

# General Exposition Services

THE TRADE SHOW SERVICE CONTRACTORS



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Dear **Pennsylvania and South Jersey Bridal and Wedding Show Exhibitor,**

Welcome to the online exhibitor service kit for the upcoming **Pennsylvania and South Jersey Bridal and Wedding Expo** being held at the **Pennsylvania Convention Center on June 6, 2021.**

This letter contains instructions on how to access the Online Exhibitor Kit. You may print it out for easier step by step viewing.

## **Online Exhibit Kit Instructions:**

To access our ONLINE kit for the **Pennsylvania and South Jersey Bridal and Wedding Show** you have 2 options.

### **DIRECT LINK**

<https://www.generalexposition.com/online-servicekit.php> (click to follow link)

### **MANUAL ENTRY**

Please click the following link or copy and paste the link into your browser's window -  
[www.generalexposition.com](http://www.generalexposition.com)

Next, click on the Online Services button located in the upper right-hand corner of the Web page. This will take you to the log in page.

**AT THE LOG IN PAGE** - Enter the password: **BRIDAL21**

Once you enter you will be given 2 options, View and Print Forms or View and Complete Forms Online.

### **VIEW AND PRINT OPTION:**

This option provides a complete list of all the forms that can be printed out individually. This option only allows you either to mail or fax your form(s) to General Exposition Services with payment.

To print a form without opening, simply place your mouse over one of the forms, right click, and choose "print to target". Otherwise, you can click to open then print.

### **VIEW AND COMPLETE FORMS ONLINE:**

This option allows you to fill out the forms and make payment directly online. This option requires a credit card to be submitted prior to entering the forms. We recommend that you print a copy of the order form, for your records, before clicking submit

We look forward to being of service to you. If you have any questions, please give us a call at 610-495-8866, mention the upcoming **Pennsylvania and South Jersey Bridal and Wedding Expo**, and one of our Customer Service Reps will be happy to assist you.

# 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: 215-418-4815  
Email: [exhibitorservices@paconvention.com](mailto:exhibitorservices@paconvention.com)

**PA BRIDAL & WEDDING EXPO  
ADVANCED DEADLINE  
DATE:  
MAY 26<sup>TH</sup>, 2021**

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 215-418-4793 for assistance.

STANDARD 110V/120V SERVICE				
Price includes labor and material for each electrical drop				
QTY	SERVICE	ADVANCED RATE	STANDARD RATE	TOTAL
	500 watts	\$120.00	\$165.00	
	1000 watts	\$155.00	\$220.00	
	2000 watts	\$195.00	\$265.00	
	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	Call for Pricing		

208V MOTORS/MACHINERY SERVICE				
Labor and material charges will apply				
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	Call for Pricing		

RENTAL LIGHTS				
Price includes power, labor to install/dismantle and a one-time focus on stage				
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	
	Parcan Overhead Light	\$670.00	\$900.00	

- 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.

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	\$131.00	Regular Rate	\$197.00	Regular Rate	\$262.00
Show Site Rate	\$160.00	Show Site Rate	\$239.00	Show Site Rate	\$320.00

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:	Time:	Disconnect Date:	Time:
Install Date:	Time:	Install Date:	Time:	Dismantle Date:	Time:	Reconnect Date:	Time:

# 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 PCCA/ASM Global Exhibitor Services Department for availability and quotes at **(215) 418-4815** 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.

- Electrical service is not included with the rental of your booth space or meeting room.
- Each electrical drop within a 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 opening of show 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/SMG 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 (including booths less than 600 sq/ft) where an Exhibitor Appointed Contractor (EAC) or decorator is utilized, SMG 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 SMG 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/SMG 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.

# 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: 215-418-4815  
Email: [exhibitorservices@paconvention.com](mailto:exhibitorservices@paconvention.com)

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

**PA BRIDAL & WEDDING EXPO  
ADVANCED DEADLINE  
DATE:  
MAY 26<sup>TH</sup>, 2021**

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 **215-418-4793** 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)				
<b>Dedicated Public Internet Service</b>				
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
	<b>Dedicated Public 9Mb</b> – includes (10) IP addresses, can expand to (28) total IP addresses	<b>\$9,000.00</b>	<b>\$11,250.00</b>	
	<b>Dedicated Public 6Mb</b> – includes (10) IP addresses, can expand to (28) total IP addresses	<b>\$7,000.00</b>	<b>\$8,750.00</b>	
	<b>Dedicated Public 3Mb</b> – includes (6) IP addresses, can expand to (11) total IP addresses	<b>\$4,250.00</b>	<b>\$5,310.00</b>	
	<b>Dedicated Public 1.5Mb</b> – includes (6) IP addresses, can expand to (11) total IP addresses	<b>\$2,500.00</b>	<b>\$2,655.00</b>	
	<i>Additional Dedicated Public IP address (Not internet service)</i>	<b>\$160.00</b>	<b>\$195.00</b>	
<b>Dedicated Private Internet Service</b>				
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.				
	<b>Private 9Mb</b> – includes (4) IP addresses	<b>\$1,800.00</b>	<b>\$2,250.00</b>	
	<b>Private 6Mb</b> – includes (4) IP addresses	<b>\$1,200.00</b>	<b>\$1,500.00</b>	
	<b>Private 3Mb</b> – includes (4) IP addresses	<b>\$1,000.00</b>	<b>\$1,250.00</b>	
	<i>Additional Private IP address (Not internet service)</i>	<b>\$125.00</b>	<b>\$160.00</b>	
	<b>Dry VLAN connection</b> – This service is not internet access. This service is inclusive of the origination and destination points. <b>Origination Point</b> _____ <b>Destination Point</b> _____	<b>\$600</b>	<b>\$750</b>	
			<b>Subtotal</b>	
			<b>8% Sales Tax</b>	
			<b>Total</b>	

**PLEASE NOTE:**

- Higher bandwidth options are available. Please contact the **Exhibitor Services department** for a quote: **215-418-4815** or [exhibitorservices@paconvention.com](mailto: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 [utilities@paconvention.com](mailto:utilities@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 availability and quotes at **(215) 418-4815** 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.

## 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.