General Exposition Services

THE TRADE SHOW SERVICE CONTRACTORS

Dear **PA 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 January 7-8, 2023.**

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 **Greater Philadelphia Bridal Expo** 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

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: **BRIDAL23**

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.

205 Windsor Road, Limerick Business Center, Pottstown, PA 19464
Tel: 610-495-8866 Fax: 610-495-8870 Email: info@generalexposition.com www.generalexposition.com

AN ASM MANAGED FACILITY

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

PA BRIDAL & WEDDING EXPO

ADVANCED DEADLINEDATE:

DECEMBER 16, 2022

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 **215-418-4815** for assistance.

STANDARD 110V/120V SERVICE

Please see Terms & Conditions for additional Info (1.B.a)

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*		

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	
	Par Can Overhead Light	$670.00	$900.00	

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*		

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

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	$134.00	**Regular Rate**	$201.00	**Regular Rate**	$268.00
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.

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

TERMS & CONDITIONS

Pennsylvania Convention Center PHILADELPHIA
AN ASM MANAGED FACILITY

WATER & COMPRESSED AIR SERVICE ORDER FORM

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Rate Includes Installation to Back Center of In-Line and Peninsula Booths Only.
Labor & Material Required for Distribution to Other Locations, Island Booths and Connection to Equipment.

QTY.	SERVICE	ADVANCED RATE	STANDARD RATE	TOTAL
	½" Main Airline w/ Shutoff	$300.00	$350.00	
	Additional ½" Airline Connection	$115.00	$165.00	
	½" Water line w/ Shutoff	$210.00	$260.00	
	Additional ½" Water line w/ Shutoff	$115.00	$165.00	
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	Additional ¾" Drain Line	$115.00	$165.00	
	Water Fill & Drain up to 200 gal	$170.00	$220.00	
	Additional 100 gal. Water Fill & Drain – Labor Additional	$70.00	$90.00	
	Prep Sink (Water & Drain Additional)	$120.00	$160.00	
	Basic Hot Water Heater Package (Includes hot/cold water lines, drain line, water heater, plumbing & electric labor at column location only). Other locations and various setups will incur additional charges.	$1,150.00	$1,200.00	
			Subtotal	
			8% Sales Tax	
			Total	

PLUMBING RATES		
WEEKDAYS 8 AM – 4:30 PM	**WEEKDAYS AFTER 4:30 PM AND ALL DAY SATURDAY**	**ALL DAY SUNDAY AND HOLIDAYS**
$161.00 per hour	$242.00 per hour	$322.00 per hour

□ **Authorized to Lay Lines Under Carpet Without Exhibitor Supervision Per Attached Floor Plan**
□ **Proceed Under Supervision Dates and Times Indicated Below:**

Install Lines under Carpet: Date: _____ Time: _____
Final Connection to Equipment: Date: _____ Time: _____

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 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 it's 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.

1. INSTRUCTION FOR COMPLETING ORDER FORM

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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) 418-4815** or e-mail **exhibitorservices@paconvention.com**

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G. Customer is responsible for any lost or damaged equipment supplied by the PCC.

Pennsylvania Convention Center
PHILADELPHIA

AN SMG MANAGED FACILITY

- 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.

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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 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 it's 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.

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) 418-4815** or e-mail **exhibitorservices@paconvention.com**

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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.

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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

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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.

Pennsylvania Convention Center
PHILADELPHIA

AN SMG MANAGED FACILITY

- 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.