3Phase	\$1,200.00	\$1,760.00	
	24HR 100amp 3Phase	\$1,920.00	\$2,250.00	
	OTHER	<i>Call for Pricing</i>		

- Installation/Dismantle labor is scheduled and billed at rates in accordance with show move-in/out.
- The minimum charge of 1/2 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.

RENTAL LIGHTS				
<i>Price includes power, labor to install/dismantle and a one-time focus on stage</i>				
QTY	SERVICE	ADVANCED RATE	STANDARD RATE	TOTAL
	4' Track w/ 3 - 90w Lamps	\$167.00	\$263.00	
	8' Track w/ 3 - 90w Lamps	\$232.00	\$315.00	
	Each additional track lamp	\$20.00	\$30.00	
	LED Clamp Stem Light	\$130.00	\$175.00	
	Par Can Overhead Light	\$670.00	\$900.00	

ELECTRICAL LABOR RATES PER HOUR					
STRAIGHT TIME: WEEKDAYS 8 AM – 4:30 PM		OVER TIME: WEEKDAYS 6 AM TO 8 AM AND AFTER 4:30 PM; ALL DAY SATURDAY		DOUBLE TIME: ALL DAY SUNDAY AND HOLIDAYS	
Regular Rate	\$140.00	Regular Rate	\$210.00	Regular Rate	\$280.00
Show Site Rate	\$163.00	Show Site Rate	\$244.50	Show Site Rate	\$326.00

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/ASM Global electricians under IBEW Jurisdiction perform the electrical installations listed below. Material charges will apply where applicable, i.e. extension cords/feed cables/cord caps, lift charges, etc.

<input type="checkbox"/> Distribution of cords/cables under carpet/flooring from point of origin	<input type="checkbox"/> 208v/480v Service Connection Electrical Equipment/Hardwire	<input type="checkbox"/> Dedicated Daily Booth Labor (submit schedule if necessary)	<input type="checkbox"/> Close Circuit TV, Security Cameras/Monitors Satellite Dish Assembly / Dismantle & Cabling
<input type="checkbox"/> Network Data Cabling Distribution & Terminations	Date: _____ Time: _____	Date: _____ Time: _____	Date: _____ Time: _____
Date: _____ Time: _____	<input type="checkbox"/> PCC/ASM Truss/Motors/Lights	<input type="checkbox"/> Suspended Electrical Signs w/Lights and/or Motors	<input type="checkbox"/> Disconnect/Connect Vehicle Battery
<input type="checkbox"/> Booth Lighting, Stem Lights & Electrical Signage	<input type="checkbox"/> Exhibitor Rental	Install Date: _____	Disconnect Date: _____
Install Date: _____	Install Date: _____	Time: _____	Time: _____
Time: _____	Time: _____	Dismantle Date: _____	Reconnect Date: _____
Dismantle Date: _____	Dismantle Date: _____		

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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.
 - a. Please note there are additional labor and material charges for locations other than the back of booth for inline & peninsula booths and labor and material charges will always be required for island booths.
- C. For services and equipment not listed on the service order form, call the PCCA/ASM Global Exhibitor Services Department for availability and quotes at **(215) 418-2190** or e-mail **exhibitorservices@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)**
 - 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. To pay by credit card, please contact our **Accounts Receivable Department at 215-418-4793** for assistance.
- B. **Advanced Rates** will be applicable to service orders received with payment in full by the deadline date noted on the 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/ASM Global Finance Department at 215-418-4795** 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 PCC/ASM Global Exhibitor Services Department 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/ASM Global 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 requests to PCCA/ASM Global 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/ASM Global 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 with 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/ASM Global 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. 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 Exhibitor Services 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 PCC and/or its sub-contractors shall remain the property of PCC and/or its Sub-contractors.
- C. All rental equipment furnished by PCC not left in the booth at the close of the show will be charged an additional 75% of the original rental equipment charge.
- D. 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.
- E. PCC 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/ASM safety standards. All equipment is subject to inspection and approval by PCC prior to connection to service.
- G. Customer is responsible for any lost or damaged equipment supplied by the PCC.

