EVENT PLANNING GUIDE
AND RULES & REGULATIONS

BUILT GREEN, WORKING GREEN, EVERY DAY!
This remarkable building

On behalf of the Sports & Exhibition Authority of Pittsburgh and Allegheny County, thank you for selecting Pittsburgh and the David L. Lawrence Convention Center to host your upcoming event. We are proud of our building and our city and all the amenities we have to offer you and your attendees.

This Event Planning Guide is designed as a reference tool to assist you in your planning and to familiarize you with our operational policies and procedures. We believe it is a thorough piece which you will find useful but your greatest resource is, of course, our staff. So please call on us; we are committed to delivering first class service, professionally and consistently, throughout all phases of planning and execution.

We are also committed to sustainable practices as evidenced by our dual LEED® certifications; GOLD under ‘new construction’ and PLATINUM under ‘existing building–operations and maintenance’. No other convention center in the U.S. carries such a distinction and we are sure you and your attendees will appreciate these practices and come to truly enjoy this remarkable building in this remarkable city.

We look forward to working with you and your team.

Tim Muldoon
General Manager
David L. Lawrence Convention Center
Managed by SMG
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The following information, in particular rates and forms, is subject to change. Check with your Event Manager to confirm you have the most recent copies.
FACILITY OVERVIEW

ADDRESS 1000 Ft. Duquesne Blvd, Pittsburgh PA USA 15222
[T] 412.565.6000  [F] 412.565.6008

WEBSITE ADDRESS www.pittsburghcc.com (Center information)
www.greenfirst.us (green practices)

TIME ZONE Eastern Standard Time

AIRPORT Pittsburgh International (PIT)
located 18 miles (22 minutes) from the DLCC

LOCATION Downtown Pittsburgh Pennsylvania 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 40º26’ N
LONGITUDE 79º59’ N
ALTITUDE 770 ft./234 m

US GREEN BUILDING LEED® RATING Gold (new construction) and Platinum (existing building-EBOM)

GRAND OPENING September, 2003

OWNER Sports & Exhibition Authority of Pittsburgh and Allegheny County (SEA) (www.pgh-sea.com)

PRIVATE MANAGEMENT COMPANY SMG (www.smgworld.com)

ARCHITECT Rafael Vinoly Architects P.C. (www.rvapc.com)

SIZE 1.5 million sq.ft.

FEATURES INCLUDE 313,400 sq.ft. of exhibit space (236,900 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

FLOOR PLAN SUMMARY 1st level: 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)

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), North Terrace
US Location to Pittsburgh:

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Driving Directions from:

**PITTSBURGH INTERNATIONAL AIRPORT**

**EAST/PA TURNPIKE (RT. 76)**

**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 on right.

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

**SOUTH**

**LOADING DOCK ENTRANCE**
Ft. Duquesne Blvd between 10th Street & Garrison Way. Height restrictions are 13’4” on the 10th Street Bypass.
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 property without liability. The licensee shall be held liable for any fees incurred to discard abandoned materials.

American with Disabilities Act (ADA)
The DLCC strives to make all our guests welcome. All areas of the building meet ADA requirements. The Center has curb cuts, which provide easy access to the main lobby areas. Sliding glass doors are located at each main lobby with clear access to elevators. The elevators are equipped with Braille signage, and lead to all levels of the Convention Center. All restrooms are equipped for standard wheelchair accessibility. The Center also provides family restrooms, which are located throughout the building. Specially marked parking spaces are offered on the first level of the parking garage with close access to building lobbies. Wheelchairs are available on a first-come, first-serve basis in our East and West Lobbies.

Audio Visual Services (non-exclusive/exclusive)
3 Rivers Entertainment (www.threeriversentertainment.com) is the preferred non-exclusive audio visual service provider and is exclusive for AV rigging services at the DLCC. 3 Rivers maintains an office, staff and a full line of the latest audio visual equipment here at the Center. They will work closely with you or your contracted A/V provider.

Box Office Procedures (exclusive)
The DLCC finance department is the exclusive operator of box office services. If your event requires a daily admission charge, a box office would apply. To operate a public show box office, the DLCC would charge a daily management fee to supervise the personnel and dollars. Other expenses would be the tickets, ticket sellers, ticket takers, police officer, permit(s), and taxes. For more information, ask your Event Manager.

TICKETS – Show management has the option of ordering tickets through the convention center or through an outside source. If you provide your own tickets, the tickets must be approved by the Center and ordered from a bonded ticket printing company. If you order tickets from the DLCC, advise your Event Manager sixty (60) days prior to the Event. The box office maintains a manifest of all tickets to ensure accuracy along with controlling ticket distribution, operation, personnel and sales revenue through the completion of final settlement.

TAXES – The Center will automatically deduct all applicable taxes (Commonwealth of PA and the City of Pittsburgh) including a 5% building capital improvement assessment from gross sales of all tickets sold at the Center Box Office and will submit the revenue to the Taxing Authority. Show management is directly responsible for the payment of all taxes on tickets not sold through our Box Office.

STAFFING BOX OFFICE - Consists of a 4-hour minimum of at least one ticket seller, ticket taker, and a City of Pittsburgh off-duty police officer. To handle and organize the cash, ticket sellers and police are scheduled starting one hour before the event until one hour after the event closes. Ticket takers are scheduled starting ½ hour before the event until ½ hour after the event closes.

To allow for a smooth and quick process, please review with your Event Manager show hours, staffing levels, ticket prices, ticket ordering, box office charges, ticket coupons/discounts, Licensor complimentary tickets, and tax regulations.
Business Center
The DLCC does not operate a business center but one can be arranged. For more information, please ask your Event Manager.

Cell Tour
Located in 13 locations throughout the DLCC, a cell tour ‘spot’ notifies visitors of the opportunity to learn more about the Convention Center’s design by dialing for information, 412.325.3120. There are six building design messages labeled: Design (ext.1), Water (ext.2), Air (ext.3), Light (ext.4), Location (ext.5), Recycling (ext.6).

Catering/Food service (exclusive)
Levy Restaurants is the exclusive Food and Beverage provider for all of the David L. Lawrence Convention Center’s catered events and concession sales, including the sale of alcoholic and non-alcoholic beverages. Therefore, no outside food or beverage is to be brought into the building without the consent of Levy Restaurants. Your Levy Catering Manager will be glad to go over all of your menu options with you.

