



# AUDIO VISUAL SERVICE CONTRACTOR GUIDE

“From Steel to Sustainable”



**DAVID L. LAWRENCE**  
CONVENTION CENTER  
PITTSBURGH



## From Steel to Sustainable

On behalf of the entire team at the ASM 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*

*An ASM Global Managed Facility*

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# FACILITY OVERVIEW

<b>ADDRESS</b>	1000 Ft. Duquesne Blvd., Pittsburgh PA USA 15222 412-565-6000
<b>WEBSITE</b>	<a href="#">David L. Lawrence Convention Center</a>
<b>TIME ZONE</b>	Eastern Standard Time
<b>AIRPORT</b>	Pittsburgh International (PIT) Located 18 miles (22 minutes) from the DLCC
<b>LOCATION</b>	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
<b>LATITUDE</b>	40°26' N
<b>LONGITUDE</b>	79°59' N
<b>ALTITUDE</b>	770 ft. / 234 m
<b>US GREEN BUILDING LEED® RATING</b>	Gold (new construction) and Platinum (existing building –EBOM)
<b>GRAND OPENING</b>	September 2003
<b>OWNER</b>	<a href="#">Sports &amp; Exhibition Authority of Pittsburgh Allegheny Count (SEA)</a>
<b>PRIVATE MANAGEMENT COMPANY</b>	<a href="#">ASM Global</a>
<b>ARCHITECT</b>	<a href="#">Rafael Vinoly Architects P.C.</a>
<b>SIZE</b>	1.5 million sq. ft.
<b>FEATURES INCLUDE</b>	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 8'1" clearance 53 meeting rooms including (2) 250-seat lecture halls 37 covered loading areas: (32) docks, (5) drive-in ramps
<b>FLOOR PLAN SUMMARY</b>	<b>1<sup>st</sup> level:</b> Parking garage entrances (2), 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) <b>2<sup>nd</sup> level:</b> Concourse, Halls ABC, concession stands (4), show offices (3), loading docks (24), drive-in ramps (3) <b>3<sup>rd</sup> level:</b> Meeting rooms (38), Spirit of Pittsburgh Ballroom, Kitchen, Noresco Riverside Terrace, South Terrace (Green Roof), Skywalk entrance from the Westin Convention Center Hotel <b>4<sup>th</sup> level:</b> Meeting rooms (13), 250-seat lecture halls (2), North Terrace

## SERVICE PARTNERS





## DIRECTIONS

### Driving Directions from:

#### PITTSBURGH INTERNATIONAL AIRPORT

I-376 E becomes I-279 N 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 10<sup>th</sup> 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. Turn right onto William Penn Way. William Penn Way becomes 10<sup>th</sup> St. 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-279N through Ft. Pitt Tunnel across Ft. Pitt Bridge. Take Exit 6C Ft. Duquesne Blvd. Follow sign to Convention Center/Strip District on 10<sup>th</sup> Street Bypass. Convention Center is on the right.

#### LOADING DOCK ENTRANCE

Ft. Duquesne Blvd between 10<sup>th</sup> Street and Garrison Way. Height restrictions are 13'4" on the 10<sup>th</sup> Street Bypass.

US Location to Pittsburgh:

CITY	FLIGHT TIME (HRS)	DISTANCE (MI)	DRIVE TIME (HRS)
Baltimore	1	218	4 ½
Boston	1 ½	593	10
Chicago	1 ½	452	8
Cincinnati	1	295	6
Cleveland	¾	129	2 ½
Dallas	3	1228	23
Erie, PA	¾	126	2
Los Angeles	5	2445	48
Miami	3	2168	21
New York	3	295	7
Philadelphia	1	295	6
Washington, DC	1	221	5

# 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 service 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:

<b><u>Capacity of Seating in Assembly Areas</u></b>	<b><u>Number of Required Wheelchair Locations</u></b>
4 to 25	1
26 to 50	2
51 to 300	4
301 to 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 (see Equipment and Ancillary Fees for pricing), all patches must be mic level. **Not line level.**

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

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Pre-function space is broken into zones. These zones may be used when the show has the area licensed. Meeting rooms 313, 314, 332, and 337 are not equipped with overhead house sound.