WIRED INTERNET SERVICE ORDER FORM

(PLEASE READ TERMS AND CONDITIONS ATTACHED)

IF PAYING BY CHECK RETURN THIS FORM TO:

PCCA/ASM Order Processing
1101 Arch Street
Philadelphia, PA 19107
Inquiries only: 215-418-2190
Email: exhibitorservices@paconvention.com

ORDERS MAY BE PLACED ONLINE AT: <https://tinyurl.com/y5vv7s2h>

AMAZON RE:INFORCE 2024

**ADVANCED DEADLINE
DATE:
MAY 16, 2024**

Exhibiting Firm: _____ Booth No.: _____
Billing 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.

In our efforts to follow PCI compliance security guidelines and in order to safeguard your credit card information, we can no longer accept credit card information via this order form. To make payments via credit card, please contact our accounts receivable department at **215-418-2190** for assistance.

INTERNET SERVICES (Internet upload and download speeds are the same and an IP address is required for each device connected to the internet)				
Dedicated Public Internet Service 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.				
QTY.	SERVICE	ADVANCED RATE	STANDARD RATE	TOTAL
	Dedicated Public 9Mb – includes (10) IP addresses, can expand to (28) total IP addresses	\$9,000.00	\$11,250.00	
	Dedicated Public 6Mb – includes (10) IP addresses, can expand to (28) total IP addresses	\$7,000.00	\$8,750.00	
	Dedicated Public 3Mb – includes (6) IP addresses, can expand to (11) total IP addresses	\$4,250.00	\$5,310.00	
	Dedicated Public 1.5Mb – includes (6) IP addresses, can expand to (11) total IP addresses	\$2,500.00	\$2,655.00	
	<i>Additional Dedicated Public IP address (Not internet service)</i>	\$160.00	\$195.00	
Dedicated Private Internet Service 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.				
	Private 9Mb – includes (4) IP addresses	\$1,800.00	\$2,250.00	
	Private 6Mb – includes (4) IP addresses	\$1,200.00	\$1,500.00	
	Private 3Mb – includes (4) IP addresses	\$1,000.00	\$1,250.00	
	<i>Additional Private IP address (Not internet service)</i>	\$125.00	\$160.00	
	Dry VLAN connection – This service is not internet access. This service is inclusive of the origination and destination points. Origination Point _____ Destination Point _____	\$600	\$750	
			Subtotal	
			8% Sales Tax	
			Total	

PLEASE NOTE:

- Higher bandwidth options are available. Please contact the **Exhibitor Services** department for a quote: **215-418-2190** or exhibitorservices@paconvention.com.
- 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 exhibitorservices@paconvention.com).

- TO ORDER ONLINE VISIT OUR WEBSITE at WWW.PACONVENTION.COM

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 PCCA/ASM Global Exhibitor Services Department for a availability and quotes at (215) 418-2190 or e-mail exhibitorservices@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 Exhibitor Services Desk.

3. RULES AND 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:**
 - **Standard 10BaseT Ethernet adapter (RJ 45 Interface) for each computer.**
 - **Network Driver: TCP/IP**
 - **Proper configuration of computer equipment for TCP/IP connection.**
 - **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)**
 - 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. To pay by credit card, please contact our **Accounts Receivable Department at 215-418-4793** for assistance.
- 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 Exhibitor 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 with 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.

TELECOMMUNICATIONS SERVICE ORDER FORM

(PLEASE READ TERMS AND CONDITIONS ATTACHED)

IF PAYING BY CHECK RETURN THIS FORM TO:

PCCA/ASM Order Processing
1101 Arch Street
Philadelphia, PA 19107
Inquiries only: 215-418-2190
Email: exhibitorservices@paconvention.com

ORDERS MAY BE PLACED ONLINE AT: <https://tinyurl.com/y5vv7s2h>

AMAZON RE:INFORCE 2024

**ADVANCED DEADLINE
DATE:
MAY 16, 2024**

Exhibiting Firm: _____ Booth No.: _____
Billing 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.

In our efforts to follow PCI compliance security guidelines and in order to safeguard your credit card information, we can no longer accept credit card information via this order form. To make payments via credit card, please contact our accounts receivable department at **215-418-2190** for assistance.