Levy Restaurants at the DLCC offers the highest quality food, beverage and guest service within the first certified “green” convention center in the US. We offer conventioneers a restaurant quality experience in a CC environment while far surpassing their expectations. Levy provides an environment where all team members are obsessive in their goal of “winning one customer at a time”

Your organizations and exhibitors may freely distribute packaged sample and/or beverage only upon written authorization from Levy Restaurants using the Levy’s Authorization Request form. Please note: Items dispensed are limited to those products that are manufactured, processed or distributed by the entity requesting permission as long as those items are closely related to the central theme of the event. The food samples must be bite-sized and the beverages are limited to a 4 (four) ounce portion. Any exhibitor giving away packaged or unpackaged food or beverage products will be fully responsible for any and all liabilities that may result from consumption of their products. F&B used as traffic promoters (ice cream, beverages, etc) must be purchased through the caterer. Popcorn is prohibited and may not be sold or given away within the building. For more information on sampling, contact your Levy representative for the Food Sampling Policy.

Food vendors are NOT permitted to exhibit or sell at the DLCC unless approved by Levy Restaurants. It is the responsibility of Show Management to discuss all potential food vendors with Levy Restaurants prior to permitting the vendor into their show. In addition, a complete list of all exhibitors is also required from Show Management at least 2 weeks prior to the show opening. If a food vendor arrives onsite to exhibit at an event and has not received permission from Levy Restaurants, the exhibitor will not be permitted to move in.

Concessions are available on the show floor based on the attendance and location of your event (food stations can be set throughout the building). When laying out your booth space, please consider arranging food court or table seating areas to properly meet the needs of your attendees.

We encourage you to contact Levy Restaurants to start planning any of your food and beverage needs. As your single source for planning food service needs, your catering manager should be included in your site tour to provide valuable information on the possibilities available.
Cleaning (Booth/Show/Housekeeping) (exclusive)
Throughout your event, the public space restrooms, lobbies, corridors within your licensed area will be kept clean and presentable. The registration area will be refreshed periodically.

Show cleaning is provided by the operations department and includes removal of boxes and refuse during move-in, nightly vacuuming of aisles with periodic cleaning throughout your show hours and the final clean up after move-out. The rate for this service is based on the total aisle square footage and is listed on the Equipment and Ancillary Fees sheet. The licensed area(s) must be returned to the Center in a condition requiring broom sweeping only. Individual booth cleaning is ordered by the exhibitor through the DLCC. Additional charges may apply for extraordinary clean up and dumpster pulls.

Green recycling areas are located throughout the building. We are proud to recycle and look for your support. Traditional items that we recycle are cardboard, paper, cans, and bottles. Receptacles are marked with the green circle logo of g1 (greenfirst®). g1 can be found throughout the convention center lobbies, show floors and meeting rooms.

Coat / Bag Check (exclusive)
Coat and bag check service is available through the David L. Lawrence Convention Center, at an additional charge. Designated hours, location and staffing should be scheduled through your Event Manager.

Crate Storage
Show Management is responsible for securing crate storage. Your Event Manager must be informed prior to the move-in of the storage location. To store crates on the loading dock, crates may be stacked 12’ high and run 20’ wide. A 10’ space is required between each storage section. Due to Pittsburgh Fire Marshall Regulations, crate storage may not be on the exhibit floor.

Dollar Bank Regional Showcase
Located on the 3rd floor- visitor corridor, this Showcase is artwork and considered a special feature of the DLCC. The projectors are owned and operated by Dollar Bank and are not available for event use.

Electrical/Utilities (exclusive)
Our electrical department will provide lighting in all areas of the building that will be used by you and the guests of the convention center during posted event hours. For more information on available utilities, see Utility Boxes.

Engineering/Utilities (exclusive)
Our Engineering Department ensures that the heating, ventilating, air conditioning and other critical building systems work for your comfort and safety during event hours.

Emergency Operating Procedures
The purpose of the Emergency Operating procedures 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 a portion or all of the facility following the established emergency procedures. When an emergency is discovered, prompt notification is essential to minimize injury and/or damage. All emergencies should be channeled through the Security Control Room by calling 412-325-6193. This office is staffed 24 hours a day.
Exhibitor Services (exclusive)
The exclusive services are: utilities, cleaning, public safety, telecommunications (ShowNets), labor, catering/food service (Levy), technical services, coat check, and box office. DLCC’s Customer Services Department handles and processes all exhibitor service orders. The forms are included in your exhibitor kit, if your event requires a service desk, the desk will be set along side your show management’s service desk. The DLCC’s service desk hours will be manned coordinating times with your Event Manager.

Exhibitor Work Rules
Although the DLCC is a union facility, exhibitors are able to:
- Use hand tools on 10’ x 20’ pop-up booths. If power tools are required, labor is required.
- Install custom fit, logo skirting on the booths tables.
- Plug/unplug and turn on/off small (120v) equipment and products.
- Wipe down, clean products and equipment.
- Hand-carry booth material in one trip without use of material handling equipment. Briefcases or luggage do not apply to booth materials.

If you have questions or concerns, please contact your Event Manager or your service contractor.

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.

When exhibiting motor vehicles inside the DLCC, the vehicle will be required to:
- Disconnect the battery.
- Reduce the amount of gas to ¼ tank or less.
- Lock or tape shut the gas cap.
- Use a drip pan under vehicle’s engine.

When cooking,
- Grease laden vapor foods are not permitted
- Open fire is not permitted
- Gas fired devices may not be used
- Cooking devices shall be isolated from the public by at least 4 ft. with a barrier
- Devices shall be placed on noncombustible surface materials
- Each exhibitor must provide a 20BC fire extinguisher or an approved automatic extinguishing system located in their booth

The exhibit area requires:
- Open emergency exits. Booths and/or equipment are not permitted to block exits.
- A 10’ clearance around all emergency exits.
- Crate storage in a designed area. Crates are not permitted in exhibit area.

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, hazors/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.

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

A Fire Watch is required, if the booth has 300 s/f or more of covered area. This applies to exhibits with an occupied second level exceeding 300 s/f, or a covered booth. The watch is ordered at least 2 weeks prior to the move-in date through the DLCC Security Service Order form located in your exhibitor kit.

