

## **MUSEUMEXPO 2026 TERMS AND CONDITIONS OF AGREEMENT:**

**1.** It is understood that the following terms and conditions are accepted as part of the contract between the American Association of Museums d/b/a, the American Alliance of Museums (the “Alliance”) and the Exhibitor listed in the MuseumExpo 2026 Application and Contract for Exhibit Space (the “Exhibitor”), of which is incorporated by reference, to rent exhibit space at the Alliance’s trade show, MuseumExpo 2026 (Event). The MuseumExpo 2026 Application and Contract for Exhibit Space (the “Application”) is attached hereto, and its terms and conditions are incorporated herein. The Exhibitor and the Alliance may each be referred to as “Party,” or collectively, as “Parties” herein. It is agreed that the Exhibitor will abide by the rules and regulations as set forth in the terms of this agreement and the MuseumExpo 2026 Exhibitor Service Manual, provided by the contracted decorator Freeman Decorating, (to be provided to the Exhibitor no later than March 1, 2026), before, during, and after MuseumExpo, and by other reasonable rules considered necessary by the Alliance and the Pennsylvania Convention Center, Philadelphia, PA. Additionally, it is agreed that Exhibitor shall abide by any and all agreements made by and between the Alliance and the Pennsylvania Convention Center, Philadelphia, PA and any and all rules, terms, and conditions of the Pennsylvania Convention Center, Philadelphia, PA. The Alliance shall have the sole authority to interpret and enforce all rules and regulations included herein, to make any amendments thereto, and to make further rules and regulations as necessary to ensure the orderly conduct of MuseumExpo. The Parties hereby agree and acknowledge that any waiver of or failure to exercise any right provided for herein shall not be deemed a waiver of any further or future right under this Agreement. The Alliance has the further right and authority to coordinate, plan, share and or otherwise co-locate its Event with other museum-related associations for the purpose(s) of cost sharing, cross-marketing, and/or content-sharing.

**2. ACCEPTANCE OF EXHIBIT BOOTH APPLICATIONS:** The character, presentation, and display of the Exhibitor’s booth and/or exhibit is subject to the approval of the Alliance and MuseumExpo Show Manager, or another authorized Alliance representative. Only professional equipment, products and/or services related to the museum profession and industry may be displayed or otherwise promoted. The Alliance reserves the right to make such approval determinations at its sole discretion. The Exhibitor agrees to acknowledge and abide by any such determinations.

**3. PAYMENT INFORMATION:** A 50% non-refundable deposit is required with this application. The balance, or 100%, of booth payment is due by December 31, 2025. For booths reserved after December 31, 2025, 100% payment is required and is non-refundable. The Alliance reserves the right to deny participation in MuseumExpo if applicant is not in good standing with the Alliance.

## **4. EXHIBIT BOOTH CANCELLATION, REFUND & BOOTH REDUCTION POLICY:**

- a. **Exhibit Booth Cancellations:** Cancellations must be received in writing. It is mutually agreed that by canceling exhibit booth space, the Exhibitor relinquishes all benefits included with the exhibit booth space, including the complimentary registrations and access to the attendee mailing list. The Alliance will not apply credit toward future MuseumExpo events, sponsorships, or advertising with the Alliance. Booth Deposit. For all cancellations, The Initial 50% deposits are non-refundable.

**Note:** Cancellations made after December 31, 2025, AAM will retain 100% of booth fees due.

- b. **Booth reductions/downsizing** Exhibitors requesting to downsize their booth must submit a written request to the event organizers. Booth downsizing is subject to approval and availability. A downsizing fee of \$500 will apply to all booth size changes to cover

administrative and logistical costs. If the downsized booth costs less than the original, the difference (minus the downsizing fee) will be refunded to the exhibitor, provided the request is made before **December 31, 2025**. If a downsize or booth reduction is requested after this date, A downsizing fee of \$700 will apply to all booth size changes to cover administrative and logistical costs.

e. Only exhibitors whose accounts are paid in full and have complied with all other terms and conditions of this agreement prior to May 15, 2026, will be permitted to install its booth/display. The Alliance reserves the right to deny participation in MuseumExpo if applicant is not in good standing with the Alliance for any reason. Exhibitors are further responsible for ensuring that there are no outstanding amounts, related or unrelated to the Event, owed by them to AAM. If all payments and outstanding amounts are not paid in full by April 15, 2026, AAM retains the right to cancel the Exhibitor's space without further notice and without obligation to refund previously paid amounts. Any re-sale of exhibit space shall not result in a refund to the Exhibitor. Exhibitors will not be permitted on premises for installation until full payment is received. There is no exception to this policy. Exhibitor who fails to occupy its assigned space two hours prior to the published expo hours (set no later than 8:00 a.m. on move in days) and has not given AAM the required written notice of cancellation will be considered "no show." AAM has the right to use "no show" exhibit space in such a manner as it may deem in the Event's best interest. Failure to occupy exhibit space does not relieve the Exhibitor from their obligation to the terms of the Agreement.