PHONE SERVICES (Unlimited local and long-distance calls at no additional charge)				
QTY.	SERVICE	ADVANCED RATE	STANDARD RATE	TOTAL
	Single Line Telephone Service	\$300.00	\$350.00	
	Credit Card Line/Fax Line	\$300.00	\$350.00	
	Multi Line Telephone Service	\$450.00	\$525.00	
Phone Equipment & Features				
	Conference Phone (Single Line Telephone Service must be ordered)	\$100.00	\$150.00	
	Voice Mail	\$25.00	\$25.00	
	Other:	<i>Call for Pricing</i>		
			Subtotal	
			8% Sales Tax	
			Total	

PLEASE NOTE:

- 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 ONLINE VISIT OUR WEBSITE at WWW.PACONVENTION.COM

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 PCCA/ASM Global Exhibitor Services Department for availability and quotes at **(215) 418-2190** or e-mail **exhibitorservices@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 Exhibitor Services Desk.

3. RULES AND 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)**
 - 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. To pay by credit card, please contact our **Accounts Receivable Department** at **215-418-4793** for assistance.
- 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. 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 with 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.

PCC Electrical Safety Standards For Exhibit Booths

All exhibitors must use hard or extra hard cords as per National Electrical Code Standards. Cords must be UL listed, 12 AWG, and grounded. Exhibitors can run the cord along the drape line of their booth. An electrician is needed to distribute the power under the floor or to a certain location other than the drape line. Any cords that are smaller than 12 gauge or ungrounded along with ramps or cord coverings of any sort are prohibited within the booth.

Cords are available to rent through our Exhibitor Services Department.

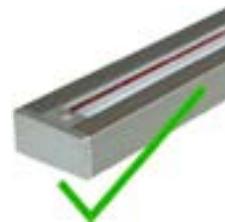


Any/all wiring that may need to be spliced onsite must be done by a PCC electrician. These connections must also be in a box per the National Electrical Codes standards.



All track lights **must** have a capped end. An Opened-ended track is considered a live wire and a hazard, especially when attached to metal booth pipe & drape. All lighting fixtures must be UL listed and listed/labeled for its intended use as per National Electrical Code standards.

Caps are available for purchase through our Exhibitor Services Department.



Separately derived power systems are **PROHIBITED** to be used in the building.



EXHIBITOR SERVICES RIGGING FAQ SHEET

- Rental of Truss and Motors (including its equipment) is proprietary to PCC/ASM Global.
- Installation of all truss, motors and its equipment is performed by ASM Electricians. Labor is not included in the rental price
- See menu of sample pricing below.
- Rental Rates are based on one (1) week installments.

SILVER TRUSS ALL LENGTHS AVAILABLE



12" Silver Truss
10' - \$100.00
8' - \$90.00
5' - \$70.00
4' - \$70.00
2' - \$70.00
Corner Blocks—\$100.00

20.5" Silver Truss
10' - \$120.00
8' - \$100.00
5' - \$ 90.00
Corner Blocks—\$120.00

BLACK TRUSS AVAILABLE AT AN ADDITIONAL COST



12" Black Truss
10' - \$120.00
8' - \$110.00
5' - \$90.00
4' - \$90.00
2' - \$90.00
Corner Blocks—\$120.00

20.5" Black Truss
10' - \$130.00
8' - \$120.00
5' - \$110.00
Corner Blocks—\$130.00

STANDARD MOTOR RENTALS

1/4 TON & 1/2 TON - \$350
1 TON - \$370.00



ROTATING MOTOR \$250/RENTAL



CUSTOM RIGGING ESTIMATES ARE PREFERRED AND PROVIDED UPON REQUEST TO EXHIBITORSERVICES@PACONVENTION.COM WITH RENDERING AND/OR RIGGING PLANS.

- A 50% deposit is required with approved Rigging Estimate.
- All Electrical Suspended Elements that require electric for lights and/or rotating motors must be installed by ASM Electricians.
- All Suspended Elements that are dead hung (no lights and/or motors) are the Decorator's responsibility.
- Signage weighing 150lbs or more will traditionally require a motor(s) to be installed by ASM Electricians.
- Lights for truss can be supplied by exhibitor or 3rd party vendor, but must be installed by ASM Electricians.
- Operating of all Motor Controllers is performed by ASM Electricians.
- All booths using an EAC or Decorator supplied labor will need ASM Electricians to wire or install booth lighting.
- All rules apply to dismantle and move-out.
- For more information contact Utilities Services at exhibitorservices@paconvention.com or 215-418-4815.