## DLCC Carpet

Utility carts, gold 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. If a rented forklift is outfitted with no skid tires, the use of this machinery in the concourse area is permitted. Any other forklift may not be used in the concourse area and only pallet jacks may be used to transport freight/pallets/boxes, etc.

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 the non-skid tires. If the lifts are not equipped with the non-skid tires a visqueen path must be provided and the lift must operate overtop of visqueen at ALL times.

## Fire and Safety Requirement

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 the Event Manager. The Pittsburgh Fire Marshall shall have final authority.

The DLCC does not permit pine trees or any cut trees, pyrotechnics, and open flames.

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

When drape lines run along south wall 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.

## Floor Ports/Utility Distribution

1<sup>st</sup> level:

- There are no floor ports on the 1<sup>st</sup> level
- Power and water are pulled from the pillars. Pillars are located on a 60x60 grid

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- 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

### 2<sup>nd</sup> 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.

### 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 lease term. Shipments delivered to the Center, during the term of the lease, 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.

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, SMG, Sports and Exhibition Authority of Pittsburgh and Allegheny County, the Commonwealth of PA as additionally insured before the contractor can work in the facility.

### Lift Rentals

All lifts must either be fueled by propane or be electric. Propane canisters must be properly secured by storing in a cage or chained. Diesel lifts are prohibited.



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One boom lift will be provided for rigging days only. If you require a lift for a non-rigging day, a daily rental fee will be applied. Please discuss with your Event manager for rental rates.

## 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.

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

- Fluorescent lighting
- Cannot be operated from light switch or lighting board inside halls. Operated only from electrician shop

### Ballroom ABC

- Halogen infrared lights
- Dimmable lighting, with light switch 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

### 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

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## 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 basin 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. An annual 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 1<sup>st</sup> level to 2<sup>nd</sup> level of loading docks. The length from ground to 2<sup>nd</sup> 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

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.

## 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

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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 current Equipment and Ancillary Fees sheet for pricing.

<http://www.pittsburghcc.com/planners/>

## 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 <http://www.pittsburghcc.com/planners/>

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 breaks scheduled. If working past 8 hours, every 2 hours the crew may receive a 15 minute break. There is no meal penalty.

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

## 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

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- 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
- 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 left 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

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- 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.

## Storage

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

## 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 – Keystone + Mountain + Lakes 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 mantling/dismantling, booth sets (tables). Labor calls will be made by your General Service Contractor directly with the local union house. If you do not have a Service Contractor, please discuss options with your Event Manager.



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**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. 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.

**TELECOMMUNICATIONS** – showNets,( <https://www.shownets.net>) DLCC exclusive service. Provides all labor for installation of fiber connectivity, internet, and telephone lines.

## 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.

## Position definitions for ordering purposes:

AV tech	General production knowledge
Lighting	General lighting. Affix lighting to truss, focus, etc
L1 (Lighting Assistant)	Lighting knowledge. Design, program and board operation experience.
Lighting Console	Knowledge and operation of lighting boards and programming
Spot Light Operator	Operator for a Spot light / follow spot position
Steward	Working Tech. Representative to coordinate crew, receiving information and disseminate to crew.
Foreman	Non-working. Recommended when there is a crew of 30 or more
Audio	General knowledge of audio. Able to wet general mixers, wireless mics, wired mics, speakers on sticks
A2	In depth knowledge of wireless mics, mixer boards, and

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	assistant to an A1
A1	In depth knowledge to run a General Session, able to properly manage all sound and manage control boards
Video	General knowledge of video. Able to set LCD projectors in meeting rooms
V2	Graphics or record. Powerpoint jockey
V1 (Video Switch op)	In depth knowledge to run large switcher
Computer Assistant	Graphics or Record V2
Frequency Coordinator	An A1. Manages wireless frequencies to make sure wireless mics do not overlap from session room to session room
Projectionist	V1. Blends Screens
Rigger Up	Installs motors, pick points for cables, and any highwork . Knowledge with weight distribution and load capacities.
Rigger down	Partner to the up rigger, assists with motor cable and truss. Floor work making sure area below up rigger is clear and manages a safe working environment.
Camera Op, stationed	Operator of all cameras on tripods, in a fixed position on floor
Camera Op, handheld	Operator of cameras in which it is a non-fixed position. Roving floor.
Grip	General all hands for commercial, tv or movie shoots.
Breakout Tech	tech that sets up equipment outside of the General Session and assists speakers in preparation or during their presentation in meeting rooms
Speaker Ready	Person that helps presenters upload presentations onto system (could be USB or network). Knowledge in power point and computer systems.
Electrician	Manages all power needs. Tie in high power. Installs power in various locations.
Webcast tech	Video related tech with audio background
Scenic	General tech for drape or build out of set pieces.
Carpenter	Install carpet to stage, build stage wedges, install set pieces requiring tools

# FACILITY AND EQUIPMENT RULES AND 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 1<sup>st</sup> move in day and the last move in 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 without prior written approval of the Center
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 are not permitted.

# 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 1/4" wide x 6 1/2" 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"
  - 4' in front of floor box
  - 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: 12,000 lbs
- Width between Hall A elevators: 22'7"
- Steps from Level 2 to Level 3 – 3 sets of 15 steps. Stair width is 52 1/4" wide x 6 1/2" 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 — 3 1/2"

## COMMONLY REQUESTED DLCC MEASUREMENTS

- 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
- Steps from Level 3 to Level 4 – 2 sets of 18 steps. Stair width is 52 ¼" wide x 6 ½" high



# APPENDIX

## Information to Provide to Event Manager

### EVENT INFORMATION

Event Name: \_\_\_\_\_  
Production/AV Company & Address: \_\_\_\_\_  
Sales Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
On-site Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
Move-in Dates: \_\_\_\_\_ Show Dates: \_\_\_\_\_ Move-out Dates: \_\_\_\_\_

### PRODUCTION GENERAL INFORMATION

Date and time Staff to arrive for set: \_\_\_\_\_  
Date and time Production equipment to arrive: \_\_\_\_\_  
Date and time rental lifts are to be delivered \_\_\_\_\_  
Who is the rental company: \_\_\_\_\_  
Your assigned loading docks are: \_\_\_\_\_  
Date and time in which lifts will be arrive: \_\_\_\_\_  
Date and time in which lifts will be picked up: \_\_\_\_\_  
Exhibit halls and loading dock to be cleared by: \_\_\_\_\_  
Power Needs: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### PRODUCTION SCHEDULE

Move-in Schedule: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Main Stage Size: \_\_\_\_\_  
Stage To Be Set for Move in : (please circle) YES NO (if No when can it be placed) \_\_\_\_\_  
Tech Riser Size: \_\_\_\_\_  
Show Rehearsal Schedule: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Move-out Schedule: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## TEAMSTER LABOR INFORMATION

(required to staff 1 fork operator to unstack road cases)

Day / Date	Start time	End Time	# of loaders	# of fork operators

## PRODUCTION/ AUDIO VISUAL LABOR INFORMATION

(see labor skill definitions in Service guide when ordering)

[illegible]

## 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, varies 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 Platinum (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 examples materials that can be donated.

- Mat board, foam core, posters, and banner
- Cork boards and construction paper
- 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 recycling 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.

1000 Fort Duquesne Blvd., Pittsburgh, PA 15222  
412.565.6000

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[WWW.PITTSBURGHCC.COM](http://WWW.PITTSBURGHCC.COM)