**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 is deployed throughout the DLCC and the Garage and consists of smoke detection, flame detection, sprinklers, water canons 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 Convention Center, just like the ballroom and any alarm will require evacuation.

If using diesel powered lifts, fog and/or hazers, a written request requires building approval submitting the request to your event manager 2 weeks prior to the move-in date.

**Floor Load Limitations**
Halls ABCDE’s floor load capacity is 350 lbs per sq.ft., live load. For heavier items, steel plates are available and can be ordered by using Service Order Form.

Spirit of Pittsburgh Ballroom’s floor load capacity is 250 pounds per square foot, live load.

**Food Service (exclusive)**
Levy Restaurants, is the exclusive Food and Beverage provider for Catered Events and Concession sales. See Catering/Food Services.

**Freight Deliveries**
**EXHIBITORS:** All freight deliveries must be handled through the designated Service Contractor. The DLCC will not accept any shipments or deliveries prior to, during or after event dates. However, if an exhibitor must ship directly to the Center during event days, all shipments should be addressed with the event name, contractor name, and booth number/name at the DLCC, 1000 Ft. Duquesne Blvd., Pittsburgh, PA 15222.

**NON-EXHIBITORS:** If materials are being shipped directly to the Convention Center, please make arrangements through your Event Manager.

**g1(greenfirst)®**
Established in 2009, g1 was trademarked as the exclusive branding of the DLCC green practices ([www.greenfirst.us](http://www.greenfirst.us)). It is a fun way to remind staff and attendees to think green in every way possible. Green is more than the way the DLCC was built, it is the way we operate.

**Helium Balloons, Stickers, Decals**
Due to ceiling heights and fire safety systems inside the Center, helium balloons are not permitted. Acknowledging from time to time, helium balloons are brought into the DLCC, if they escape, a retrieval labor fee will be assessed to the Licensee.
OPERATIONAL GUIDELINES

Adhesive stickers and decals (except nametags) are not permitted in the Convention Center. If any stickers or decals are affixed to the DLCC, a removal fee will be incurred along with any damage fees ie: paint peeling, etc.

HVAC/Utilities (exclusive)
Air conditioning or heating is provided during posted event hours. If additional heating and/or air conditioning is requested in the meeting rooms and/or exhibit halls, an additional charge will apply.

Insurance
All Licensees are required to carry insurance and provide a Certificate of Insurance to the facility. Specific requirements are referenced in the License Agreement, Section 7. Certificate(s) must be furnished to the Event Manager thirty (30) days prior to the first move-in day of the event. A sample copy is available through your event manager. If you need assistance in securing insurance, SMG’s Master Venue Program (MVP) is available. MVP insurance can be obtained and is based on the nature of the event and the number of people. The cost is based on the actual attendance for your event. For more information, ask your Event Manager.

Internet (exclusive)
ShowNets is our exclusive internet/telecommunications provider. The DLCC is equipped to provide various Internet and networking needs in the meeting rooms, exhibit halls and lobby areas including Wi-Fi. Our specifications are: 1Gb circuit internet access with a DS3 back-up from (2) separate bandwidth providers, fiber optic backbone network; multi-mode fiber and CAT6 (copper) cabling; custom built data networks; complete phone systems; video/audio/MATV distribution; video conferencing; wireless internet. Show management wireless connectivity sponsorships are available per event. For order forms, see Service Order Forms.

Keys and Lock Changes
Keys are provided to Licensee for the offices and meeting rooms upon request. If you require a higher level of security, the cores can be changed at an additional charge (http://www.pittsburghcc.com/images/PDFs/DLCC-EquipAncillaryRates_2015.pdf). The rates are listed on the Equipment and Ancillary Fees sheet. The only time any DLCC staff would enter re-cored rooms would be in case of emergency. A member of senior staff would be present and Licensee would be notified. A cleaning and food service delivery schedule for this room will be arranged with your Event Manager.

Labor/Unions
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 – Local #249 - DLCC exclusive service. The teamsters unload and transport equipment, crates, and other materials from the loading dock into the DLCC. Once the crates are empty, the teamsters 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.

FLOOR COVERERS/BANNER RIGGERS – Local #1759, Greater PA Regional Council of Carpenters, 412-922-6200– Provides all carpet laying for specific booth and/or aisles. 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.
OPERATIONAL GUIDELINES

CARPENTERS – Local 142, 165, 211, 1160, 462, 541, 1010, 230- Greater PA Regional Council of Carpenters, 412-922-6200 – The carpenters provide labor for installation of booths requiring power tools. They also provide labor for mantling/dismantling of booths that are bigger than a 10x20 booth. Labor calls will be made by your General Service Contractor directly with the local union house.


PITTSBURGH BUILDING TRADES – AUDIO VISUAL LABOR – DLCC exclusive service. In-house. Provides all Audio Visual labor for events including set up, operations and dismantle of all audio visual and theatrical sets, rigging, spotlight and camera operation, stage sets, screens, and microphones. More information and 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.

TELECOMMUNICATIONS – ShowNets, DLCC exclusive services. Provides all labor for installation of fiber connectivity, internet, and telephone lines. The Telecommunication Service Order Form (http://smartcitynetworks.com/facilities/?p=facility&f=31) lists for available services.

Levy Restaurants (exclusive)
Levy Restaurants (www.levyrestaurants.com/convention-centers/david-l-lawrence-center), is the exclusive Food and Beverage provider for Catered Events and Concession sales. See Catering/Food Services for more detail.

Lost Child Procedure
If your event is a family event and includes children as part of your attendance, please plan on a set location for lost children or parents to reunite. Advise your Event Manager in advance of the selected location. In the event of show management encountering a lost child or parent, please contact the closest security officer or your event manager who can contact the security supervisor on duty. Security is trained in DLCC lost child procedures and will act accordingly.

Lost-n-Found Items
Event attendees lose items at Events. Each Event has the option to operate their own lost-n-found area or the DLCC’s security control office will hold all items.

Marshalling Yard
The DLCC works with local venues for truck marshalling sites. Advance notice is imperative to secure the appropriate size lot. For more information, discuss with your Event Manager.

Material Handling/Personal Owned Vehicle (POV) Lane
THRU THE LOADING DOCK – To operate a POV Lane during move-in and move-out hours, there must be at least two (2) teamsters hired. The teamsters can be available to assist full-time exhibitors. The drop-off lanes on 10th Street are a ‘no loading’ zone.