Electrical Service Checklist

- ✓ Electrical service is not included with the rental of your booth space or meeting room.
- ✓ Each electrical drop within the booth must be a minimum of 500 watts. This is for the protection of the equipment getting plugged in, the safety of the people in the booth (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 show opening each day. *24HR service is available upon request for perishables, refrigeration, electronics, pumps, etc. at an additional cost.*
- ✓ Exhibitors are **NOT PERMITTED** to run cords under carpet.
- ✓ Exhibitors are permitted to run cords along the drape line **ONLY**.
- ✓ All exhibitor extension cords must be grounded 3-wire 12-gauge UL listed approved cords. (household un-grounded cords are NOT permitted)
- ✓ All equipment provided by the exhibitor shall be UL listed and approved. Equipment must be compliant with the National Electrical Code, Philadelphia Building Codes, Fire Marshal, and PCCA/ASM Global safety standards.
- ✓ Exhibits found to be non-compliant will receive notification and be expected to correct the infraction. If not corrected, additional charges may be incurred.
- ✓ In all booths where an Exhibitor Appointed Contractor (EAC) or decorator is utilized, ASM Global Electricians must install all light fixtures, lit signage, hardwiring, and all other work deemed as electrical jurisdiction.
- ✓ Vehicle batteries shall be disconnected and reconnected by ASM Global Electricians per the Philadelphia Fire Marshal.
- ✓ All electrical equipment and installations are subject to inspection. Any installed equipment found presenting a hazard will be subject to removal or the exhibitor will be responsible for any charges incurred due to corrections.
- ✓ Electrical Distribution panels in the back of booths **MUST** remain accessible at all times. Exhibitors are **PROHIBITED** from accessing panels and PCCA electrical connections.
- ✓ Labor calls for PCCA/ASM Global electricians must be selected as "Under Supervision" or "Without Supervision" and noted as such on the Electrical Labor Order form. **"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.
- ✓ Separately derived electrical systems are **NOT PERMITTED** to be used in the building.

Updated 10/14/2019

PCC Convenience Outlet Policy

To insure patron safety, the PCC has installed safety devices in meeting rooms, ballrooms and public area corridors. Should you require an adaptor, please contact your Event Manager or our Client Utilities Department at 215-418-2190.

1. Outlets are not to be used by exhibitors under any circumstance.
2. 3rd party vendors are required to place an order with the Client Utilities Department when power is needed.
3. A licensee may use one outlet for personally owned computers (limit 2). The Client Utilities Department will provide an adaptor at not cost.
4. A contractor may use one outlet per meeting room for an AV Presentation. The Client Utilities Department will provide an adaptor at no cost.
5. A licensee may use one outlet per meeting room for an AV Presentation provided the equipment is personally owned. Any equipment used from a 3rd party would require an electrical service order. The Client Utilities Department will provide an adaptor at not cost.
6. AV presenters that supply their own cord must use a grounded 12/3 flat cord which is in compliance with Fire Marshal regulations.

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.
- S. 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.
- T. Dumping of any type of liquids into restroom sinks, toilets or exhibit hall floor ports is strictly prohibited.

Frequently Asked Questions - Exhibitors

100 Percent Customer Focused, Cost Effective

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 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 show labor (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 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 A/V 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 in 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.

OUR PLEDGE TO CUSTOMER SERVICE

THE PENNSYLVANIA CONVENTION CENTER

IN THE CITY OF PHILADELPHIA, known for its history-making meetings, we do hereby establish that all those who gather in our world-class facility have the right to:

