



DAVID L. LAWRENCE

CONVENTION CENTER

PITTSBURGH



Audio Visual Service Contractor Guide

"From Steel to Sustainable"

A Legends Global managed facility

As of 12/18/2025



From Steel to Sustainable

On behalf of the entire team at the Legends Global managed David L. Lawrence Convention Center, thank you for choosing Pittsburgh for your next meeting. We are Pittsburgh Proud, therefore we won't settle for anything less than being the most customer-focused, sustainable and welcoming convention center in the country.

Our experienced service team looks forward to working with you and your entire team throughout the planning process helping to ensure a memorable Pittsburgh experience for all of your guests. Shortly you will be contacted by one of our Event Managers who will be your primary point of contact. As an added tool to assist you during the event planning process, enclosed is our Audio Visual Service Contractor Guide. This reference guide will help you to become familiar with our operational policies and procedures.

The DLCC was built with sustainable principles in mind, being the first convention center to be LEED certified, earning Gold in New Construction and subsequently earning LEED Platinum in Existing Building Operations & Maintenance. If sustainability is important to you and your guests, the DLCC is eager to help you make an impact. Through communication and proper planning, we are confident that your event will exceed all of your sustainability goals. We look forward to working with you and your entire team.

Sincerely,

Tim Muldoon
General Manager
David L. Lawrence Convention Center
A Legends Global Managed Facility

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Facility Overview

Address	1000 Ft. Duquesne Blvd., Pittsburgh PA USA 15222
Website	www.Pittsburghhcc.com
Time Zone	Eastern Standard Time
Airport	PIT: Pittsburgh International located 18 miles (22 minutes) from DLCC
Location	Downtown Pittsburgh PA on 7.9 acres of land located on the south shore of the Allegheny River, adjacent to The Cultural District and The Strip District
Latitude	40° 26'N
Longitude	79° 59'N
Altitude	770 ft. / 234 m
US Green building Leed® Rating	Gold (new construction) and Gold (existing building - EBOM)
Grand Opening	September 2003
Owner	Sports & Exhibition Authority of Pittsburgh and Allegheny County (SEA)
Private Management Company	Legends Global
Architect	Rafael Vinoly Architects P.C.
Size	1.5 million sq. ft.
Facility Features Include	313,400 sq. ft. of exhibit space (236,000 sf. column-free) 60,000 sq. ft. of pre-function space overlooking the Allegheny River 40,000 sq. ft. of rooftop terrace, North Terrace 31,600 sq. ft. of open ballroom space, Spirit of Pittsburgh Ballroom 700 indoor parking spaces with clearance on Level 1 of 8'1" and Level 2 of 6'6" 53 meeting rooms including (2) 250-seat lecture halls 37 covered loading areas: (32) docks, (5) drive-in ramps
Floor Plan Summary	1st Level: Parking garage entrances(s), bus drop off areas (2), Water Feature, Riverfront Plaza, East Lobby, West Lobby, Halls DE, concession stands (2), show offices (2), loading docks (8), drive-in ramps (2) Visit Pittsburgh Store, Tasteburgh cafe 2nd Level: Concourse, Halls ABC, concession stands (4), show offices (3) loading docks (24), drive-in ramps (3) 3rd Level: Meeting Rooms (38), Spirit of Pittsburgh Ballroom, Kitchen, Noresco Riverside Terrace, South Terrace (Green Roof), Skywalk entrance from the Westin Convention Center Hotel 4th Level: Meeting rooms (13), 250-seat lecture halls (2), Rooftop Terrace and Rooftop Boulevard

Service Partners



Directions

Pittsburgh International Airport

I-376 becomes I-279 through the Ft. Pitt Tunnels and across the Ft. Pitt Bridge. Take Exit 6C Ft. Duquesne Blvd. follow sign to Convention Center/Strip District on 10th Street Bypass. Convention Center is on the right.

East / PA Turnpike (Rt. 76)

I-76 W (PA Turnpike) to Exit 57 Pittsburgh. Take I-376 W to Exit 2B Blvd. of the Allies. Take I-579 N to Seventh Ave. Convention Center Exit. Take Seventh Ave. and turn right onto William Penn Way. William Penn Way becomes 10th Street. Convention Center straight ahead.

West / PA Turnpike (Rt. 76)

I-76 E (PA Turnpike) to Exit 28 Cranberry. Follow signs to I-79 S to I-279 S across Ft. Duquesne Bridge to Convention Center/The Strip District Exit. Convention Center is on the right.

North

I-79 S to I-279 S across Ft. Duquesne Bridge to Convention Center/The Strip District Exit. Convention Center is on the right.

South

I-79 N to Exit 59A Pittsburgh to I-376 E through Ft. Pitt Tunnel across Ft. Pitt Bridge. Take Exit 6C Ft. Duquesne Blvd. Follow sign to Convention Center/The Strip District on 10th Street Bypass. Convention Center is on the right.



**11th Street Loading
Dock Entrance**

(Corner of Penn Avenue and 11th Street)



**Ft. Duquesne Blvd Loading
Dock Entrance**

(Between 9th Street and 10th Street)

Operational Guidelines

Abandoned Property

Abandoned property is any product and or materials left behind by the licensee, contractor, attendees, speakers, or exhibitors. Upon the expiration of the Event License Agreement, any product that has been left behind and/or not been picked up will be considered abandoned property. The DLCC will make reasonable efforts to contact the owner of the property but reserves the right to dispose of the property without liability. The licensee shall be held liable for any fees incurred to discard abandoned materials.

ADA

With respect to any Event at the Center, show management recognizes that it is subject to the provisions of Title III of the ADA. Show management and their hired contractors will be responsible for ensuring that its use of the Center complies in all respects with the ADA, including accessibility, usability and configuration in event space. Show management and its contractors will be responsible for any violation of the ADA that arises from reconfiguration of seating area or modification of other portions of the Center in order to accommodate usage.

Show management will be responsible for providing auxiliary aids and services that are ancillary to its usage and for ensuring that the policies, practices and procedures it applies in connection with the Event are in compliance with the ADA.