Exhibitors are permitted to:
• Unload and reload their own vehicle at the loading dock, in the designated POV area as specified by your show contractor. It is limited to one trip to the loading dock area with unlimited trips to and from the vehicle.
• Unload and reload their own materials using their own non-mechanized cart. If carts are needed, arrangements should be made through your show contractor.
OPERATIONAL GUIDELINES

• Unload and reload their materials provided the vehicle is no larger than a Sports Utility Vehicle (SUV). U-hauls, box trucks are not allowed in the POV lane.

THRU THE MAIN ENTRANCE ON 10TH STREET OR WESTIN HOTEL – Exhibitors and speakers are permitted to hand-carry materials. Briefcases and/or luggage are not considered hand-carry material. Material handling equipment (dollies & carts) are not permitted. If the use of a dolly or cart is needed, the exhibitor must unload in the loading dock area using the POV Lane. The Hotel Bell Staff are permitted to assist speakers and/or exhibitors in bringing materials to the DLCC. The Bell Staff may assist guests with the moving of materials from the hotel to the DLCC. However, bell carts are not permitted in the Halls.

Parking
Over 12,000 parking spaces (http://www.pittsburghcc.com/map.php) are available within a 15-minute walk of the DLCC. A 700-space parking garage located in the DLCC (10th & Penn Ave.) and managed by Alco Parking Corporation. Also, real time parking availability can be viewed on www.parkpgh.org.

Permits/Taxes
The state and local tax is 7%. This tax is placed on products sold and is collected by the City of Pittsburgh. If your event has individual organizations selling goods/services, an Emergency and Municipal Service Tax applies to all businesses engaging in sales within the City of Pittsburgh at an annual rate. This information should be placed in your exhibitor kit. For more information, contact Dorothea Peniel, Department of Finance, 414 Grant Street, Room 207, Pittsburgh, PA 15219 at dorothea.peniel@city.pittsburgh.pa.us, Phone: (412) 255-2543, Fax: (412)255-6821.

City of Pittsburgh permits are required based on event type. If your event operates a box office, a daily Amusement Permit is required. Or, if your event has (10) or more vendors selling items on the floor, a Trade Fair Permit is required. For more information on the Amusement and Trade Fair Permit (http://pittsburghpa.gov/bbi/licenses), contact: City of Pittsburgh, Bureau of Building Inspection, 200 Ross Street Room 320, Pittsburgh, PA 15219 Phone (412) 255-2858.

For clarification on permits and taxes, ask your Event Manager.

Public Address System (PA)
A public address system is available in Halls ABCDE (1st and 2nd floors) at no additional charge to show management. If paging is required on the meeting rooms levels (3rd and 4th floors), auxiliary speakers are required. Note: In the event of an emergency the DLCC will override and control the PA system until an ‘all-clear’ is issued by DLCC management.

Public Safety/Security
The Center maintains Building Security and Event Security. Building security is primarily responsible for providing a secure building perimeter and monitoring life safety systems on a twenty-four hour basis.

Additional event security staffing is required for events during move-in, show hours and move-out.

EVENT STAFF includes show event staff, overnight security, badge checkers, loading dock coverage. Staffing is required during move-in, event, and move-out hours.
**OPERATIONAL GUIDELINES**

**EMERGENCY MEDICAL TECHNICIANS** are required if your anticipated attendance is more than 5000 people or a need is identified by your Event Manager. Two (2) City of Pittsburgh EMTs and an ambulance would be at the DLCC during event hours. The EMTs are staged in our First Aid Room, located on the second level behind Hall B. The EMTs start ½ hour prior to show hours to ½ hour after show closing. These staffing arrangements are made with our Security Manager. The City of Pittsburgh’s Public Safety Department reserves the sole right to add more EMTs or require EMTs for specific events based on the event type and number of attendees.

**POLICE** are required during box office operations and in street traffic control situations. If your event requires an armed officer, your Event Manager would schedule a uniformed, off-duty City of Pittsburgh policeman. These are the only armed security personnel permitted within the DLCC. Also, City of Pittsburgh policeman are the only officials permitted to direct traffic on city streets.

The Center’s Security Manager will develop a comprehensive, cost effective security plan designed for your event. Based on the Licensee’s usage, some security posts are required and some may be recommended or optional. Please discuss with your Event Manager or DLCC Security Manager.

**Pyrotechnics**
The use of pyrotechnics is not permitted.

**Recycling/Green**
The David L. Lawrence Convention Center was awarded by the US Green Building Council with a Gold (new construction) and Platinum (existing building-EBOM) levels, LEED® (Leadership in Energy and Environmental Design) Certification. The convention center practices energy, lighting and water efficiencies, indoor air quality monitoring, varies recycling programs, water reclamation, and green product use. Take a few minutes to learn more about what you can do to increase the DLCC’s green efficiencies [www.greenfirst.us](http://www.greenfirst.us) during your event.

**Rigging – Service Contractor**
Rigging of banners, aisle signs, and signage that is not over 150 pounds and does not require a motor is considered non-exclusive and can be done through your Service Contractor.

The rigging points in Halls ABC are located on a 30’x30’ grid. Each rigging line is on an arch and starts at 30’ and at its peak, reaches 45’. Each point can handle a weight load of 5,000 lbs., dead hang. There is NO bridling. The rigging points in Halls AB, under the Visitor Corridor run approximately every 10’ and are at a maximum weight load of 500 lbs. with no bridling.

Halls DE points vary and are not set on a specific grid. Their weight limit is also 3,000 pounds/point, dead hang. Points are 19’ high.

The Spirit of Pittsburgh Ballroom rigging points vary from 5’-2’ with the weight limit of 3,000 lbs. per point, dead hang. Points are at 32’ high. For more information (including maps) please ask your Event Manager.

**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.
OPERATIONAL GUIDELINES

Equipment supplied 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.
• If all AV rentals are through TREP, lifts are included at no cost. If AV services are with a different
  provider, one scissors 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 connections 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.

When submitting your rigging request to TREP (cont)
• 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.