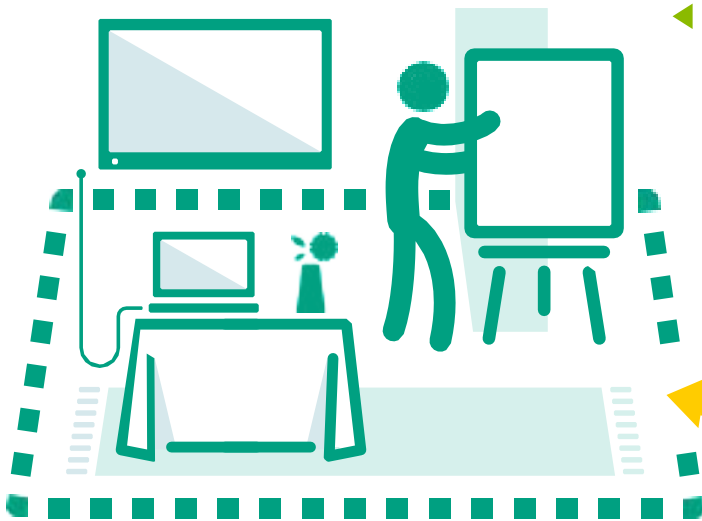
1. **EFFECTIVE MANAGEMENT.** By bringing in industry-leader ASM Global to oversee our beautiful downtown Pennsylvania Convention Center, it's clear we're further dedicating ourselves to transparent, accountable and professional management for your meeting.
2. **INDEPENDENCE AND FLEXIBILITY.** Full-Time employees (Exhibitors) (as long as there is **not an EAC Contracted** to setup/dismantle the booth) have the freedom to:
 - Setup and/or tear down their booths without limitation to size.
 - Unload their personally owned vehicles using their own equipment, including dollies, luggage carriers, non-hydraulic carts, and two-to-four-wheel hand trucks.
 - Use power tools and ladders (up to 6 feet) to setup and tear down exhibits.
 - Install signage and floor coverings.
 - Install and remove non-rented and non-public AV equipment.
3. **SIMPLE COMPUTER SETUP.** Full-Time employees of the exhibiting company and show managers may setup, connect their own (**non-rented**) computers, tablets, and all computer components and any required low-voltage power supply equipment for **non-public** use. Our show labor will need to setup any rented equipment, registration and public-use computers & tablets including when using to collect Data. Public use of computers & tablets, in areas such as cyber cafes, exhibiting booth space and meeting rooms, are set by our show labor.
4. **SELF PROMOTION.** Show managers have the freedom to place, move and remove easels, signs, and poster board materials.
5. **EASY DISPLAY SETUP.** Full-Time employees of the exhibiting company, and show managers have the freedom to open boxes, stock shelves, setup, plug in, hang up, and freely distribute their non-bulk products/literature within their booth without limitation to size of the booth.
6. **DISPLAY MAINTENANCE.** Full-Time employees of the exhibiting company have the freedom to perform maintenance on their own display equipment after the initial setup without limitation to size of the booth.
7. **A SUPPORTIVE TEAM.** Each labor union has established a core workforce with a focus on hospitality.
8. **SKILLED WORKERS.** Our Labor workforce is highly skilled and has received specialized training in hospitality services.

FOR EXHIBITORS



PENNSYLVANIA CONVENTION CENTER ENHANCED EXHIBITOR WORK RULES

Progressive work rules and streamlined services provide our customers with just the right amount of flexibility and independence they need, resulting in greater cost efficiencies and a better overall customer experience.



◀ Within your booth area or show space, full-time employees of the Exhibiting Company (as long as there is **not an EAC Contracted** for the booth setup/dismantle) have the freedom to setup and tear down your display, hang graphics and signage, install floor coverings, and install non-rented AV equipment including tablets for **non-public use without limitation to booth size**.

◀ Place, move, and remove your own easels, signs, and poster board materials.

◀ Open boxes, stock shelves, setup, plug in, hang up, and freely distribute your non-bulk products/literature within your booth or show space.

▶ Drive your non-commercially registered personally owned vehicle to a designated area to unload.







◀ Use your own dollies, luggage carriers, non-hydraulic carts, and two-to-four-wheel hand trucks.



VEHICLES THAT QUALIFY:

			
SEDAN	SUV	PICKUP	VAN

VEHICLES THAT DO NOT QUALIFY:

			
TRAILER INCLUDES TAG-ALONG	RENTALS	BOBTAIL	STAKEBED

Use your own power tools and ladders (up to 6 feet) to setup and tear down exhibits.