When creating diagrams and seating arrangements for General Assembly, ADA requires:

<u>Capacity of Seating in Assembly Areas</u>	<u>Number of Required Wheelchair Locations</u>
4 to 25	1
25 - 50	2
51-300	4
301-500	6
over 500	6, plus 1 additional space for each total seating capacity increase of 100

Audio

Meeting rooms, ballrooms, and exhibit halls are equipped with a data port. The data port will provide access for internet and phone lines (provided through showNets), cable, and house sound. When patching please see the [DLCC Equipment and Ancillary Fees](#) for current rates. All patches must be mic level, not line level.

The DLCC will provide a complimentary wired paging mic for the exhibit hall. Placement will be coordinated between the Event Manager and Show Manager. Paging mics will cover exhibit hall space and concourse space if requested.

Operational Guidelines

DLCC Carpet

Utility carts, golf carts, and any motorized equipment (aside from scooter wheelchairs) is limited to the exhibit floor only. The use of carts in the pre-function and carpeted areas is strictly prohibited. Any forklift may not be used in the concourse area, only pallet jacks may be used to transport freight/pallets/boxes, etc. in the concourse, 3rd and 4th floor.

When installing carpet on top of carpet; gaffers tape must be put down first and then double sided tape placed on top of the gaffers.

Please use caution when cutting temporary carpet over top of the DLCC carpet. If cuts extend into DLCC carpet, damage fees will apply.

Vehicles displayed in the concourse must be provided a path using visqueen from the roll door of the alcoves to the display area(s). In addition, carpet tiles must be provided for use under each tire and drip pans placed under the engine.

Any scissor lifts used in pre-function space must have non-skid tires. If the lifts are not equipped with non-skid tires a visqueen path must be provided and the lift must operate overtop of visqueen at ALL times.

Emergency Response Plan

The purpose of the Emergency Response plan is to establish plans for the management of various emergency conditions, which may occur within the DLCC. The DLCC will exercise the authority necessary to ensure the safety and best interest of the public. These efforts will be coordinated with emergency response services and show management.

In the event of an emergency condition, it may become necessary to evacuate the facility following the established emergency procedures. When an emergency is discovered, prompt notification is essential to minimize injury and/or damage. Call 911 first. Once 911 has been notified advise your Event Manager or Security Control Room by calling 412-325-6193. The security control room is staffed 24 hours a day.

Fire and Safety Requirements

To comply with the National Fire and Protection Association (NFPA) and the City of Pittsburgh, the DLCC enforces the following key items. This is not intended to be a complete list since every event is unique, any specific questions should be directed to your Event Manager. The Pittsburgh Fire Marshall shall have final authority.

Permission is needed from the DLCC for the following combustible/flammable materials:

Propane, butane, natural gas, radioactive devices, blasting agents/explosives, cryogenic gases, portable heating equipment, hazers/fog machines, aerosol cans with flammable propellants, flammable liquid pressure vessels and open flame devices (welding, cutting/brazing equipment, ammunition) along with exhibits involving hazardous processing and materials that would increase risk to fire and life safety.

The DLCC does not permit pine trees or any cut trees, pyrotechnics, and open flames. For information on multi-level exhibits, refer to the Contractor Service Guide.

Drones, Unmanned Aircraft Systems ("UAS"), Unmanned Aircraft ("UA"), Remotely Operated Aircraft ("ROA"), and Unmanned Aerial Vehicles ("UAVs") are permitted to be flown inside and close to the DLCC Property. Operator may permit the operation of UAVs inside and in close proximity to the Facility, provided that Licensee complies with the David L Lawrence Convention Center Drone/Unmanned Aerial Vehicle Policy and guarantees that the following conditions are strictly adhered to.

All electrical equipment must conform to National Electrical Code and be UL approved

Operational Guidelines

Fire and Safety Requirements (cont)

When drape lines run along perimeter walls of the Spirit of Pittsburgh Ballroom or Exhibit halls and emergency exit doors are not visible, lit emergency exit signs must be added to each end of the drape line. Clear paths to exit doors must exist and not be blocked.

Fire Alarm System

The DLCC Fire Alarm System is a fully automated system and monitored 24-hours a day/7 days a week. The system deployed throughout the DLCC and the garage consists of smoke detection, flame detection, sprinklers, water cannons and manual pull stations. The type of detection and fire suppression varies based on the halls, meeting rooms and ballroom. When an alarm is activated, light strobes will flash, all magnetic door stops will release, and an automated evacuation announcement with intermittent horn sound will be activated. Per Pittsburgh Fire and Building Codes, all fire alarms in the DLCC will require immediate full evacuation. Further, the DLCC garage is integral to the Center, just like the ballroom, and any alarm will require evacuation.

Fog and/or hazers require a written request for building approval and must be submitted to your Event Manager 2 weeks prior to the move in date. Only water based machines will be considered for use. If the DLCC approves hazers/fog machines, the machine must be tested prior to show use with the Director of Facilities and a Steamfitter present during the test.

Floor Ports / Utility Distribution

1st level:

- There are no floor ports on the 1st level
- Power and water are pulled from the pillars. Pillars are located on a 60x60 grid
- Power is also flown from the ceiling and will drop down into booth or back drape line for power distribution
- High power distributed from overhead bus ducts

2nd level:

- Floor ports are located on a 30x30 grid
- Each floor port includes a water supply (3/4" male quick coupler), air supply (3/4" male quick coupler), plumbing drain (4" iron drain with dome strainer), (2) 20 amp GFI duplex receptacles, (3) breakers, (1) 30 amp 120/208 3ph/4p/5w receptacle and (1) breaker, (1) 100 amp 120/280 3ph/4p/5w power receptacle, 4 RJ-45 jacks for telephone and internet connections, (1) jack for microphone/audio visual
- High power available from overhead bus ducts, east side of Hall A, west side of Hall C

Ballroom ABC:

- 100 amp 208v 3phase up to 400 amp 208v 3 phase available on east wall of Ballroom A
- 100 amp 208v 3phase up to 400 amp 208v 3 phase available on south wall of Ballroom ABC
- (4) 100 amp 208v 3 phase available on west wall of Ballroom BC
- Floor ports are close to a 30x30 grid in ballroom with 20 amp 120v service. Some variance to port distribution closer to perimeter of room.

Operational Guidelines

Freight and/or Drayage Deliveries

Freight and C.O.D. deliveries including, but not limited to UPS, FedEx, RPS, etc. will not be accepted by the Center before, during, or following the license term. Shipments delivered to the Center, during the term of the license, must be addressed to the attention of the Service Contractor. Exhibitor freight and/or drayage must be loaded in and out through the loading docks.

General Contractor Payment Policy and Insurance

Where the Center provides Union Labor to General Service contractors, the Center will provide an invoice for estimated labor, due fourteen (14) days prior to move in. The remaining balance is due no later than fourteen (14) days after invoice is received post event. See DLCC website for current [labor rates](#).

Payment will be accepted by a company check. Credit cards are accepted, however, a 3% fee will be added when processing payment made by credit cards.

General Contractors must provide a certificate of insurance naming the David L. Lawrence Convention Center, Legends Global, Sports & Exhibition Authority of Pittsburgh and Allegheny County, the Commonwealth of PA as additionally insured before the contractor can work in the facility.

Lift Regulations

Propane and electric lifts may be operated inside the DLCC. Diesel lifts are **not** permitted.

Levels 1 & 2

- Forklifts may be operated inside the exhibit halls, service corridors and the loading dock.
- Forklifts may not be operated in the concourse or the alcove areas of the exhibit hall entrance ways.
- Approved scissor lifts may operate in the concourse area. Lift tires must be white or wrapped with a protective coating to protect the carpet

Level 3

- Forklifts may not be operated inside the Spirit of Pittsburgh Ballroom or in the hallway between freight elevators and ballroom roll door.
- Forklifts may not be operated in the lobby space outside of the ballroom.
- Approved scissor lifts may operate in the pre-function space on Level 3. Lift tires must be white or wrapped with a protective coating to protect the carpet

When operating boom or scissor lifts in the Spirit of Pittsburgh Ballroom

- Equipment with design loads greater than 1,400 pounds per wheel must always maintain a clear distance of at least 6' beyond the area bounded by the wheels, e.g. Booms/baskets of aerial lifts can be positioned next to each other as long as clear distance of 6' is maintained at the base. Up to 2 personnel can be within the clear distance if required for operations
- Four-wheeled scissor lifts, carts and similar equipment with design loads less than 1,400 pounds per wheel can operate without restriction

Operational Guidelines

Lift Regulations (cont)

- Equipment is not to be used in such that any individual wheel is located in alcoves or within 20 feet of the perimeter walls
- Equipment with a gross weight (machine weight plus payload) less than 10,000 pounds with conventional four-wheel layouts, regardless of track or wheelbase dimensions, is acceptable
- Equipment with any of the following parameters must be reviewed by a licensed engineer and approved by the DLCC Director of Facility Services
 - Total gross weight in excess of 10,000 pounds
 - Single wheel loads in excess of 5,000 pounds
 - Equipment with non-conventional wheel layouts (ie: three-wheel forklift, wheelbase or track less than 2 feet, tire footprints less than 4 inches by 4 inches)

Lighting

Natural light is the main source of lighting for Halls ABC. Darkening shades have been installed in Halls ABC for when there are General Sessions and the need for less daylight to allow for presentations. The shades are to be set at the beginning of the show and remain in place for the duration of the event. There is not an option for only closing half of the shades. The shades cannot be operated while anyone is present inside of the hall.

Lighting options in the hall are as follows:

Halls ABC

- Fluorescent lighting
- Cannot be operated from light switch or lighting board inside halls. Operated only from electrician shop.
- Recommend building in “walk in lighting” to lighting designs if you are wanting to manage lighting during all portions of the event.

Concourse ABC

- Fluorescent lighting
- No dimming capability

Halls DE

- Metal Vapor lighting
- Cannot be operated from light switch or lighting board inside halls. Operated only from electrician shop. If lights are turned off, it will take approximately 10 minutes to return to full lighting.

Ballroom ABC

- 2 Levels of lighting:
 - Work lights for setup and strike and high lighting needs such as exams - Highbay lighting (LED) non-dimmable
 - Show lights - Incandescent- dimmable lighting, with light switches in each ballroom
- Each ballroom has an on/off button along with a 5 preset panel to change lighting levels within each room.
- To turn off certain sections of lighting, the lighting will need to be breakered off. Please advise in your production schedule as to when you want to adjust overhead lighting and your Event Manager will coordinate with the Electricians

Operational Guidelines

Lighting (cont)

Meeting rooms

- Fluorescent lighting
- Each room has an on/off button on the entrance side of the meeting room. Each room also has a 5 preset panel to change lighting levels within each room. This panel is located on the service corridor side of the room where presenters typically present from

Marshalling Yard

The David L. Lawrence Convention Center works with local venues for truck marshalling sites along the North Shore. Advanced notice is required to ensure space availability. Staffing of the yard must be by an employee of the Service Contractor. Freightmen may not be staffed as the marshalling yard dispatcher. See attached request form.

Parking / Designated Loading Dock Bays

Parking in the loading dock bay or on the dock ramps is strictly prohibited and violators will be towed at owner's expense. Unless prior written approval is granted, no overnight parking of trailers is permitted in the loading dock bays.

The Service Contractor will be permitted to have a maximum of 2 vehicles for staff on the loading dock. A loading dock pass will be provided to you that will be required to be displayed on the dashboard. If you do not have this pass to show to the security guard upon entering the dock, you will not be permitted to park and will be redirected to the DLCC parking garage or another garage nearby.

There is a 6.6% grade from 1st level to 2nd level of loading docks. The length from ground to 2nd level is 300'.

The Service Contractor may use the loading dock bays in which the Licensee has contracted. Designated loading dock bays are:

- Hall A – #215 – 224
- Hall B – #205 – 214
- Hall C – #201 – 204
- Hall D – #105 – 107
- Hall E – #103 – 104

Note: #101, 102, 108, and 208 are designated DLCC composting and recycling areas.

There is a 3.3% grade on loading dock bays.

The following loading dock bays are equipped with dock levelers:

First level: #102, 104, 105, 107

Second level: #201, 202, 203, 204, 209, 210, 211, 212, 217, 218, 219, 220

11th Street Docks: #M3, M4

From time to time events overlap in which there is a Ballroom event at the same time as a Hall A event. In these instances, Ramp A and loading dock bays #221-224 must be shared with the event in the ballroom.

Operational Guidelines

Podium Signs

Velcro may not be used to attach signs to the front surface of the podiums. Remo Tape is the approved tape for affixing signs to podiums. Please see the DLCC Branding Opportunities Package for placement. If signs have been affixed to podiums using Velcro, damage fees will be applied.

If you are unable to provide Remo Tape, the DLCC has in stock and may be purchased for use. Please see the [DLCC Equipment and Ancillary Fees](#) sheet for current pricing.

Professional Conduct

Approved General Service contractors must maintain good financial standing with the Center, respect its personnel and other events in the Center and abide by the rules and regulations of this guide along with the expanded DLCC Event Planning Guide. The “approved” status only requires that the Contractor abide by these rules. The Center requires no financial consideration of the Contractor for approved status. Failure to comply with the regulations of the Center may cause ejection of any person as the DLCC Management reasonably determines prudent in the interest of public order and safety.

Rates, Holidays and Hourly Minimums

All rates are based January 1 to December 31 and are subject to change at any time. Please see your Event Manager for current rate structure or visit [our website](#)

All calls are a 4 hour minimum and may not be decreased within 48 hours of their scheduled start time.

Breaks and lunches are scheduled as follows: at 2 hours from start time, a 15 minute break is scheduled. At 4 hours from start time, a ½ hour unpaid lunch is scheduled. At 2 hours after lunch break, another 15 minute break is scheduled. If working past 8 hours, every 2 hours the crew may receive a 15 minute break. **There is a meal penalty: If unable to start meal break prior to 6th hour of work, employee entitled to a "Missed Meal Penalty" equal to straight time rate, for every hour until released for the meal break**

Holidays are considered: New Years Day, Martin Luther King Jr Day, Memorial Day, Independence Day, Labor day, Thanksgiving Day, Christmas Day, New Year's Eve Day, and Juneteenth.

Rigging - Audio Visual (exclusive)

For the safety of all attendees and exhibitors, rigging is exclusive to the DLCC. When coordinating rigging installs; please discuss needs directly with Three Rivers Entertainment (TREP). TREP will provide a quote based on number of motors, distros, points, and static cable picks. For rates and pricing, please refer to the Equipment and Ancillary Fees sheet provided by your Event Manager. To assist in your planning process, please see below for guidelines and requirements.

Equipment provided by TREP includes:

- Chain hoists per layout print
- High side hardware (steel, burlap, shackles, etc.) as necessary
- Low side hardware (GAC slings, span sets, lifting points, safeties, shackles, etc.) as necessary
- All necessary power distribution and cable
- Static cable pick hardware as necessary
- Competitive truss pricing and fixture packages included for all rigging clients

Operational Guidelines

Rigging - Audio Visual (exclusive) (cont)

Equipment provided by TREP includes: (cont.)

- If all AV rentals are through TREP, lifts are included at no cost. If AV services are with a different provider, one scissor or boom lift will be provided for motor install/dismantle. If lift needs fall to additional days, appropriate lift rental rates will apply.

When submitting your rigging request to TREP:

- A Rigging Services Request form must be submitted with a scaled rigging plot 30 days prior to load in to avoid late fees
- Rigging plots to contain all flown equipment in addition to a reflective ceiling plan with hang-points and point loads
- Any rigging plot that does not meet the rigging requirements of the DLCC will need to be re-submitted or drawn by our designers for a pre-paid fee
- All drawings to be received electronically as a DWG and PDF
- Maximum standard point load may not exceed 1600 pounds without written consent from TREP
- A TREP rigging manager will be present to supervise installation
- Due to the unique design of the DLCC, only the existing rigging points in Halls A, B, C, D, and E may be used
- No rigging is allowed from the air-wall tracks
- Additional weight cannot be applied to flown equipment after TREP's final approval of install
- Based on the information submitted, TREP will determine number of riggers needed for install and dismantle
- TREP will supervise all connection to the ceiling and assist your staff in attaching those connections to your truss and equipment
- TREP will provide a labor estimate for install and dismantle. The labor calls will be submitted to the Event Manager assigned to your event. The invoicing of the labor will also be through the Event Manager/DLCC
- TREP will advise of power requirements for operating of rigging structure(s). Please advise your Event Manager of the power requirements. The EM will invoice for all utilities
- A certificate of Insurance is to be provided to TREP, naming them as additional insured for 5 million dollars
- The TREP rigging contract is to be signed and submitted with full payment prior to load in

Rigging equipment guidelines

- All equipment and materials flown must pass ANSI guidelines and be approved
- Any dynamic element requires an arrester device
- A steel safety is required on each individual item suspended with a nylon sling
- All nuts and bolts used overhead must be rated and all wire rope clips and overhead hardware (eyebolts etc.) must be forged, unless approved by TREP.

Rigging Minimums

- For rigging calls with more than 20 points it is recommended to schedule a pre-rig call starting 2 hours prior to the full call or to schedule four riggers (2 up and 2 down).

Storage

Stored items may not block doorways, fire exits, or fire equipment. Storage in service corridors is strictly prohibited.

Operational Guidelines

Tape

Approved tape to use in ALL areas of the DLCC is:

- U-line BT698 Gaffers Tape
- PRO-GAFF

Our AV Technicians know to look at tape prior to installation. If the proper tape has not been supplied, you will not be allowed to use it and will be required to purchase from the DLCC.

The Service Coordinator is responsible for the removal of all tape and tape residue from the exhibition hall(s), concourse, and meeting room floors. The repair cost for any damage caused by the use of inappropriate cleaning chemicals or tools will be billed to you. If any tape or tape residues are removed by the Center after the event, you will be billed for all expenses.

Union Jurisdictions

Union labor is intended to maintain consistent levels of quality service for meeting planners, show managers and exhibitors. Below are the different local unions that work in the building and the service they provide. If there are more specific labor questions, please contact your Event Manager.

TEAMSTERS (Freightman) – Local #249 – DLCC exclusive service. The freightmen unload and transport equipment, crates, and other materials from the loading dock into the DLCC. Once the crates are empty, the freightmen will remove the crates/empties and place in the storage area. They will transport equipment throughout the DLCC. Labor calls should be coordinated through your Event Manager with the final call given 2 weeks prior to the first move-in date of your event.

CARPENTERS/FLOOR COVERS/BANNER RIGGERS – Eastern Atlantic States Regional Council of Carpenters, 412-922-6200 – The carpenters provide labor for installation of booths. They also provide labor for installation and dismantle of floor coverings including booths, aisles, sport courts, springboard flooring and marley flooring. Other services are: floor marking, pipe and drape set up/dismantling, booth sets (tables). Labor calls will be made by the General Service Contractor directly with the local union house. If there is not a Service Contractor, please discuss options with your Event Manager.

TELECOMMUNICATIONS- showNets -DLCC exclusive service. Provides all labor for installation of fiber connectivity, internet, and telephone lines.

AUDIO VISUAL LABOR – DLCC exclusive service. Provide all Audio Visual labor for events including set up, operations, and dismantle of all audio visual and theatrical sets, theatrical rigging, spotlight and camera operation (for IMAG and purposes of live production routing/streaming only), stage sets, screens, and microphones.

If an exhibitor hires a contractor to install a video array with multiple component interconnected screens to form a large LED video wall, the exhibitor must hire AV tech support through the DLCC.

Once onsite, audio visual service contractors are able to:

- Operate gear once it has been set up. (except camera operation during live production routing)
- Direct Union labor to set up and troubleshoot
- Final Tech table interconnect, if requested.

Operational Guidelines

Once onsite, union labor is able to:

- Move, unpack & store cases for production. (will NOT unstack anything over 150lbs, forklift will need to be requested through Event Manager)
- The assembly, and installation of all AV gear on property.
- All camera operation used for live production routing.
- Distribution of gear to locations in the same scope of work. (Best practices dictate not moving gear to another floor unless it is under the same scope i.e. meeting rooms on 3rd & 4th floor are ok. Not to a hall, or other location unless teamsters or in house labor have requested the assistance)
- Run cables and connect all gear safely.
- Tape all cable runs and ensure safety.

Show Call Recommendations

- 2 AVT per meeting room show call. In room techs do not fall under this designation.
- 1 AVT for each general session show call. The camera op **does not** fall under this designation.
- ALL techs should be called 1 hour prior and remain on call for the duration of the day's events.

Ground Support Requirements

- Any labor calls that deploys any device that uses a mechanical advantage system, whether motorized or manually operated, to raise and support A/V loads shall require at least one qualified rigger. Examples include but are not limited to: Genie ST-25's, Sumner Eventers, Applied L-16's.

Union labor has no obligation to stay after the end of any call, if there is a request to extend a call, it is up to the individual if they are willing to stay and continue.

Any changes to labor once ordered need to go through your Event Manager and require 48 hour notice. Minimum call time is 4 hours.

All Audio Visual calls will get paid their full scheduled shift. For example, if they are ordered for a 6 hour shift and only work 4 hours, they will get paid for the full 6 hour shift.

More information and labor calls should be coordinated through your Event Manager with the final call given two weeks prior to the first move-in date of your event.

Visual

The suggested screen size for meeting rooms are 8x8.

There are a few rooms in which the rooms are smaller in size and we recommend the following screen sizes:

Rooms 313, 314, 332, and 337 – 5x5

Rooms 312, 322, 331, and 338 – 6x6

Meeting rooms 406 and 407 are our lecture halls. Screens are included in these rooms and are 9'x12' in size.

When presentations are planned for room 337 and 338, please know there are windows with no shades and they are on the eastern side of the building. They will experience more direct sunlight in the morning versus afternoon.

Meeting rooms with windows overlooking the exhibit halls have been equipped with shades that can be operated to open or close. Room 308 overlooks Hall A, room 309 overlooks Hall B and room 322 overlooks Hall C. The switch to operate is located next to the lighting panel by the Service doors.

DLCC Technician Definitions

AV Tech Can help build, rig, and, properly cable basic audio systems. Set up microphones, intercoms and monitors. Operate small rigs for live productions. Can build projection screens, setup projectors and video monitors. Can operate small projectors and laptop computers (powerpoint/zoom etc) for live production. Can read a plot, build and install lighting instruments. Ensures fixtures are installed with proper safeties. Understands fundamentals of data and power distribution and signal flow. Can assemble Pipe and Drape & Scenic elements. Can lift 50 lbs.

L1 Coordinates the installation and operation of complex lighting control and entertainment power distribution systems that integrate automated lighting and special effects equipment. Connects, programs and operates lighting control boards to create the desired lighting effects. Directs lighting techs to install lighting equipment and cabling per the lighting plot. Ensures power distribution is balanced and that all fixtures are installed properly and safely.

L2 Sets up and operates lighting consoles. Directs lighting techs to build truss, install and address fixtures per the lighting plot. Understands fundamentals of data and power distribution. Ensures power distribution is balanced and that all fixtures are installed properly and safely.

Spot Light Operator Follows cues. Operates and understands the functions of a spot light (Shutters, douser, iris, color frames, etc.)

V1 Coordinates and directs the work of V2, Projectionist, and A/V Techs to assemble, place, connect and troubleshoot complex video display and recording systems. Directs other camera and video playback operators "in show" and actively manages video inputs and outputs as required for display and recording. Color matches cameras and performs iris control functions during event. Sets up CCUs and RCPs for professional broadcast camera systems. Understands video encoding/decoding standards for broadcast and streaming.

V2 Skilled operator under the direction of a V1. Delivers signal and power to all video equipment assets, and troubleshoots problems which may occur. Builds projection screens, setup projectors and video monitors, cameras, video and camera switchers, video playback systems, PowerPoint computers and recording devices. Uses video and camera switchers to mix and combine different sources to produce an on screen video presentation.

Foreman Coordinates crew, receives information and relays to crew. Working Foreman tech is required with calls of 10 to 24 techs

Steward Coordinates crew, receives information and relays to crew. A steward is required with calls of 25 or more

DLCC Technician Definitions

Projectionist	Sets up, operates, and knows safe rigging practices for large venue video projectors. Knows power conditioning and power requirement specifications. Understands all the video signal formats the projector uses and signal layout and distribution. Converges and aligns projectors for large widescreen formats. Color corrects and balances output of projectors to achieve full-scale seamless video projection. Troubleshoots projector lamp, lens, and lensing issues.
Cam Op	Sets up, operates, and troubleshoots a professional grade camera mounted on a tripod. Builds both hard camera and studio build-out positions.
Handheld Camera Op	Sets up and operates a shoulder mounted camera
Steady Cam Op	Sets up and uses body mounted camera stabilization systems
A1	Plans, engineers, and executes audio and related production requirements for event. Understands common analog and digital mixers used in live production, how to build, rig, fly, and focus line array systems. Organizes the microphones, intercom, and other audio devices, coordinates needs with A2 for proper distribution of devices at event location. Works with the in-house RF coordinator to get the appropriate frequencies to use for wireless audio systems if RF is required for the event. Understands feedback control and “rings out” sound systems of all sizes.
A2	Operator under the leadership of the A1. Builds, rigs, and flies line array systems. Sets up and troubleshoots microphones, intercoms, speakers, monitors, and cables for live productions, including microphone placement on talent and guests. Monitors and fixes any RF issues. Mixes small corporate audio rigs and sub mixes sound elements per A1. Equips talent with microphones and verifies functionality before live presentation.
RF Coordinator	Knows Radio Frequency regulations, finds clear frequencies, coordinates dozens of RF Units cleanly, and troubleshoots any issues.
Speaker Ready Room Tech	Knows different computer platforms and presentation software, with an emphasis on customer service and professional demeanor.
In Room Breakout Tech	Stays in a breakout room as a qualified AV Tech with an emphasis on customer service
Floater Breakout Tech	Manages multiple rooms as a qualified AV Tech with an emphasis on customer service

DLCC Technician Definitions

Up Rigger	Safely and properly installs all rigging equipment including baskets, bridles, burlap, slings, STAC chain, spansets, pear rings, shackles, and chain motors; competently calls rigging bridles and uses industry standard rigging markings to convey point information to other riggers. Safely and properly utilizes fall protection equipment including harness maintaining 100% tie off while working at heights. Works at heights exceeding 50' and assembles, verifies assembly, and rigs overhead truss to hang loads while in adherence with manufacturer's use requirements.
Down Rigger	Safely and properly installs all rigging equipment including baskets, bridles, burlap, slings, STAC chain, spansets, pear rings, shackles, and chain motors; competently calls rigging bridles and uses industry standard rigging markings to convey point information to other riggers. Knows rescue procedures for if someone has fallen. Rigs overhead truss in adherence with manufacturer's requirements. Assembles, verifies assembly, and rigs overhead truss to hang loads while in adherence with manufacturer's use requirements. Installs chain motors with associated power and control cables and safely and efficiently operates.
Electrician	Manages all power needs. Tie in high power. Installs power in various locations
Carpenter	Installs carpet to stage, builds stage wedges, installs set pieces requiring tools

Rules & Regulations

The following policies and procedures are provided to avoid any possible financial penalties and/or unnecessary problems with our valued customers and contractors.

1. Any alteration or activity that could leave lasting effects or damages to the Center is prohibited
2. Show Management and the Service Contractor will do a walk-through inspection with the Event Manager on the 1st move in day and the last move out day for damages to the facility. Show Management will be invoiced for any damages incurred during Move In, Show, and Move Out days
3. All Center equipment (i.e. forklifts, scissor lifts, pallet jacks, or any type of cart) are not for loan or use by subcontractors
4. All operators of forklifts, scissor lifts, boom lifts, or other mechanized vehicles are required to have all appropriate certifications. In addition, all safety harnesses required by boom lifts must be provided by the service contractor
5. Equipment and materials must not be leaned or placed against walls, any painted services and artwork. Reasonable distance and care should be maintained at all times
6. The use of nails, staples, tacks, tape, etc. is prohibited on walls, air-walls, columns, and ceilings. Holes may not be drilled, cored, or punched into any surface of the Center. Show Management will be charged for all repair expenses
7. Escalators and passenger elevators are provided for the use of the general public and may not be blocked or used to transport equipment or freight
8. The usage space is to be returned in the same condition it was received. This includes, but is not limited to the removal of all marking and carpet tape and tape residue on exhibit floors
9. A fire watch is mandatory when smoke or fog machines are used inside the Center. All machines must be water based. The use of smoke or fog machines is prohibited without the prior written approval of the Center
10. Helium balloons are prohibited inside the Center
11. Entrance Unit and/or Registration counter placement is limited to the actual entrance of the show space. NO other location can be used without the prior written approval of the center. Entrance units must be a minimum of 10' away from exhibit hall doors.
12. No person under the age of sixteen (16) is allowed on the exhibit floor and/or loading docks during move in/move out.
13. The movable air-walls in the exhibition halls, meeting halls, and ballrooms must be operated by Center personnel only
14. Service contractors are required to protect carpeted areas with a minimum six (6) mil polyethylene sheeting during move in and move out
15. The David L. Lawrence Convention Center Event Planning Guide goes into greater detail and will be adhered to in all areas not covered in this document
16. Drones, Unmanned Aircraft Systems ("UAS"), Unmanned Aircraft ("UA"), Remotely Operated Aircraft ("ROA"), and Unmanned Aerial Vehicles ("UAVs") are permitted to be flown inside and close to the DLCC Property. Operator may permit the operation of UAVs inside and in close proximity to the Facility, provided that Licensee complies with the David L Lawrence Convention Center Drone/Unmanned Aerial Vehicle Policy and guarantees that the following conditions are strictly adhered to.

Commonly Requested DLCC Measurements

Level 1

- Ceiling heights of Pre-function DE – 12' and 16'
- Ceiling heights inside Halls DE – 19'4"
- Roll doors to ramps – 15'8" high x 24' wide
- Loading dock bay doors – 9'10" high x 9' wide
- Hall DE pillars – 3'x3'
- Hall DE pillars with airwall track – 4'x3'
- Steps from Level 1 to Level 2 – 3 sets of 16 steps. Stair width is 52 ¼" wide x 6 ½" high

Level 2

- Rigging grid – 30'x30'
- Floor port grid – 30'x30'
- Height of bridge in Hall A on east wall – 16'
- Height of bridge in Hall AB and BC airwall tracks – 19'
- Roll doors to Alcove A and Alcove C – 9'3" high x 8'7" wide
- Width of hallway from Alcove C to Concourse C – 9'2"
- Roll door to exhibit hall ramps – 15'8" high x 24' wide
- Loading dock bay doors – 9'10" high x 9' wide
- Hall A pillar under service corridor bridge – 28"x28"
 - o 4' in front of floor box
 - o From wall: 12'3" and 12'6" (due to angle of wall)
- Airwall panels – 4' each
- Airwall doors – 5'8" wide x 8'6" high
- Back service hallway width – 19'1"
- Concourse ceiling height – 16'
- Hall A passenger elevator – 6'8" wide x 11'2" deep x 8'5" high; max weight load: 8,000 lbs.
- Hall A freight elevator – 7'6" wide x 13'1" deep x 9' high; max weight load: 12,000lbs
- Width between Hall A elevators: 22'7"
- Steps from Level 2 to Level 3 – 3 sets of 15 steps. Stair width is 52 ¼" wide x 6 ½" high
- Pillars in concourse: 3' wide. Angle from bench to ceiling is 20' 5". Inside upright of pillar to ceiling is 14' 5", outside upright from floor to ceiling is 16' 1"

Level 3

- Ceiling heights on north end – 12'
- Ceiling heights on south end by ballroom – 14'
- Ceiling heights to Atriums – 32'
- Skylight width – 25' wide x 25' long x 12' high
- Inner lip of skylight – 3½"
- Roll door by 301 – 9' wide x 10' high
- Roll door to Ballroom A – 10' high x 9' wide
- Kitchen freight elevator #1 – 8'4" wide x 20'6" deep x 9' high; max weight load: 12,000 lbs.
- Kitchen freight elevator #2 – 7' wide x 12' deep x 9' high; max weight load: 4,000 lbs.
- Ballroom doors – 8'10" high x 12'5" wide
- Spacing to Spirit of Pittsburgh Ballroom present by Dollar Bank signage above doors – 11' to base

Appendix

Sustainability at the DLCC

The David L. Lawrence Convention Center captures the essence of an eco-friendly environment. The innovative steel and glass structure was designed to reduce energy usage, recycle natural resources and reuse materials. The DLCC has a strong commitment to the environment, and practices energy, lighting and water efficiencies, indoor air quality monitoring, various recycling programs, water reclamation, and green product use.

We know Sustainability. The David L. Lawrence Convention Center was awarded by the US Green Building Council with Gold (new construction) and Gold (existing building-EBOM) levels, LEED® (Leadership in Energy and Environmental Design) Certification.

The DLCC partners with the following local organizations and non-profits to divert quality materials from the landfills: Pittsburgh Center for Creative Reuse, Construction Junction, Humane Animal Rescue, Pennsylvania Resources Council, VA Pittsburgh Healthcare System, Pittsburgh Public Schools, 412 Food Rescue, and Jubilee Soup Kitchen.

Please find below, example materials that can be donated.

- Mat Board, foam core, posters and banners
- Cork boards and construction papers
- Vases and decorative containers
- Small mirrors
- Cardboard tubes
- Packing peanuts and bubble wrap
- Magnets
- Markers, pens, highlighters and pencils
- Carpet
- Reusable Bags
- Name tag holders / lanyards
- Portfolios and folders
- Food containers
- T-shirts, socks, gloves, and hats
- Combs
- Tissues
- Furniture
- Other giveaways and promotional items

We make donating easy! See your DLCC event manager for donation stickers to place on boxes of materials you'd like to donate. Leave the marked donation boxes on the show floor or show office and we take care of the rest.

Want to go a step farther! During the planning process we recommend using more environmentally friendly material while avoiding hard to recycle materials.

Good Practices

- Use starch-based, biodegradable packing peanuts for shipping. These peanuts dissolve in water, are non-toxic and can be composted.
- Use biodegradable cellulose available for shrink-wrapping
- Biodegradable string (ie: cotton, sisal, jute)
- Compare recycled contents of promotional items and booth materials
- Cloth table throws to protect your display tables and carpeting
- Use cardboard base signage

Materials to Avoid

- Avoid Styrofoam packaging
- Avoid Polystyrene plastic wrapping and bubble wrap
- Avoid Plastic
- Avoid plastic and items that can't be donated or upcycled
- Avoid visqueen and plastic
- Avoid foam core

Do you know your number? The DLCC offers a green report which tracks your energy consumption and landfill deferral amount.

Appendix



REQUEST FOR PRODUCTION/ AUDIO VISUAL CONTRACTOR INFORMATION

Production/Audio Visual Contractor Information is to be sent to the Event Manager no less than twenty-one (21) business days prior to the move-in date

EVENT INFORMATION

Event Name _____		
Production/AV Contractor _____		
Production/AV Contractor Billing Address _____		
Email _____	Phone _____	
Sales Contact _____	Phone _____	
On-Site Contact _____	Phone _____	
Move-In Dates _____	Show Dates _____	Move-Out Dates _____

PRODUCTION INFORMATION

***Due to 3REP exclusive rigging, up to two [2] lifts will be provided for rigging installation and dismantle at no additional cost. If additional dates are needed, lifts will be billed at prevailing rates and based on availability**

Date and time Production/AV Contractor to arrive for set _____

Date and time Production/AV Contractor equipment to arrive _____

How many trucks will the Production/AV Contractor bring? _____

Will the Production/AV Contractor trucks have a live load, or will they need to be docked for the show? _____

Date and time rental lifts are to be delivered and by whom _____

Who is being billed for Production/AV Contractor labor/costs? _____

Your assigned loading docks are:
Hall A: #215-224; Hall B: #205-214; Hall C: #201-204; Hall D: #105-107; Hall E: #103-104
(Compactor and DLCC use in bays #101-102, 108, 208)

Date and time in which lifts will be picked up _____

Exhibit halls and loading dock to be cleared by _____

***All show costs must be paid in full 14 days prior to the start of move-in**

Appendix



REQUEST FOR PRODUCTION/ AUDIO VISUAL CONTRACTOR INFORMATION (Cont.)

Power Needs

General Session Room:

Audio: _____

Video: _____

FOH: _____

Rigging: _____

Breakout Rooms:

Each breakout room comes with one [1] 20-amp circuit included. If you need more than that in a room, please indicate your needs below

Room/Location	Power Needs	Install Date

Production Equipment Needs

Main Stage Size: _____

Stage Carpet Needs: ☐ Side Up ☐ Side Down

Front of House Riser Size: _____

Camer Riser Size: _____

Entertainment Stage/Drum Riser Size: _____

Number of Steps: _____

ADA Lift/ADA Ramp: _____

Walk-off Riser: _____

Table Needs (number needed): Front of House (6'x30"): _____

Back of House (6'x30"): _____

Stage to be set for move in? ☐ Yes ☐ No If No, when can it be placed? _____

Appendix

REQUEST FOR PRODUCTION/ AUDIO VISUAL CONTRACTOR INFORMATION (Cont.)



Production Schedule

Move-in Schedule:

<u>Day/Date</u>	<u>Start Time</u>	<u>End Time</u>

Show Rehearsal Schedule:

<u>Day/Date</u>	<u>Start Time</u>	<u>End Time</u>

Show Schedule:

<u>Day/Date</u>	<u>Door Opening Time</u>	<u>Start Time</u>	<u>End Time</u>

Move-out Schedule:

<u>Day/Date</u>	<u>Start Time</u>	<u>End Time</u>

Freightmen Labor Schedule

No changes less than 24 hours from the call start time

- Forklifts are not provided by the building. If you need to order one, please speak with your Event Manager
- A minimum of one [1] forklift operator is required per call to unstack road cases
- See Labor Rates sheet for prevailing rates

<u>Day/Date</u>	<u>Start Time</u>	<u>End Time</u>	<u># of Loaders</u>	<u># of Forklift Operators</u>

Appendix



REQUEST FOR PRODUCTION/ AUDIO VISUAL CONTRACTOR INFORMATION (Cont.)

Production/Audio Visual Labor Schedule

No changes less than 48 hours from the call start times

- See Labor Rates sheet for prevailing rates

General Session

<u>Day/Date</u>	<u>Report Location</u>	<u>Start Time</u>	<u>End Time</u>	<u># of Union Personnel</u>	<u>Position/Skill Set</u>

Breakout Sessions

<u>Day/Date</u>	<u>Report Location</u>	<u>Start Time</u>	<u>End Time</u>	<u># of Union Personnel</u>	<u>Position/Skill Set</u>

Break Schedules Apply As Follows:

- At two [2] hours – 15-minute paid break
- At four [4] hours – 30-minute unpaid lunch
- At six [6] hours – 15-minute paid break
- If extending past eight [8] hours, follow break schedule listed above

There is a meal penalty for every hour worked after six [6] hours without a meal break. (ie 7 hours no lunch they are paid for 8hr)
All Audio-Visual calls will get paid for their full scheduled shift. For example, if they are ordered for a 6-hour shift and only work 4 hours, they will get paid for the full 6-hour shift.

Foreman: Working Foreman tech is required with calls of 10 to 24 techs

Steward: Non-Working Steward is required when there is a crew of 25 or more

PLEASE SAVE OR PRINT AND RETURN FORM TO:
Events Department, David L. Lawrence Convention Center
1000 Fort Duquesne Blvd. Pittsburgh, PA 15222



Appendix



Billing and Rigging Information

Event Name _____ Rigging Location _____
Company Name _____ Billing Contact _____
Billing Address _____ Email _____
City _____ State _____ Zip Code _____
Phone _____ Email Address _____
Set-Up Date/ Load In _____ Requested Time _____
Tear-Out Date/ Load Out _____ Requested Time _____
Number of Points/Motors needed _____
Special Instructions _____
On- Site Contact _____ Cell _____

For questions or more information please email rigging@3riversentertainment.com

Rigging Policies and Procedures

- A [Rigging Services Request form](#) must be submitted with a scaled rigging plot 30 days prior to load in to avoid late fees.
- Rigging plots must contain all flown equipment in addition to a reflective ceiling plan with hang-points and point loads. Download our Design file as your template. (pdf large, pdf small and a DWG.)
- Any rigging plot that does not meet the rigging requirements of the DLCC will need to be re-submitted or drawn by our designers for a pre-paid fee.
- All drawings must be received electronically as a DWG and PDF.
- Maximum standard point load may not exceed 1600 pounds without written Consent from TREP.
- A TREP rigging manager must be present to supervise installation.
- For Halls A, B, C, D and E, only the permanent rigging points may be used.
- No rigging is allowed from the air-wall tracks.
- Additional weight cannot be applied to flown equipment after TREP's final approval of install
- TREP will decide the number of riggers required for your installation.
- TREP will supervise all connections to the ceiling and assist your staff in attaching those connections to your truss and equipment.

Equipment Supplied by TREP

- Chain hoists per layout print
- High side hardware (steel, burlap, shackles, etc.) as necessary.
- Low side hardware (GAC slings, span sets, lifting points, safeties, shackles, etc.) as necessary.
- All necessary power distribution and cable.
- Static cable pick hardware as necessary.
- Competitive truss pricing and fixture packages included for all rigging clients.

Appendix



Billing and Rigging Information

Fee Structure and Payment for Rigging

- Rigging Supervisor @ \$75.00 per hour (M-F). Evenings and weekends @ \$112.50 (4 hour minimum) plus all union labor as required by DLCC
- Motor Fee - \$200.00 Each per install (Up to and including 1 Ton)
- Distro Fee - \$150.00 Each per install (Number of Distros will be determined by TREP)
- Point Charge for hardware - \$75.00 Each per install
- Static Cable Pick Fee - \$75.00 Each per install
- TREP Drawings – Ask for Quote
- Events longer than one week are subject to additional fees.
- Late fees for layouts submitted within 30 days of Load In - \$150.00
- *Late Fees for Layouts submitted within 10 business days of Load in – At TREP Discretion.*
- You must name TREP and the DLCC as additionally insured for 5 Million Dollars.
- You must sign the TREP rigging contract. All Payments are due in full prior to Load In.

Items provided by the DLCC

- Union rigging Labor
- Lifts

Rigging Equipment Guidelines

- All equipment and materials flown must pass ANSI guidelines and be approved.
- Any dynamic element requires an arrester device.
- A steel safety is required on each individual item suspended with a nylon sling.
- All nuts and bolts used overhead must be rated and all wire rope clips and overhead hardware (eyebolts etc.) must be forged, unless approved by TREP.

Please visit the [Three Rivers Entertainment website](#) to download the design files.



1000 Fort Duquesne Blvd., Pittsburgh PA 15222
412.565.6000

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