**5. LOCATION OF EXHIBITS/FACILITY:** MuseumExpo 2026 will be in Exhibit Halls C-E at the Pennsylvania Convention Center, Philadelphia, PA in such other designated space as may be assigned by the Pennsylvania Convention Center, Philadelphia, PA.

**6. BOOTH EQUIPMENT AND SERVICES PROVIDED:** Back and side drape, and one identification sign (7" high x 44" wide) will be provided by the Alliance without cost to the Exhibitor if ordered at least 90 days prior to the start of MuseumExpo. Please note: *\*Island booths are exposed to aisles on all four sides. Island booths do not receive the standard pipe and drape with their booth.* Furnishings such as carpet, tables and chairs can be ordered through the decorator at Exhibitor's expense. Standard lighting will be provided in the exhibit hall; however, other services, such as compressed air and water, electricity, telephone, and internet access will be provided by the Pennsylvania Convention Center, Philadelphia, PA at an additional charge to the Exhibitor. Order forms for these services will be provided in the MuseumExpo Exhibitor Service kit, provided by the decorator.

**7. FLOOR PLAN:** The Alliance retains the right to modify the Event floor plan to the extent necessary for the best interest of the Alliance and the MuseumExpo. To view the most current MuseumExpo floor plan, refer to the interactive floor plan—which can be viewed online.

**8. SECURITY:** Neither the Alliance nor the Pennsylvania Convention Center, Philadelphia, PA will be in any way liable or responsible for the loss, theft, damage, or disappearance of personal or commercial property from Exhibitor's booth space or from the exhibit hall. Exhibitors are responsible for securing their own property, equipment, and belongings at all times.

**9. RULES AND REGULATIONS:** Vendors who sell products and/or services to the museum community are not allowed to conduct or solicit business in the Pennsylvania Convention Center, Philadelphia, PA, unless they have purchased exhibit booth space, rented a MuseumExpo presentation theater or sponsored an exhibit hall special event at MuseumExpo 2026. Violators of this regulation should be reported to Show Management and will result in immediate removal from the show floor and the Alliance's refusal to accept any and all registrations and future registrations.

- a. **Exhibit Booth Structure:** No walls, partitions, decorations, or other obstructions may be erected that in any way interfere with the view of another Exhibitor. Exhibitors who wish to use any non-standard booth equipment, signs, decorations, or arrangements of display materials that in any way conflict with the stated regulations must submit two

copies of a detailed sketch or layout (including all dimensions) no later than March 1, 2026, for approval by the MuseumExpo Show Manager.

- b. **Standard Exhibit Configuration (10' x 10', 10' x 20' and 10' x 30' booths):** Exhibits must not be higher than 8' in the back and 4' on each side. Display fixtures over 4' high must be confined to the area of the exhibit booth which is within 5' of the backline. Nothing over 4' high can be within 5' of the aisle line (the front half of the booth). Hanging signage and other items from the ceiling is not permitted.
- c. **Island Exhibit Configurations:** Island exhibits must not be higher than 16 feet (subject to Convention Center ceiling height) multi-story exhibits must be approved through stamp or signature of a licensed structural engineer indicating that the structure is properly engineered for the proposed use. All island configurations and multi-story exhibits must be pre-approved by the Alliance MuseumExpo Show Manager and the Pennsylvania Convention Center, Philadelphia, PA, by March 1, 2026
- d. **Exhibit Materials:** No combustible decoration, such as crepe paper, cardboard, or corrugated paper, may be used at any time. All packing containers, excelsior, and wrapping paper, which must be flame-proof, are to be removed from the floor and must not be stored under tables or behind displays. All muslin, velvet, silken or any other decoration must stand a flameproof test as prescribed by the fire ordinance of the City of Philadelphia. All materials and fluids which are inflammable are to be kept in safety containers. Open flames, butane gas, acetylene, oxygen tanks, or other flammable materials are not permitted. Balloons are not permitted in the exhibit hall.
- e. **Exhibit Booth Staffing:** The Alliance and MuseumExpo requires that each organization open its exhibit booth on time each day at hours specified on the Alliance website, aam-us.org, and that all booths be staffed throughout the day until the hall closing announcement has been made (hours specified on aam-us.org). A **\$500.00 penalty fee** will be charged to Exhibitors who disassemble their booth/exhibit prior to the official close of the show. All booth personnel must be employed/contracted with organization contracting exhibit space from the Alliance. **Children under the age of 16 are not permitted in the exhibit hall during move-in and move out.** Minors under 18 may attend the exhibit hall (1) only during Official MuseumExpo Hours and (2) if always accompanied by an adult. A signed **WAIVER WILL BE REQUIRED**. Approval must be signed off by AAM show management before minor can access the exhibit hall.
- f. **Access:** Badges will be required for entry into the exhibit hall. Badges are not transferable and will be confiscated if worn by other than the person to whom issued. Booth personnel will not be permitted access to the exhibit hall earlier than one hour before it opens, and later than one hour after it closes. Only registered exhibitors and their installation personnel may enter the exhibit hall during installation and dismantling hours.
- g. **Soliciting/Demonstrating:** Soliciting, canvassing, or demonstrating by an Exhibitor must be confined to the Exhibitor's own booth and may not interfere with neighboring booths.
- h. **Contests/Raffles/Giveaways:** Contests, lotteries, raffles, and games of chance may be conducted only with the prior approval of the Alliance MuseumExpo Exhibit Hall Show Manager. In conducting any pre-approved contest, lotteries, raffles, or games of chance, Exhibitor shall warrant that it has complied with all state and local laws and regulations for such activity.
- i. **Noise:** The noise level from any Exhibitor's demonstration or sound system should be kept to a minimum and not disruptive to neighboring exhibitors, attendees, or convention personnel. Exhibitor agrees to adjust noise volume as requested by Alliance Show Manager or convention center personnel.
- j. **Destruction of Property:** Nothing shall be posted on, tacked, nailed, screwed, taped,