MARCH 2023



aramark/SFS Joint Venture
 Pennsylvania Convention Center
 1101 Arch Street, Philadelphia, PA 19107
 Phone (215) 418.2243; Fax (215) 418.2210

**AUTHORIZATION REQUEST
 SAMPLE FOOD AND/OR NON-ALCOHOLIC & ALCOHOLIC BEVERAGE DISTRIBUTION**

Aramark SFS Joint Venture ("Aramark") has **exclusive** food and beverage service rights at the Pennsylvania Convention Center. Organizations holding events at the Pennsylvania Convention Center and/or their exhibitors (collectively, "Exhibiting Firm") may distribute sample food and/or non-alcoholic beverage products and food/non-alcoholic beverage giveaways ("Sample Products") only with the prior written approval of Aramark.

GENERAL CONDITIONS:

1. Sample Products dispensed by Exhibiting Firm are limited to products manufactured or processed by Exhibiting Firm, and must be directly related to the purpose of the event.
2. All Sample Products must be distributed from Exhibiting Firm's exhibit location and shall comply with the following requirements:
 - a. Non-alcoholic Beverage Sample Products are limited to a maximum of 3 fluid ounces.
 - b. Wine & Beer Sample Products are limited to a maximum of 2 fluid ounces.
 - c. Spirit Sample Products are limited to a maximum of 0.5 fluid ounces.
- d. Food Sample Products are limited to a maximum of 2 ounces.
3. For all alcoholic beverage samples, an Aramark Bartender must be hired to distribute samples.
4. Exhibiting Firm shall maintain at all times during the event, and shall provide to Aramark no later than seven (7) days prior to the first day of the event a certificate of insurance evidencing, comprehensive general liability insurance with minimum limits of liability of \$1,000,000 per occurrence and \$2,000,000 in the aggregate for bodily injury or property damage, including contractual liability coverage (to cover Exhibiting Firm's obligations set forth in Paragraph 4 below) and food products liability coverage (with respect to any defect or contaminant in the Sample Products and/or in the production or manufacturing of the Sample Products). The foregoing insurance policy(ies) shall be issued by a company or companies licensed to do business in the Commonwealth of Pennsylvania and reasonably acceptable to Aramark. All policies of liability insurance shall include Aramark and the Pennsylvania Convention Center Authority (the "Authority") as additional insureds.
5. Exhibiting Firm hereby agrees to indemnify, defend (with counsel acceptable to Aramark) and hold harmless Aramark and the Authority, and each of their respective subsidiaries, affiliates, employees, agents, officers and directors, and each of their respective successors and assigns, from and against all liabilities, damages, losses, claims, suits, judgments, fines, costs and expenses (including attorneys' fees and expenses), for bodily injury (including death) or property damage caused by, growing out of, or happening in connection with (i) the acts or omissions of Exhibiting Firm, its employees or agents, or use of equipment by Exhibiting Firm, its employees or agents, or (ii) the preparation, serving and/or consumption of the Sample Products.
6. Exhibiting Firm is required to prepare and serve Sample Products in accordance with industry standard sanitation, food safety and food temperature guidelines and in compliance with all applicable laws and regulations.
7. No cash sales are permitted by Exhibiting Firm.
8. Aramark will charge Exhibiting Firm standard fees for storage, handling, and delivery where applicable.
9. Food and/or beverage items used for traffic promotion (i.e., coffee, popcorn, soda, ice cream, etc.) must be purchased from ARAMARK.

Name of Event: _____ Event Date: _____

Exhibiting Firm Name: _____ Phone: (____) _____

Booth Number: _____ Fax: (____) _____

Address: _____

Contact: _____ Title: _____

Product(s) you wish to dispense: _____ Size of Portion to be dispensed: _____

Proposed method of distribution: _____ Quantity to be dispensed: _____

Explain purpose for offering Sample Products: _____

By signing/executing below, you acknowledge that you have read and agree with the terms and general conditions set forth above.

Exhibiting Firm Name: _____

By: _____

Name:

Title:

The undersigned hereby consents to Exhibiting Firm's distribution of Sample Products strictly in accordance with the terms and general conditions set forth above.

ARA/SFS Joint Venture

By: Aramark Sports and Entertainment Services, LLC

By: _____

Name:

Title: