

Advanced Shipments to Contractor’s Warehouse

See *Shipping & Customs*

Age Limit on Exposition Floor

- During Pittcon® 2012, all children under 16 years of age must register in the Registration Office and be accompanied on the exposition floor by a registered, responsible adult.
- No strollers, backpacks, carriages, or similar devices for transporting children will be allowed on the exposition floor.
- Children who cannot traverse the exposition floor without constituting a danger to themselves or others will not be allowed on the floor. The Exposition and Registration Committees reserve the right to make that decision.
- If children have been admitted to the exposition floor and their behavior is disruptive, they must be removed from the exposition floor by the adult(s) accompanying them.
- During set up and tear down, no one under 16 years of age will be allowed on the exposition floor.

Booth Information

See “Display Rules and Regulations” under *Floor Plan & Regulations*

Direct Shipments to Orange County Convention Center

See *Shipping & Customs*.

Display Installation and Dismantling

See “Display Rules and Regulations” under *Floor Plan & Regulations*

Exposition Color Scheme

The colors to be used throughout the Exhibition hall will be as follows:

Carpet will be blue and drapery will be blue with gold and white accents. For aisle carpet and drape colors in the Special Exhibit Areas, please email expo@pittcon.org.

Exposition Hours

The Pittsburgh Conference & Exposition will be open to all properly badged attendees during:

Monday, March 12.....	9:00 AM -- 5:00 PM
Tuesday, March 13.....	9:00 AM -- 5:00 PM
Wednesday, March 14	9:00 AM -- 5:00 PM
Thursday, March 15	9:00 AM -- 3:00 PM

UNLIMITED Exhibitor Access to Hall

Monday, March 12.....	7:00 AM -- 6:00 PM
Tuesday, March 13.....	8:00 AM -- 6:00 PM
Wednesday, March 14	8:00 AM -- 6:00 PM
Thursday, March 15	8:00 AM -- As late as needed

LIMITED Exhibitor Access to Hall - Exhibitor admittance to the Exposition Area during periods of limited access will REQUIRE an accompanying security guard, at the exhibitor’s expense. See *Security*

FROM 6:00 PM, Monday, March 12 to 8:00 AM, Tuesday, March 13
 FROM 6:00 PM, Tuesday, March 13 to 8:00 AM, Wednesday, March 14
 FROM 6:00 PM, Wednesday, March 14 to 8:00 AM, Thursday, March 15

Food Service

Purchase and distribution of catering items can be ordered.
See *Catering & Food Service*

Hand Carried Items and Delivery via Privately Owned Vehicles (POVs)

See *Shipping & Customs*

Insurance

Exhibitors and their subcontractors must provide proof that the insurance requirements are met OR THEY WILL BE DENIED ACCESS TO THE SHOW FLOOR. The Pittsburgh Conference WILL WITHHOLD SERVICES from any entity who has not provided the appropriate insurance certificate or waiver.

See "Display Rules and Regulations" under *Floor Plan & Regulations*

Lead Retrieval Rentals

See *Lead Retrieval*

Promotional Opportunities

See *Advertising & Publicity*

Music, Photographs, and Other Copyrighted Material

See "Display Rules and Regulations" under *Floor Plan & Regulations*

No Smoking

There is a "NO SMOKING" policy on the exposition floor.

Outbound Shipments

REMOVAL BY EXHIBITOR

GES, the Official Service Contractor, has a freight desk in the GES Servicenter®. The **Service Centers are located on the Expo Floor at the end of the 800 aisle in Hall A1 and at the end of the 3600 aisle in Hall B4.** Customer Service Representatives will answer your shipping questions, provide shipping labels, and assist in preparing Outbound Material Handling Forms. Complete Outbound Material Handling Forms/Shipping Papers must be delivered to the freight desk once all booth materials are packed and ready for removal. Do not leave Outbound Material Handling Forms/Shipping Papers in your booth area.

If you designate a carrier other than those used by GES, contact the carrier directly for pick up arrangements. In addition, be sure the name of the carrier designated is the name the driver uses when arriving to pick up the freight.

Exhibitors who arrange for their own transportation for outgoing shipments must have their carrier arrive no later than 10:00 AM Saturday, March 17, 2012.

If transportation provisions are not made, or if your carrier does not arrive on schedule, GES will ship your exhibit via the best available carrier to the address listed on the bill of lading and/or shipping labels you have prepared. All shipping costs will be at the exhibitor's expense. Any displays that are not in the process of being dismantled and packed by 10:00 AM Saturday, March 17, 2012 will be dismantled and packed by GES and shipped out at the exhibitor's expense.

REMOVAL BY THIRD PARTIES

The shipping of part or all of an exhibitor's equipment often results in much confusion. When the equipment of various exhibitors is consolidated to form larger shipments, problems as to the correct crate/carton count arise due to errors or purposely-misdirected shipments.

As a result each exhibitor is responsible for the proper preparation of all shipping documents for equipment in their booth(s), including the Outbound Material Handling Form. These Outbound Material Handling Forms must list:

- the carrier
- the name and address of the shipper
- the consignee
- the count, description and weight of the items covered
- whether shipments are prepaid or collect
- the names and addresses of the company or person responsible for the charges

Under no circumstances can this responsibility be delegated. Exhibitors must submit a bill of lading to the official freight contractor prior to leaving the Georgia World Congress Center.

EXHIBITORS ARE ALSO RESPONSIBLE FOR ALL PACKING BY, AND ACTIONS OF, PERSONNEL BROUGHT INTO THE SHOW.

Photography and Video Recording

Cameras are permitted on the exhibit floor, however exhibitor personnel (including contracted personnel) are not permitted to photograph, videotape, enter, or examine another exhibitor's booth without the permission of that exhibitor. The use of cameras and other recording equipment is not permitted during program sessions.

Videotaping may be done by a full-time employee of an exhibiting company within the confines of his/her own booth using equipment owned by the exhibiting company.

Regulations Governing Flammables, Compressed Gases and Hazardous Materials:

- Exhibitors, service contractors and event promoters must comply with all Federal, State and local fire and building codes that apply to places of public assembly (see Chapters 5, 8 and 31 of the prevailing N.F.P.A. Life Safety Code 101 and Orange County Fire Regulation 6005). All curtains, bunting, draping, etc., must be made of flame retardant materials.
- Fire fighting and emergency equipment may not be hidden or obstructed, including fire extinguishers, strobes, fire hose cabinets and standpipes. All emergency exits, hallways and aisles leading from the Orange County Convention Center (OCCC) must be kept clear and unobstructed. Fire lanes must be maintained at all times on the loading dock.
- Welding and/or cutting equipment is prohibited in the OCCC except as part of an exhibit, which must be approved by the Orange County Fire Rescue Services Department through OCCC Event Coordination.
- FLAMMABLE fluids, substances or materials of any nature may not be used in any booth. All decorative materials must be flame-proofed** before being taken into exhibit area. All materials and installation must comply with the requirements of all inspection authorities who have jurisdiction.
- Shredded paper, excelsior, foams and other flammable plastic materials used in packing must be removed from the building. By order of the Fire Bureau, no flammable material is to be scattered in the booth.
- Empty boxes, crates and cartons used to ship or store equipment or supplies must be placed in storage areas designated by Pittcon Exposition Management and the Fire Bureau.
- There shall be no storage of cartons, boxes or other combustible materials behind individual displays.
- The City of Orlando fire regulations state that only a one-day supply of operational and advertising material may be stored within the booth.
- Empty gas cylinders and tanks may be displayed as part of an exhibit. With Pittcon Exposition Management and OCCC approval, compressed inert gases may be used for demonstration purposes. All cylinders and tanks (empty and full) must be properly secured at all times. The use of compressed inert gases shall comply with all applicable rules and regulations (see the Exhibitor Service Manual).

- j) With Pittcon Exposition Management and OCCC approval, vehicles may be displayed subject to applicable regulations (see the Exhibitor Service Manual). No gasoline or diesel powered vehicle may be operated inside the OCCC. Vehicles that remain in the exhibition hall as part of a display must have the battery cables disconnected. The gas tank must either be taped shut or have a lockable gas cap and may contain no more than one-half (1/2) tank or ten (10) gallons of fuel, whichever is less.
- k) Hazardous chemicals or materials, including but not limited to pesticides, herbicides, poisons, oxidizers, flammable and combustible liquids such as kerosene, gasoline, and diesel fuel (with the exception of approved display vehicles as described above), and hazardous and combustible gases, are prohibited inside the OCCC at all times, including move-in and move-out.
- l) Any exhibit and equipment that, in the judgment of Pittcon Exposition Management or the OCCC, would be or might be dangerous to persons or property or otherwise incompatible the OCCC structure, systems, and furnishings is prohibited.
- m) The Exhibitor is responsible for removal of hazardous waste and must comply with all applicable Federal, State and local regulations. Hazardous waste includes materials that are ignitable, corrosive, reactive, toxic or biohazards (as defined under 40 CFR 261 subpart C and D). If materials are questionable, contact OCCC Event Coordination. Costs or applicable administrative expenses incurred by the OCCC for the removal of hazardous waste left in or about the OCCC will be assessed to the Exhibitor.
- n) All Exhibitors planning to demonstrate or display lasers should be familiar with the contents of the American National Standard Z135.1, the Safe Use of Lasers. Particular attention should be focused on section 4.5.1 relating to laser demonstrations and displays.
- Any potentially dangerous laser beams must be enclosed or otherwise made inaccessible to visitors.
 - All laser beams must terminate in a beam block substantial enough and suitable for the energy and wavelength.
 - Precautions must be taken to minimize all exposure to stray laser beams, spurious reflections, and any intense non-laser light sources (e.g., UV arc lamps, flash lamps, dye fluorescence) that can pose a serious eye hazard.
 - Exhibitors shall provide notification to OCFRD Office of the Fire Marshal detailing the type and location(s) of all lasers. A permit will be required for all lasers with a classification of IIIb or higher. Orange County Fire Rescue Department, Office of the Fire Marshall, 109 East Church Street, Lower Level, Orlando, FL 32801-3319. Office: (407) 836-0004 – Fax: (407) 836-8310.
- o) Exhibitors should be aware that a Safety Officer (SO) will conduct inspections of all exhibits. Any exhibits judged to be unsafe, for any reason, will be summarily shut down until sufficient corrective modifications have been made. However, acceptance of the exhibit by the SO does not constitute a guarantee that the exhibit meets all safety standards or is safe under all conditions.

Radiation Hazards Rules

It is the responsibility of the exhibitor to notify the appropriate state agency when NRC-governed radiation sources are being transported across state borders.

Devices that contain radioactive sources or are classified as radiation hazards should display the appropriate labels and warning lights in plain view.

Sales on the Exhibit Floor

Sales are permitted on the exhibit floor. All pertinent retail sales taxes apply.

Storage

The OCCC's Fire regulations restrict empty container storage to approved areas. **EMPTY CRATES, CARTONS OR BOXES CANNOT BE STORED IN OR BEHIND EXHIBIT BOOTHS OR USED AS BOOTH FURNISHINGS.** Storage labels marked "EMPTY" will be available from the GES Servicer®. Exhibitors should write the appropriate booth number(s) on the labels and affix them to all crates, trunks and bundled

cartons. All items marked for empty storage will be removed from booths by GES, placed in storage and returned to the designated booth(s) at the end of the show.

Carton Storage

Arrangements will be made for the rapid return of cartons and fiber and cardboard boxes. These cartons will be stored separately from crates and will receive priority on return. POP-UP BOOTH SHIPPING/STORAGE CARTONS CANNOT BE STORED BEHIND THE BOOTH.

Secure Storage

A secured storage area will be provided. This area is for the storage of small valuable items, but not for empty crates or excess literature or other handouts.

Unsecured Storage

Only a one-day supply of operational and advertising material may be stored within an exhibit. An unsecured, accessible storage area will be available for additional material. Small, hand-carried items may be placed in or removed from this area by exhibitors. Larger items will require the use of material handling labor with a cost to the exhibitor depending on the straight-time or overtime rates. Arrangements for this can be made at the GES Servicenter®.

Meeting Room Storage

Advance consideration should be given to stage and audio-visual set-ups within our meeting rooms. Exit doors and exit signage must not be blocked or hidden. Emergency lights cannot not be covered or removed. In addition, occupancy must not exceed the limits posted on the placards within these rooms. Storage of combustible materials within these rooms is also prohibited.