stapled, or otherwise attached to ceilings, columns, walls, floors, painted surfaces, or other parts of the building or furniture. No holes may be drilled, cored, or punched in the building. Any property destroyed or damaged by an Exhibitor becomes the responsibility of the Exhibitor at the Exhibitor's expense.

- k. **Subletting Space:** Booth sharing is prohibited. An Exhibitor may not assign, sublet, or apportion all or any part of the contracted booth space allotted to him/her. Any materials other than those manufactured or distributed by the Exhibitor in the regular course of business may not be displayed by the Exhibitor or be allowed by the Exhibitor to be displayed by other persons or firms.
- l. **Decorum:** The Alliance shall have the right to exclude, reject, or to require modification of any display, demonstration, or behavior at Exhibitor's expense which, in the Alliance's sole discretion, it considers not proper, unprofessional, or not otherwise in keeping with the character and/or professional reputation of AAM and/or MuseumExpo. Exhibitors acknowledge and shall be bound by the decisions of the Alliance MuseumExpo Management in all matters related to MuseumExpo.
- m. **Americans with Disabilities Act:** Exhibitors shall be responsible for compliance with the Americans with Disabilities Act as it relates to their participation in the Exhibit Hall, their booth, promotional materials and other services and activities conducted by the Exhibitor during the Event.

#### **10. CANCELLATION OR RELOCATION OF THE ANNUAL MEETING AND MUSEUMEXPO:**

In the event of cancellation of the Alliance Annual Meeting and MuseumExpo due to circumstances within the Alliance's control, the liability of the Alliance shall be limited to a refund of deposit fees paid to the Alliance by the Exhibitor. Alternatively, the Exhibitor may be provided the option of applying such deposit to future meetings. In the event of a relocation of the Alliance Annual Meeting and/or MuseumExpo due to circumstances within the Alliance's control, this contract remains in force, with all monies paid applied to the relocated venue.

**11. FORCE MAJEURE:** In the event the Alliance has no control over the cancellation of the annual meeting and MuseumExpo, due to acts of God, national emergency, terrorism, or threat thereof, governmental regulation, civil disorder, recognized health threats as determined by the World Health Organization, and strikes or labor disputes, and both parties' performance obligations would become illegal, impossible, or impractical, then neither party shall be liable to the other. In such cases, any deposits paid by Exhibitor to the Alliance shall be refunded or applied to future event, and each party waives any claim against the other party for damages by reason of such cancellation.

**12. LIABILITY AND INSURANCE:** The Alliance shall not be liable for loss or damage of any property of Exhibitor which Exhibitor may suffer during installation, removal, or during the annual meeting and MuseumExpo itself by reason of burglary, fire, accident, or any destructive cause. Commercial property and liability insurance must be procured by the Exhibitor at its own expense, secured and maintained throughout the period of the annual meeting and MuseumExpo, inclusive of move-in and move-out days. Commercial liability insurance with combined single limit of at least \$1,000,000.00 each occurrence for bodily injury and property damage shall be secured. Such insurance shall name the following as additional insured: American Alliance of Museums, Pennsylvania Convention Center, Philadelphia, PA and the City of Philadelphia, and their respective members, officers, agents, and employees. At least 60 days prior to the move-in date, Exhibitor shall provide the American Alliance of Museums with Certificate of Insurance as evidence of such coverage. No exhibitor will be permitted to "move-in" without providing evidence of such insurance coverage.

**Indemnification and Waiver:** Exhibitor agrees to indemnify, hold harmless and defend the American

Alliance of Museums, the Pennsylvania Convention Center, Philadelphia, PA, and the City of Philadelphia, and their respective members, officers, directors, agents, and employees ("indemnities") from and against all liabilities, damages, actions, losses, claims and expenses (inclusive of attorney's fees) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any act, omission, negligence, fault or violation of law or ordinance by the Exhibitor or its employees, agents, contractors, patrons, or invitees.

The Alliance shall not be liable for any failure to deliver space to an Exhibitor or for the loss of allotted space of an Exhibitor, who has contracted for exhibit space, if non-delivery is due to destruction of or

damage to the building or the exhibit area by fire, or act of God, acts of public enemy, strikes, the authority of the law, or any cause beyond the Alliance's control.

**13. RIGHT TO REMOVE THE EXHIBITOR'S PROPERTY:** The Alliance reserves the right to remove from MuseumExpo premises any or all property of the Exhibitor should the Alliance Annual Meeting and MuseumExpo be cancelled or relocated or should the Exhibitor violate any of the conditions of the Exhibitor's agreement including terms herein. This right may be exercised without prior notice or hearing.

**14. DIVERSITY, EQUITY, ACCESSIBILITY, AND INCLUSION:** Exhibitor recognizes and acknowledges that AAM has a diverse membership and that it is vital for the success of the Event that their attendees, exhibitors, and guests be treated fairly and equitably, without discrimination on the basis of sex, sexual orientation, age, race, color, national or ethnic origin, religion, or physical handicap or disability. Exhibitor represents and warrants that it and its officers, directors, employees, and agents do not discriminate against AAM attendees, exhibitors, and guests on the basis of sex, sexual orientation, age, race, color, national or ethnic origin, religion, or physical handicap or disability.

**15. MUSIC LICENSE PATENT, COPYRIGHT, OR TRADE SECRET:** The Exhibitor agrees to hold the Alliance, its officers, directors, employees, and agents, harmless from all loss, cost claims, causes or action, obligations, suits, damages, liability expenses, and costs including attorney's fees arising from or out of any violation or infringement (or claimed violation or infringement) by Exhibitor, Exhibitor's agents or employees of any patent copyright, or trade secret rights or privileges.

## **16. TRADEMARK LICENSE; MUSIC & OTHER INTELLECTUAL PROPERTY TERMS:**



Exhibitor

The Alliance hereby grants to Exhibitor a limited, revocable, non-exclusive, nontransferable license without the right to sublicense to use the trademarks set forth below (hereinafter individually and collectively referred to as the "Alliance Exhibitor Marks") in connection with Exhibitor's booth at MuseumExpo.

Exhibitor may use the Alliance Exhibitor Marks to advertise and promote itself as an exhibitor at MuseumExpo from the date of the Alliance's acceptance of this Application through the last day of MuseumExpo. For quality control purposes, all uses by Exhibitor of the Alliance Exhibitor Marks shall be subject to the prior approval of the Alliance and shall be consistent with any guidelines established by the Alliance regarding third-party use of its logo.

Each Exhibitor is responsible for obtaining all necessary licenses and permits to use music, photographs, or other copyrighted material in exhibit booths or displays. Exhibitors playing, broadcasting, or performing music or displaying any other copyrighted material, such as photographs or other artistic works, must present upon request of show management satisfactory proof that the Exhibitor has, or does not need, a license to use such music or copyrighted material.

The Alliance condemns intellectual property infringement and counterfeiting; however, as a neutral organizer of MuseumExpo, the Alliance cannot get involved in exhibitor disputes or provide legal advice. Exhibitor agrees not to sue or threaten to sue the Alliance for contributory infringement or any other theory that the Alliance is indirectly or secondarily liable for a violation of intellectual property rights (e.g., trademark, copyright, or patent) by a third party.

Exhibitor warrants that it is the owner or licensee of all intellectual property used by Exhibitor at MuseumExpo or in promotion thereof. Exhibitor agrees to defend, indemnify, and hold harmless the

Alliance, their officers, directors, employees, and agents, harmless from all loss, cost claims, causes of action, obligations, suits, damages, liability expenses, and costs including attorney's fees arising from or out of any dispute involving intellectual property owned or used by Exhibitor at MuseumExpo or in promotion thereof.

## **17. UNION JURISDICTIONS:**

### **PHILADELPHIA AREA UNION REGULATIONS**

#### **EXHIBIT A**

##### **WORK JURISDICTIONS REVISED**

On June 13, 2002, after conducting an extensive study, the Econsult Corporation issued a report entitled "Working Together to Fix the Pennsylvania Convention Center." On June 25, 2002, the Pennsylvania Convention Center Authority Board adopted the findings of the Econsult Corporation. On July 14, 2003, the Parties entered into a Customer Satisfaction Agreement with the goal of improving customer satisfaction. Four unions elected to become signatory to the Customer Satisfaction Agreement, effective May 6, 2014, and the signatory parties agreed to revised work jurisdictions. The following jurisdictional alignments provide a coordinated workforce to best serve customers' needs, while preserving the signatory unions' historical work allocations.

Nothing in this Agreement or this Exhibit shall result in the calling of more Show Labor Workers than required or staffing above the minimum level necessary for the safe, productive and cost efficient operation of the Convention Center. The PCCA will establish a procedure for the auditing and reporting of man-hours on a quarterly basis, at a minimum.

The Parties agree that the smooth process of work is paramount to customer satisfaction and ultimately to the success of the Convention Center, and therefore agree as follows:

1. The PCCA or its designee shall have the right to assign de minimis tasks to any Show Labor Worker, regardless of jurisdiction, provided that such assignment has no impact on the complement of trades in the building, including no reduction in the number of Show Labor Workers from each trade on the call or to whom overtime will be offered. Such de minimis assignments shall not be precedential with respect to any future assignments or to establishment or clarification of existing jurisdictions.
2. There will be no cessation or stoppage of work as a result of jurisdictional disputes, and no jurisdictional disputes shall be adjudicated on the floor. The PCCA or its designee shall have the right to make assignments in accordance with this document, and Show Labor Workers must abide by such assignments, subject to their right to dispute such assignments pursuant to the dispute resolution procedures contained in this Agreement.
3. A Trade Show and Safety Committee will be established in order to (1) discuss the manner with which work is performed in the Center and to make recommendations on process, procedure, and rules to ensure a safe workplace for all; including without limitation Show Labor Workers, Exhibitors, Volunteers, and Show Management, and (2) discuss efficiencies on the floor, and to make recommendations with respect to how to better perform the work necessary for the satisfaction of the Customer and to clarify, but not modify unless agreed to and signed off in writing but all of the parties, the jurisdictions and dispute resolution procedures contained herein.
4. It is recognized that during the term of this agreement new computing technologies may emerge. The PCCA and its customers may utilize more efficient means or techniques to accomplish their work. As new computing technologies are introduced, they may be discussed at the monthly labor meeting as to their effect on the performance of work and jurisdiction. The monthly labor committee will direct any changes made to operations as a result of the introduction of new technologies.

The following jurisdictional alignments are for all work to be performed by Show Labor Workers at the Convention Center, except to the extent that the right to perform such work remains within the purview of the Exhibitors, Customers, and Contractors, as set forth in the Customer Satisfaction

Agreement, and such rights are exercised by an Exhibitor, Customer or Contractor.

#### A. Rigger Work

At the Convention Center, Riggers are primarily responsible for work relating to the lifting or moving of objects which require mechanical lifting. Stagehands and Riggers work together at the Convention Center with respect to installation and dismantling of exhibits on the show floor.

1. **Riggers:** Specifically, and without limitation, the Riggers' jurisdiction shall include:
  - a. Operate forklifts with respect to machinery and equipment that requires specialized lifting or handling.
  - b. Operate forklifts for rigging in exhibit booths and moves crates within exhibit booth space associated with the performance of their work.
  - c. Move oversized or abnormally heavy objects.
  - d. Raise and lower oversized or heavy exhibit booth structures.
  - e. Operate and utilize genie lifts as required
  - f. Operate forklifts pertaining to the raising of floor mounted truss not suspended by motors, EXCEPT:
    - i. Operate lifts in presentation areas (Stagehands).

#### B. Laborer Work

At the Convention Center, Laborers are primarily responsible for work relating to loading, unloading, forklift operation, installation and dismantling of drapery and furniture. and the movement of freight, empties and Contractor equipment. For the purposes of this outline; the term "Designated Area" will refer to a location within the Convention Center and will not be defined the back of the truck, and the term "Bulk" will refer to equipment moved by Forklift,

Tow Motor, Power Jack, or as part of a shrink wrapped pallet.

1. **Laborers.** Specifically, and without limitation, the Laborers' jurisdiction shall include:
  - a. Operate forklifts for unloading, EXCEPT:
    - i. Use of forklifts for rigging as defined above. (Rigger).
  - b. Unload, deliver to specified location(s) and load all Contractor equipment.
  - c. Move and stage all empty crates or other packing material. EXCEPT:
    - i. Empty cases moved within work areas, and to and from area(s) designated by the PCCA / Contractor after production setup is complete (Stagehand/Electricians).
  - d. Uncrate and crate furniture in exhibit booths.
  - e. Deliver all landscape materials in bulk to designated areas, including the use of front-end loaders and bobcats, and place landscape materials within a booth or display.
  - f. Deliver and pick up rolled carpet, including specialty carpet and contractor's carpet.
  - g. Perform maintenance tasks including shampoo, vacuum, and remove tape from all carpet and floor as requested.
  - h. Unload and distribute all printed material and literature.
  - i. Deliver crated pegboards and poster-boards to area(s) designated by the PCCA / Contractor in the Center, including Uncrating, unpacking, distribution to the final individual location(s), set up, take down, repacking and re-crating of all pegboards and poster- boards.
  - j. Move all materials and freight from the dock/boneyard to the area(s) designated by the PCCA / Contractor.
  - k. Deliver built signs in frames and sign frames on skids to the area(s) designated by the PCCA / Contractor.
  - l. Unload and deliver AV equipment in bulk to area(s) designated by the



PCCA / Contractor, including any detours. (Locations can change from inbound to outbound).

- m. Unload and deliver computers in bulk to area(s) as designated by the PCCA / Contractor, including any detours. (Locations can change from inbound to outbound).
- n. Remove and store boxes after unpacking, EXCEPT:
  - i. Empty cases moved within work areas, and to and from area(s) designated by the PCCA / Contractor after production setup is complete (Stagehand/Electrician).
- o. Deliver floral materials from outside floral vendors to final destination, including any detours.
- p. Deliver Props and Scenery to area(s) designated by the PCCA / Contractor.
- q. Sort, distribute, install and remove drapery, including, but not limited to, draping all areas for booths, special back-walls, dressing rooms, 8 foot or under used to mask or decorate the room (side walls, entry ways, back way and room partitions) and close-offs EXCEPT:
  - i. Work performed on / over and associated with stages including draping in general sessions, meeting rooms, and parties (Stagehand).
- r. Sort, distribute, install and remove table topping and skirting of Contractor's tables to be done on show site, including risers.
- s. Install and remove all banding of Exhibitor's and Contractor's furniture, crates, boxes, machines, equipment and products EXCEPT:
  - i. In the event another trade is using the material, then the other trade may perform the work.
- t. Install and remove shrink wrapping of Exhibitor's and Contractor's furniture, crates, boxes, machines, equipment and products EXCEPT:
  - i. In the event another trade is using the material, then the other trade may perform the work.
- u. Secure loads in trucks by chocking including exhibit and Contractor material.
- v. Perform first time cleaning of exhibits and Contractor's service counters and rental units.
- w. Install and remove any outside crate protection, including, but not limited to, tarps or visqueen.
- x. Drive, load, unload trucks and other vehicles including jockeying trailers on the loading dock.
- y. Operate fork lifts for unloading when no checking of freight is required, EXCEPT:
  - i. Use of forklifts for rigging as defined above (Rigger).
- z. Secure loaded material and equipment at the loading docks including the use of shrink wrap to secure freight.
- aa. Receive and deliver to the final destination all small packages shipped to the exhibit areas of the Convention Center including, without limitation, Federal Express and UPS.

### C. Electrician Work

At the Convention Center, Electricians are primarily responsible for work relating to electrical systems; handling and installing suspended electric motors, truss, lights, and signage; power supply and distribution, including hookups and interconnections; lighting and data, handling and installing computers and network cabling; and maintenance of equipment and power.

1. **Electricians**. Specifically, and without limitation, the Electricians' jurisdiction

shall include:

a. Exhibit / Trade Show Areas

- i. Layout, place and remove all electrical cords or apparatus used to distribute power, light, sound or signal inside the Pennsylvania Convention Center.
- ii. Install all electrical power from the primary power source to distribution panels, tie-in to the dimmer racks and/or converters, and final connections to Exhibitor equipment including stringers and extension cords to supply power for non-AV equipment, , EXCEPT:

- (A) Connection of extension cords run from wall outlets  
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or distribution panels in meeting rooms (Stagehand).

- iii. Connect, terminate, mount and remove all lighting and equipment that requires hard wiring into the Pennsylvania Convention Center's power source. (i.e. placing bare copper wires). Perform troubleshooting and repairs to same as needed.
- iv. Deliver, install and remove all lighting that is suspended in exhibit / tradeshow areas; including meeting rooms, theaters, and live presentations, EXCEPT:
  - (A) Production lighting such as fixed or motorized lights for the purpose of stage lighting (Stagehand).
- v. Deliver and hang motors, remove motors, and deliver and assemble suspended truss in exhibit / tradeshow areas; including meeting rooms, theaters, and live presentations, EXCEPT:
  - (A) Assemble, hang and remove motors for truss for Entertainment Stages (Stagehand).
- vi. Core holes for raceways for electrical power or control and sound and communication devices, equipment or fixtures.
- vii. Install all lighting that is part of a booth.

b. Signage

- i. Install/remove electric motors, rotating motors, electrical elements, and bridle rigging to motors for hanging signs, and attach electrical signs.
- ii. Install electrical signs in booths.

c. TV Crews

- i. Install power and cabling for only the following TV Crews: NBC 10, FOX 29, PHL 17, Comcast SportsNet, WHYY12, CBS National, FOX Sports National, ESPN.
- a. Install signal cable for all television crews that tie into the House System.
- ii. All power and cabling for TV Crews is performed by the 6

Stagehand EXCEPT the above.

d. Battery Packs

- i. Install and remove battery packs.
- ii. Disconnect and connect battery terminals to vehicles.
- iii. Termination of bare ends and/or attaching lugs to cables

e. Meeting Room and Non-Exhibit Area Work

- i. Install all electrical power from the primary power source to

- distribution panels, dimmer racks, tie in stringers and extension cords to supply power for non-AV equipment including personal devices, EXCEPT:
      - a. Stringers and extension cords from wall outlets used to power AV equipment, lighting and sound (stagehands)
      - ii. Install and remove general lighting and stand up truss in common areas or not in the function space.
  - f. Computers
  - g. Unpack, distribute to final location, set up, install, dismantle and repack all registration computers, EXCEPT:
    - ii. Delivery of computer equipment in bulk to staging location(s) determined by the PCCA / Contractor (Laborer).
    - iii. Show Management may install any personal or company owned computers for registration and show management licensed areas.

#### D. Stagehand Work

At the Convention Center, the Stagehands are primarily responsible for work relating to construction, fabrication, assembling, erecting, application, presentation, dismantling, maintenance repair, handling, placement, loading, unloading, or operation of hydraulic, electronic and sound equipment or devices, slide projectors, lasers, liquid projectors, pyrotechnics, computers and all other types of theatrical effects or apparatus, installation and dismantling of booths and components, contractor modular systems, sign hanging and display work and all scenery, drops, travellers, trusses, scaffolding, iron work, properties, decorations, displays, or other staging of theatrical accessories and effects associated and/or substitute materials of every kind for live presentation.

1. **Stagehands:** Specifically and without limitation, the Stagehands' jurisdiction shall include:
  - a. Exhibit / Trade Show Areas
    - i. Install, dismantle, operate and handle Audio Visual equipment used in exhibit booths when supplied by an Audio-Visual Contractor. This includes the equipment in exhibit booths supplied by the Audio Visual contractor including all computers, cameras, plasma screens, monitors, sound systems, video systems, video walls, all the equipment used to generate images, audience response, hearing-impaired assist devices, uncrate and crate lead retrieval, cable TV, Teleprompters, and video capturing equipment and includes the cabling and power up to the distribution point.
    - ii. Operate all lighting, sound, projection and video equipment in Exhibit Booths. This includes all computers, cameras, plasma screens, monitors, sound systems, video systems, video walls, all the equipment used to generate images, audience response, hearing-impaired assist devices, lead retrieval, cable TV, Teleprompters, Translation Booths, and video capturing equipment and includes the cabling and power up to the distribution point, EXCEPT:
      - (A) Install cabling and power under the floor (Electrician).
    - iii. Erect and dismantle performance stages and all scenery, drapes and components on or connected to the stage.
    - iv. Install, operate and dismantle Motors, Lighting, Sound, Projection and trussing for Meeting Room or Theater setups, EXCEPT:
      - (A) Install motors, lighting, and trussing over Exhibit Areas

(Electrician).

- v. Layout of floor, mark out and place floor numbers.
  - vi. Lay, and remove all floor coverings; including Exhibitor owned booth carpet, I&D carpet, Contractor owned booth carpet, area carpet and aisle carpet EXCEPT:
    - (A) Deliver and pick up rolled carpet, including specialty carpet and contractor's carpet (Laborer).
  - vii. Sort, distribute, install and remove all non-electrical Contractor signage.
  - viii. Assemble/attach/disassemble signs and install all signage in frames EXCEPT:
    - (A) Install/remove electric motors / rotating motors and bridle rigging to motors for hanging signs and attach electrical signs (Electrician).
  - ix. Erect all screens, video walls, sound, projection equipment and platforms.
  - x. Perform all millwright functions such as uncrating and crating of machinery and other materials EXCEPT:
    - (A) Uncrating and crating of furniture (Laborer).
  - xi. Install any decoration for shows, EXCEPT:
    - (A) Food and Beverage décor installed by the in-house Food and Beverage contractor: including table cloths, chair covers, centrepieces, napkin rings, etc. (In-house Food and Beverage Contractor Employee).
  - xii. Set-up service desk.
  - xiii. Install and dismantle exhibits and displays in exhibit booths.
  - xiv. Install and dismantle registration counters, entrance units, and rental displays.
  - xv. Install and dismantle platforms and stages.
  - xvi. Perform work on stages or platforms for Exhibitor owned product and sales equipment related to trade shows.
  - xvii. Install and dismantle all components used to accommodate 9 sporting events, pro or amateur, EXCEPT:
    - (A) Install and dismantle all PCCA owned equipment (In-house Contractor).
  - xviii. Install and remove all protection work for booths, walls, ceilings, floors, etc, using masonite, visqueen, plywood or any other material.
  - xix. Install and dismantle tents and other structures, inside and outside.
  - xx. Install drape, lighting, set up and maintain photo booth for still photography.
  - xxi. Set up and operate sound and lighting for musical presentations such as DJ's except when presentation utilizes house sound system.
- b. General Sessions (Any location in Convention Center or as determined by PCCA or its designee), Parties (Any location in Convention Center or as determined by PCCA or its designee) and speaker ready rooms.
- i. Install, operate and dismantle equipment used to present and lighting over the top of the audience, including all Audio Visual and Lighting equipment for walls, audience, stages and general lighting. This includes all computers, cameras, plasma

screens, monitors, sound systems, video systems, video walls, all the equipment used to generate images, audience response, hearing-impaired assist devices, lead retrieval, cable TV, Teleprompters, Translation Booths, and video capturing equipment and includes the cabling and power up to the distribution point EXCEPT:

- (A) Install general lighting in areas outside the function space (Electrician).
- ii. Install, operate and dismantle performance stages and all scenery, drapes and components on or connected to the stage on the stage, drapes connected to the stage (side of stage to the wall, backdrop used as part of the stage, screen surrounds, rigged from ceiling 8 feet or higher from floor.
- iii. Push all production, scenery, computers and audio-visual equipment from the area(s) designated by the PCCA / Contractor, excluding equipment used for Exhibits.
  - c. Other Events include events that have a combination of live presentation and exhibit booths, sporting events, and live presentations with sales area.
    - i. Install all equipment (Lights, sound, audio visual) that is over top or seen by the audience as part of the live presentation, meeting room presentation or sporting event or party area (moving or fixed), EXCEPT:
      - (A) Installation and removal of all lighting for product sales (Electrician).
    - ii. Performance stages and all scenery, drapes and components on or associated with the stage.
    - iii. Push all production, scenery, computers and audio visual equipment from the area(s) designated by the PCCA / Contractor, excluding equipment used on Exhibits.
  - d. Meeting Rooms and Speaker Ready Rooms
    - i. Equipment used in Meeting Rooms includes the equipment used throughout the space including equipment over the top the audience, including all Audio Visual and Lighting equipment for walls, audience, stages and general lighting. This includes all computers, cameras, plasma screens, monitors, sound systems, video systems, video walls, all the equipment used to generate images, audience response, hearing-impaired assist devices, lead retrieval, cable TV, Teleprompters, Translation Booths and video capturing equipment and includes the cabling and power up to the distribution point.
    - ii. Handle extension cords run directly to a wall outlet or to the distribution point. Push all production, scenery, computers and audio visual equipment from the area(s) designated by the PCCA / Contractor, excluding equipment used on Exhibits.
  - e. Computers
    - i. Receive, unpack, distribute, set up, install, and dismantle 11

Presentation Computers, including those generating Digital Signage, at the head table hooked up to screens, and/or installed and used to project an image.

5. Unpack, distribute to final location, set up, install, dismantle and repack multi-computer set ups in computer labs, Cyber Cafes, and Education Centers, EXCEPT:

- Delivery of computer equipment in bulk to a staging location(s) determined by the PCCA / Contractor (Laborer).

2. Television Crews

- a. Install, operate, dismantle camera, and install power from distribution point and sound for all outlets not designated above as IBEW Crews, including without limitation CBS 3 and ABC 6.
- b. Install, operate, dismantle cabling from distribution point for all TV Crews.
- c. Install lighting for videographers.

Presentation Computers, including those generating Digital Signage, at the head table hooked up to screens, and/or installed and used to project an image.

- ii. Unpack, distribute to final location, set up, install, dismantle and repack multi-computer set ups in computer labs, Cyber Cafes, and Education Centers, EXCEPT:
  - (A) Delivery of computer equipment in bulk to a staging location(s) determined by the PCCA / Contractor (Laborer).
- f. Television Crews
  - i. Install, operate, dismantle camera, and install power from distribution point and sound for all outlets not designated above as IBEW Crews, including without limitation CBS 3 and ABC 6.
  - ii. Install, operate, dismantle cabling from distribution point for all TV Crews.
  - iii. Install lighting for videographers.