Room Sets
A one-time event set-up is included with the rental of each meeting room. This set up includes your
choice of set: theatre style, classroom style, hollow square, conference style, u-shape or banquet
style. Basic Meeting room rental (Non-exhibit areas only) includes a one-time room set of tables (plain,
OPERATIONAL GUIDELINES

not draped or skirted) and chairs, one podium, two 6’x8’ risers with skirting, (3) topped and skirted tables (head table for 4, registration table and materials table), one 20 amp, house lighting and ventilation during event hours.

Basic Ballroom room rental (Non-exhibit areas only) includes a one-time room set of tables (plain, not draped or skirted) and chairs, one podium, six 6’x8’ risers with skirting, (5) topped and skirted tables (head table for 8, (2) registration tables, (2) material tables), one 20 amp, 24x24 dance floor, house lighting and ventilation during event hours.

Any additional equipment and room turnovers are subject to additional fees (http://www.pittsburghcc.com/images/PDFs/DLCC-EquipAncillaryRates_2015.pdf). Licensed meeting rooms will be refreshed once daily at no charge. For more information, discuss with your Event Manager.

Comfortable capacities for each meeting room are located in the Flexible Workbook (http://www.pittsburghcc.com/images/PDFs/FlexibleWorkbook.pdf). Based on your event’s room set, equipment rental and/or set labor charges may apply. Your Event Manager will advise of any additional charges.

The DLCC has been measured and space certified by Meeting Matrix. To set-up your own room diagrams, visit www.meetingmatrix.com.

Sampling Policy for Food & Beverage (see Catering/Food Services)

Service Order Forms
Exhibitor service order forms are available online at the DLCC’s website (http://www.pittsburghcc.com/planning-an-event.php)
• Telecommunications
• Electrical
• Plumbing and Compressed Air
• Exhibitor Booth Cleaning
• Security
• Steel Plates

Signage, Banners, Rigging and Hanging
DLCC management recognizes that the placement and display of exterior signs and banners are useful tools in promoting events and welcoming attendees. Your banners and signage requests must be submitted to your Event Manager sixty (60) days in advance to ensure proper usage of space when multiple events are in the facility.

All sign requests, whether interior or exterior, must be approved through your Event Manager prior to placement. Only Convention Center staff are permitted to hang exterior banners, an additional fee (http://www.pittsburghcc.com/images/PDFs/DLCC-EquipAncillaryRates_2015.pdf) applies.

Signs restrictions are:
1. Nails, hooks, screws, tacks or adhesives are not permitted to affix signs. All interior signs must be placed on easels, T-stands, or on the fabric wall coverings inside meeting rooms.
2. Tape is not permitted on walls, doors, columns or windows.
3. Hanging Banners are not permitted from the drop ceiling in the pre-function areas.
4. The DLCC holds the exclusive right for advertising in the center.
5. Aisle signs in the Halls are hung by your service contractor.

For more information including a DLCC signage option map, please contact your Event Manager.
ShowNets (exclusive)
ShowNets is our exclusive internet/telecommunications service provider. See Telecommunications.

Smoking Policy
As per the City of Pittsburgh’s ordinances, all Pittsburgh buildings are non-smoking. This policy includes the David L. Lawrence Convention Center and its balconies and outdoor terraces. Smoking zones are posted on 10th Street.

Staff Directory
Download the most recent management staff directory.

Technical Services (exclusive)
The Technical Services staff set staging, house lighting, and audio. Our staff works in conjunction with your contractors and will review all rigging plots, operate house lifts, forklifts, and other material handling procedures. Some services may involve a labor charge, please ask your Event Manager.

Telecommunications (exclusive)
ShowNets is our exclusive internet/telecommunications service provider. Internet connectivity including Wi-Fi, networking and telecommunication services are available throughout the facility’s meeting rooms, exhibit halls and lobby areas. Analog and digital lines are available in conjunction with telephone handsets and speaker phones for your telecommunication needs. Every order is installed and billed per order specifications. See ShowNets’s service order forms.

Utility Boxes:
HALLS ABC: Utilities serviced with boxes every 30’ on center.

HALLS DE: Utilities serviced through columns every 60’ on center.

ALL HALLS’ UTILITY SERVICES INCLUDE: (2) 20amp GFI duplex receptacles; (3) breakers; (1) 30 amp 120/208 3ph/4p/5w receptacle and (1) breaker; (1) 100 amp 120/208 3ph/4p/5w receptacle; (4) RJ-45 jacks (CAT 6) for telephone and internet connections; (2) MTRJ multi-mode fiber connections; (1) video and (1) cable TV connection; (1) jack for microphone/audio visual.

ADDITIONAL HALLS ABC’S SERVICES INCLUDE: water supply with ¾” male quick coupler and 4” drain, air supply with ¾” male quick coupler.

High voltage power is distributed through overhead bus ducts in the Halls.

SPIRIT OF PITTSBURGH BALLROOM: Floor ports offer telephone and internet connections and (1) 20 amp single phase outlet. If high voltage power is required, the East, South and West walls are equipped with high power transformers.

For details on power distribution, please contact your Event Manager.
RULES AND REGULATIONS

1. INCLUDED SERVICES. Licensor shall furnish, without additional cost to Licensee, normal heat or air conditioning, overhead lighting, restroom facilities, janitorial services consisting of cleaning of common public areas, excluding aisle or exhibit booth cleaning, and one set-up per contracted event for meeting, general session, or banquet areas. Licensor shall be required to provide normal illumination, heating ventilation and air conditioning only during open show hours. Services during move-in/move-out shall be at reduced levels as determined solely by Licensor.

2. ADDITIONAL SERVICES. Licensee shall pay, in addition to the License Fee, for all services, equipment, and personnel not specifically included as an “Included Service.” Licensee must use and pay for Licensor-provided crowd control, EMT services, security, audio visual technicians, trash removal, set-up and/or labor expressly not included as an “Included Service.” Licensor provides certain services at the Center on an exclusive basis. If Licensor does not provide a type of service on an exclusive basis, Licensee may use other suppliers as approved by Licensor. No services may be used at or supplied to the Center that are not furnished by Licensor, a Licensor-designated service provider, or a Licensor-approved service provider.

The Additional Services, which are provided by or on behalf of Licensor or by a Licensor-designated service provider include, but are not limited to the following:

- Utilities and event mechanical services
- Ticket takers, box office personnel and coat checkers
- Event related cleaning
- Trash removal
- Additional set up and inventory for rooms and halls
- Police and security detail (including traffic related)
- Medical personnel (EMT)
- Telecommunications (voice, video, and data transmission)
- Special equipment rental
- Audio Visual Technicians
- Laborers
- Food service/catering
- Concessions
- Additional Licensor insurance premiums due to Event
- Aisle/booth cleaning
- Rigging Services

The Additional Services, which are provided by a Licensor-approved service provider, are the decorator/general service contractor.

3. LICENSES OR PERMITS. If any governmental license or permit is required for the proper and lawful conduct of Licensee’s business or other activity carried on, in or at the authorized areas or if failure to obtain such a license or permit might in any way affect the operations of the facilities, then Licensee, at its own expense, shall obtain and maintain such license or permit and submit the same to inspection by Licensor. Licensee, at its sole cost and expense, shall at all times comply with the requirements of each such license or permit.
4. **ACCESS BY LICENSOR.** Licensor being charged by law with the operation of the Center has the right to attend all functions and to access the Center at any time and without notice. Licensee acknowledges this requirement for such seating that may be required by Licensor and agrees to honor the same upon request of Licensor. Licensee hereby agrees and acknowledges that Licensor reserves the right, for its seven (7) member board management personnel, counsel, and their representatives to enter upon and to have free access to the Licensed Area at any and all times on any matters connected with the Licensed Areas. The Center, including the Licensed Areas and the keys thereof, shall at all times be under the control of the Licensor.

5. **IDENTIFICATION.** All personnel are required to wear identification badges at all times. Show contractors and their employees and management staff must be identified from the first day of move-in until the last day of move-out. Exhibitors must also wear ID badges prior to entering the exhibit hall. Show management must supply a sample set of ID badges to Licensor along with a detailed description of any restrictions associated with them at least five days in advance of the first day of the move-in.

6. **SCHEDULING.** Licensor shall have the right to schedule any other event(s) prior or subsequent to or during an Event so long as such event(s) do not unreasonably interfere with the actual operation of the Event of the setting up for or tearing down of such Event or the move-in or move-out of facilities, equipment and goods related thereto. The scheduling of other events prior, subsequent or during the Event may require the use of common services or facilities of the Center, including without limitation, entrances, exits, ramps, receiving areas, pre-function space, storage areas, or concession areas. Licensor reserves the full, complete and absolute authority to establish the schedules for use and availability of such services and facilities and to determine when and the extent to which the sharing of any such services and facilities is necessary or desirable.

7. **MEETING ROOM SET-UP.** Licensee shall receive a one (1) time set-up of each meeting room from the existing inventory of equipment of the Licensor. Should a room change or additional inventory be required such shall be required an “Additional Service’ and Licensee will be invoiced at the prevailing rate. For the purposes of this Regulation “inventory” refers to chairs, tables and podiums.

8. **DEFACEMENT OF PROPERTY.** Licensee shall not cause or permit the Licensed Areas and/or the Center to be defaced, injured, marred or damaged or commit waste in any matter. Licensee shall not make any alterations of any kind to the Center or equipment therein. Licensee shall be responsible for any and all damage caused by Licensee’s use of the Center and equipment and shall return the Center and equipment to Licensor in the same condition as when possession was received by the Licensee, reasonable wear and tear excepted. An inspection of the Licensed Areas and/or the Center shall be conducted with representatives of Licensee and Licensor prior to and after the Term to determine condition of the Licensed Areas and the Center and any damage thereto. Upon request from Licensor, Licensee shall pay the reasonable cost of any and all repairs required to be made to the Licensed Areas, the Center and any other damaged property or equipment occurring as a result of the use of the Center by Licensee, its agents, employees, contractors, invitees, attendees, patrons and guests. Failure to conduct an inspection does not relieve Licensee of its obligations herein.

9. **SIGNS AND POSTERS.** Licensee may post signs, advertisements, show bills, posters or cards only of a type and in those locations in and about the Center approved in advance by the Licensor. Licensor may remove all such signs, advertisements, show bills, posters or cards for which Licensor has not given prior approval. Use of partition tracks for hanging of signage is strictly prohibited.
RULES AND REGULATIONS

10. FORKLIFTS, SCOOTERS, ETC. Forklifts, electric scooters, etc. are only permitted in the exhibit halls and loading areas. Use of this type of equipment in any other area must have prior written approval by Licensor. This section does not apply to or prohibit any personal with limited or impaired mobility from using such equipment.

11. FLOOR MARKING. The official show contractor must use the standard stick or ball type chalk in marking the exhibit floor. Liquid chalk, water, paint or other liquids are expressly forbidden.

12. RUG TAPE. Double-faced tape used for the installation of aisle or exhibitor carpet must be Kendall Polyken #105 or an approved equal. Use of any other tape that necessitates removal by the Licensor will result in additional charges in accordance with the applicable provisions of the Agreement.

13. HANGING OBJECTS. Banners, posters, signs, etc. may only be hung from existing rigging points or other specific areas approved by Licensor.

14. CONTRACTOR VEHICLE PARKING. Private vehicles, cars, vans, station wagons and small trucks belonging to the employees or management of the show contractor or decorator are expressly forbidden from parking on the exhibit floor, loading dock or sidewalk areas surrounding the Center. Restricted area parking permits can be obtained from the Licensor by advanced application only. Vehicles not displaying a permit will be towed at the owner’s expense.

15. FUEL OPERATED VEHICLE DISPLAYS. The following requirements pertain to indoor displays of fuel operated vehicles: (a) fuel tank must be between ¼ to ½ full, (b) fuel tanks must have locking cap, (c) battery must be disconnected at both leads and, (d) vehicles may not impede, obstruct or hinder ingress to or egress from the Center and/or the Licensed Areas.

16. COOKING OPERATIONS. The following requirements pertain to all cooking operations which produce grease laden vapors: (a) all such operation shall take place as close to the center of the exhibit halls as possible, (b) all booths that contain such displays must be grouped together and have one (1) 20 lb. ABC rated fire extinguisher each, (c) a wider than normal aisle must surround such a grouping of displays, (d) no type of combustible hanging or decorative materials may be placed in the immediate area of the displays, and (e) a fire safety permit must be obtained from the Pittsburgh Fire Department prior to the date of demonstration.

17. FLAMMABLE MATERIALS. No flammable materials such as bunting, tissue paper, crepe papers, etc. will be permitted as decorations. All materials used for decorative purposes must be treated with flame proofing and certification of said flame proofing must be available for inspection by local fire officials.

18. PUBLIC SAFETY. Licensee may not bring onto the Licensed Areas and/or the Center any material, substance, equipment or object which is likely to endanger the life of, or cause bodily injury to any person on, in or about the Licensed Areas and/or the Center or which is likely to constitute a hazard to property without the prior written approval of Licensor. Licensor shall have the right to refuse to permit any such material to be brought into or near the Licensed Areas and/or the Center and the right to order immediate removal.
19. POLICE, SECURITY AND EMERGENCY MEDICAL TECHNICIAN POLICY. All events held at the Center require that the Licensee provide at the Licensee’s sole cost and expense, police, security and Emergency Medical Technicians (EMT’s) to administer emergency first aid services. Upon signing the License Agreement, Licensee shall provide written notice to Licensor of the number of police, security and EMT’s it proposes to provide to service the Event. In the event that the Licensor determines in its sole discretion, the number the Licensee proposes to provide to be inadequate, then it shall so notify the Licensee and advise Licensee of the minimum numbers required. This notice from Licensor will be delivered within a reasonable time after receipt of Licensee’s written notice of the proposed numbers of police, security and EMT’s. Licensee shall be responsible to cause to be provided the required minimum numbers of police, security and EMT’s. Additionally, at any time during the Event, Licensor may require an increase or change in the police, security or EMT arrangements.

20. PROPERTY OF LICENSOR. Licensee may not use or transport any equipment, furnishings or other property belonging to Licensor to any place outside the Licensed Areas and/or the Center.

21. PROPERTY OF LICENSEE. Licensor assumes no responsibility whatsoever for any property placed in the Licensed Areas or elsewhere in the Center and is not liable for any loss, injury or damage to persons or property that may be sustained by reason of the occupancy of the Licensed Areas and/or the Center under the License Agreement.

22. OBJECTIONABLE PERSONS. Licensor and its agents, and employees reserve the right to eject from the Center or any part thereof any objectionable person(s) or such other person(s) as Licensor deems necessary to ensure the safe or orderly operation of the Licensed Areas, the Center and its facilities and equipment, and upon exercise of this authority through Licensor, its agents or City, County or State law enforcement personnel, Licensee hereby releases Licensor, and all of its employees, agents, officers, board members, directors, successors and assigns from any and all damages resulting there from and waives all rights and all claims for damages against Licensor and all of its employees, agents, officers, board members, directors, successors and assigns by exercise thereof. Licensee shall not permit the Licensed Areas to be used for lodging rooms or for any improper, immoral, illegal or objectionable purpose.

23. ATTENDANCE CAPACITY. In no event shall attendance be permitted in excess of the established capacity of the authorized areas. Licensee shall not admit a larger number of persons than can safely and freely move about in the authorized areas; the decision of the Licensor and/or the Pittsburgh Fire Department in this respect shall be final.

24. EVACUATION OF FACILITY. If it becomes appropriate in the judgment of Licensor to evacuate the Licensed Area and/or the Center because of a bomb threat or for other reasons of public safety, then, after such evacuation, the Licensee may continue to use the Licensed Areas for sufficient time to complete presentation of the event without additional fees providing such time does not interfere with another Licensee. If it is not possible to complete the presentation of the event, fees shall be prorated or adjusted at the discretion of the Licensor and Licensee hereby waives any claim for damages or compensation from Licensor and all of its employees, agents, officers, board members, directors, successors and assigns.

25. DESIGNATED ENTRANCES. All persons, articles, exhibits, fixtures, displays and property of every kind shall be brought into and out of the Center only at designated and approved entrances and exits. All such entrances and exits shall be subjected to the Licensor’s control.
26. **LOST ARTICLES.** Unless other arrangements are made with Licensee, Licensor shall have the sole right to collect and have custody of articles left in the Licensed Area and/or the Center by persons attending any performance, exhibition or entertainment event in the Licensed Areas and/or the Center.

27. **TOURS.** Licensor reserves the right to conduct tours of the Center (including the Licensed Areas) during the period of occupancy in such a manner that the tours do not unreasonably interfere with Licensee’s event.

28. **ANNOUNCEMENTS.** Licensor reserves the right to make such announcements at any time it deems necessary in the interest of public safety.

29. **ADVANCE DELIVERIES.** The Center will not accept advance deliveries of Licensee’s property addressed to the Licensed Areas and/or the Center except upon prior written approval of Licensor.

30. **PARKING.** In all events, Licensor shall regulate all parking under its control, and Licensor shall be entitled to all revenue there from. Licensor makes no representation or warranty of any kind as to the availability of parking at the Center.

31. **ADVERTISING.** All advertising of Licensee’s event must be accurate and true in all respects. All advertising space in the Center is the exclusive property of the Center. There shall be no covering of Center’s permanent advertising. Advertising of events by Licensee on Center’s marquee and reader boards, or other advertising media under the control of the Center shall be based on availability and may be considered an “Additional Service.” The content of all advertising by Licensee is subject to the approval by Licensor in writing.

32. **COPYRIGHTS AND PROPRIETARY MATERIAL.** Licensee shall obtain all necessary licenses and shall pay all costs and fees arising from the use of copyrighted music or dramatic materials, or any other property subject to any trademark, patent or other proprietary right, which is used or incorporated in the event. Licensee shall indemnify, defend and hold Licensor and all other persons and entities entitled to indemnification as designated in the License Agreement harmless from any liability, claim or cost, including attorney’s fees, arising from the use of any such material or any claims of infringement or violation of the rights of the owner or other persons or entity.

33. **SOLICITATIONS.** No solicitations, collections or donations, whether for charity or otherwise and/or whether of a commercial or non-commercial nature, may be made, attempted or announced in, on or about the Licensed Areas and/or the Center without the prior written approval of Licensor.

34. **INDEPENDENT EXHIBITOR-APPOINTED CONTRACTORS.** Licensor shall require any exhibitor-appointed contractor (EAC) to comply with all Rules and Regulations of the Center. Prior to the opening of an event, the EAC must remove all gang boxes, ladders and any equipment. The EAC must also remove all such equipment following the dismantling of the event. The EAC must have confirmed work orders from all exhibitors that are furnished to the official contractor and the Center and they may not in any manner solicit work from any other exhibitor under any circumstances. The EAC may be expelled from the Licensed Areas and the Center at any time should the EAC be found to be working for an exhibitor not listed unless authorized in advance by the official show contractor and Licensor. The EAC must present upon demand an insurance certificate covering the period of time work is being performed in the Center. Such insurance must comply with the requirements as detailed in Paragraph 6 and all other applicable Paragraphs of the License Agreement. The EAC may not operate a service desk of any type within the exhibit hall. The operation of such a desk will be cause for expulsion from the Licensed Areas and the Center. Any material, gang boxes, ladders, etc. will be stored within the exhibit upon which the EAC is legitimately engaged in erecting or dismantling. The EAC must comply with all badging rules. If the EAC needs to work beyond the
designated closing time or during any portion of the set-up or tear down days, they shall be responsible to hire one guard for each booth that will be worked on after the closing time. The EAC shall abide by all union contracts regardless of any dispute on a prior event. The EAC shall furnish a list of names of all supervisory personnel who will be working on any portion of the show.

35. SMOKING POLICY. Smoking (cigars, cigarettes, pipes, etc.) is prohibited in all areas of the Center including but not limited to exhibit halls, meeting rooms, corridors, terraces, elevators, rest rooms, stairwells, general office space, show manager’s offices, etc.

36. TICKETS. Licensee shall have admission tickets printed by a bonded printer and shall submit a certified ticket manifest to the Licensor prior to the sale of tickets. The Licensor shall administer all box office operations as an “Additional Service.” Licensor will keep adequate records of receipts for all ticket sales and will furnish to Licensee a copy of such records. At reasonable times during business hours, Licensee may examine Licensor’s records and count of unsold tickets relative to Licensee’s events. On or before the close of the business day following the end of the Term, Licensor shall deliver to Licensee an accounting of admission sales made for or on Licensee’s behalf and subject to Licensor’s right to withhold sums owed to it by Licensee, forthwith remit amounts due and owing to Licensee. (This paragraph does not prelude Licensee’s conduct of Event registration.)

37. DISCHARGE OF MECHANIC’S AND OTHER LIENS. Should any mechanic’s or other lien be filed against the Licensed Areas or the Center, or any part thereof, or Licensee’s interest therein, for any reason whatsoever by reason of Licensee’s acts and omissions or the acts or omissions of Licensee’s agents, independent contractors, or employees or because of a claim against Licensee or its independent contractors, agents and employees, Licensee shall cause the same to be canceled and discharged of record by bond or otherwise at Licensee’s expense within ten (10) days after notice by Licensor to Licensee.

38. RESTRICTION OF LICENSEE’S ACTIVITIES. Licensee shall not use any display, or stock any merchandise, that is lewd, obscene, pornographic, vile, vulgar, profane, or suggestive of the use of illegal drugs, or otherwise offensive, in the sole discretion of Licensor.

Licensee shall receive and deliver goods, supplies and merchandise only in the manner, at such times, and in such areas, as may be designated by Licensor, and in this connection Licensee specifically agrees (i) not to use any loading areas designated exclusively for use by other Licensees of the Center, and (ii) to use Licensee’s best efforts to complete or cause to be completed, all deliveries, loading, unloading and services to the Licensed Areas prior to 9:00 a.m. each day and (iii) to abide by such further regulations as Licensor shall reasonably implement to regulate the activities of licensees of the Center with respect to deliveries to and servicing the center.

Licensee shall not use or permit use of any portion of the Licensed Areas for any unlawful purpose, or use or permit the use of any portion of said Licensed Areas as living quarters, sleeping apartments or lodging rooms.

Licensee shall not perform any act or carry on any practice which may injure the Licensed Areas or any other part of the Center, or cause any odors or noises, which, in the exclusive opinion of Licensor, constitute a nuisance, annoyance, or a menace to any other licensee or licensees or other persons in the Center.

Licensee shall not use any portion of the Licensed Areas for storage or other services except as in customary for its operations.
RULES AND REGULATIONS

Licensee shall not display or sell merchandise or allow carts, signs, devices or any other objects to be stored or to remain outside the defined exterior walls and permanent doorways, entrances or front of the Center of Licensed Areas.

Licensee shall not install, operate or maintain any heavy item of equipment in the Licensed Areas which would affect load capacity without the express written permission of Licensor and then only in such manner as to achieve a proper distribution of weight.

Licensee shall not, without Licensor’s written consent, keep any substance designated as, or containing components designated as hazardous, dangerous, toxic, harmful or subject to regulation under any federal, state or municipal law, regulation or ordinance, on or around the Licensed Areas or other areas of the Center. Licensee shall be fully liable to Licensor for any and all cleanup costs and all other charges, fees, and fines relating to the use, disposal, sale, transportation or generation of hazardous substances in or about the Licensed Areas or the Center.
Pittsburgh hotels within walking distance of the David L. Lawrence Convention Center

1. Cambria Suites Pittsburgh at Consol Energy Center 1320 Centre Avenue
2. Courtyard by the Marriott Pittsburgh Downtown 948 Penn Place
3. DoubleTree by Hilton Hotel & Suites Pittsburgh Downtown One Bigelow Square
4. Drury Inn & Suites 817 William Penn Place
5. Embassy Suites 135 Smithfield Street
6. Fairmont Pittsburgh 510 Market Street
7. Hampton Inn & Suites Pittsburgh Downtown 1247 Smallman Street
8. Hilton Garden Inn 4th and Market Square
9. Homewood Suites 1400 Smallman Street
10. Hotel Monaco, A Kimpton Hotel 435 Sixth Avenue
11. Hyatt Place Pittsburgh North Shore 260 North Shore Drive
12. Omni William Penn Hotel 530 William Penn Place
13. Pittsburgh Marriott City Center 112 Washington Place
14. Renaissance Pittsburgh Hotel 107 Sixth Street
15. Residence Inn Pittsburgh North Shore 574 West General Robinson Street
16. Sheraton Station Square Hotel 300 W. Station Square Drive
17. SpringHill Suites by Marriott North Shore 223 Federal Street
18. Westin Convention Center Pittsburgh 1000 Penn Avenue
19. Wyndham Grand Pittsburgh Downtown Hotel 620 Commonwealth Place

For bus schedules and maps, visit portauthority.org
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