SERVICE CONTRACTOR GUIDE
RULES & REGULATIONS
“From Steel to Sustainable”

An ASM Global Managed Facility
Effective 2019
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 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

ADDRESS
1000 Ft. Duquesne Blvd., Pittsburgh PA USA 15222
412-565-6000

WEBSITE
David L. Lawrence Convention Center

TIME ZONE
Eastern Standard Time

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

LOCATION
Downtown Pittsburgh PA on 7.9 acres of land located on the south shore of the Allegheny River, adjacent to The Cultural District and The Strip District

LATITUDE
40˚26’ N

LONGITUDE
79˚59’ N

ALTITUDE
770 ft. / 234 m

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

GRAND OPENING
September 2003

OWNER
Sports & Exhibition Authority of Pittsburgh Allegheny Count (SEA)

PRIVATE MANAGEMENT COMPANY
ASM Global

ARCHITECT
Rafael Vinoly Architects P.C.

SIZE
1.5 million sq. ft.

FEATURES INCLUDE
313,400 sq. ft. of exhibit space (236,000 sf. column–free)
60,000 sq. ft. of pre-function space overlooking the Allegheny River
40,000 sq. ft. of rooftop terrace, North Terrace
31,600 sq. ft. of open ballroom space, Spirit of Pittsburgh Ballroom
700 indoor parking spaces with 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

SERVICE PARTNERS
DIRECTIONS

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 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

LOADING DOCK ENTRANCE
Ft. Duquesne Blvd between 10th Street and Garrison Way. Height restrictions are 13’4” on the 10th Street Bypass.

US Location to Pittsburgh:

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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.

Banner Hanging/Production
Banner and sign requests must be submitted to the DLCC 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 by an Event Manager prior to placement.

Only DLCC staff is permitted to hang exterior banners. No signs are allowed to be taped on walls, doors, columns, or windows. No nails, hooks, screws, tacks, or adhesive should be used to secure signs. All interior signs must be on easels, T-stands, or on the fabric walls in the meeting rooms.

Any sign being hung from the drop tile ceiling grid in the pre-function space or hallways may not be more than 5 pounds per point and must be made with light materials.

All signs produced for the exterior must be made with a mesh fabric if over the size of a 12’ by 20’ banner. All banners no matter the size must be produced with grommets every 2’ around the perimeter of the banner and must have wind pockets cut in throughout the banner.

See Branding Opportunities brochure for signage location, suggested sizes, and designated installer/dismantler.

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.
OPERATIONAL GUIDELINES

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.

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 vehicles engine
- Place carpet tiles or padding under tires, on carpeted areas

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
- No less than 10’ aisles
- Crate storage in a designated area. Crates are not permitted in exhibit halls or stored in service corridors on upper levels.

Exhibit Structures:
Covered exhibits and multi-level exhibits with less than 300 s/f
- Must be made of non-combustible materials. Certificate of treated materials must be presented upon request
- Must install a smoke detector with an audible alarm on the interior of the structure
OPERATIONAL GUIDELINES

- Must have at least 1 dry chemical fire extinguisher mounted in a visible location and accessible at all times
- A minimum of one stairwell is required for multi-level exhibits
- Stairwell must allow for proper egress

Covered exhibits and multi-level exhibits with more than 300 s/f
- A scaled plan must be submitted and approved by the DLCC. Plan to include registered architect or engineers signature or stamp, show name and dates, directional information and exhibit height
- Materials and décor must be made of non-combustible materials
- Certificate of treated materials must be presented upon request
- If covered areas exceed 1,000 s/f, a clear fire break of no less than 10’ must be provided on all four sides of each 1,000 s/f

Upper deck of multi-level booths with more than 300 s/f
- Upper level may not be covered
- Post maximum occupancy of 2nd level, at base of structure
- Limited to a maximum of 1,000 s/f on upper deck to include a fire break of no less than 10’ on all four sides of area
- Must install a battery operated smoke detector on interior of each covered exhibit area, regardless of square footage
- Must provide a portable dry chemical fire extinguisher for every 300 s/f of exhibit space. Fire extinguishers must be mounted in a visible location, near exit doors and be accessible at all times
- A minimum of 2 stairwells is required for multi-level exhibits
- Stairwell must allow for proper egress

Required Fire Watch
- A fire watch for all exhibits having 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
- A fire watch is ordered through the DLCC Security Service Order form found in the exhibitor kit. This service should be ordered no less than 2 week prior to move-in date

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

The DLCC does not permit pine trees or any cut trees, pyrotechnics, and open flames.
All electrical equipment must conform to National Electrical Code and be UL approved.

**Floor Plan Information**

Initial floor plans may be submitted to your Event Manager by email for building approval. If the DLCC finds any questionable sets, it will be submitted to the City of Pittsburgh Dept. of Public Safety-Bureau of Fire for approval. If the floor plan meets with all safety codes, the DLCC General Manager will sign off on the plans.

All proposed plans must include the following:

- Show title, contracted dates, Service Contractor name and address, drawing date and revision numbers as applicable
- Booth Configurations drawn to scale, including base dimensions heights and locations
- Aisle locations and dimensions
- Floor plans must show electrical floor boxes
- Dimensions of all fixtures including, but not limited to stages, risers, registration counters, lounge areas, dining areas, entertainment areas, etc.
- All exits and primary entrances
- All permanent and temporary concession and novelty stands
- All fire safety devices including fire extinguishers and hose stations
- Dimensions of all service desks
- Dimensions of all Service Contractor storage areas or “bone yards”
- Distinction between pipe and drape and hard wall
- Registration layouts
- Any structures, poster board set ups, and counters being set in public space on any level of the Center

Upon approval by the Center, two (2) full size copies of the exhibition space must be submitted to the Event Manager for use by electricians and other building personnel.

**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
- 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)
OPERATIONAL GUIDELINES

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.

Floor Weight Loads
The David L. Lawrence Convention Center is designed like a suspension bridge. With that, there are specific weight loads that we must adhere to:

- Exhibit Halls — live load of 350 pounds per s/f
- Pre-function and Concourse ABC — live load of 100 pounds per square foot
- Meeting Rooms — live load of 100 pounds per square foot
- Ballroom — live load of 150 pounds per square foot

Any single piece of equipment in excess of 10,000 lbs. and/or any piece of equipment that cannot be offloaded and/or placed in the booth by a standard forklift must be evaluated by the Director of Engineering at least 45 days in advance of move-in. Additionally, any single booth with multiple pieces of equipment with a total weight in excess of 25,000 lbs. must be evaluated by the Director of Engineering at least 45 days in advance of move-in. All other equipment may be subject to plate requirements based on total weight and footprint as related to the loading capacity of the floor.

Use of cranes over 30,000 lbs will require written approval from the DLCC.

When equipment is displayed that exceeds the above weight loads, steel plates must be added to spread out the weight. To determine whether or not any equipment meets or exceeds the capacities, first use the following formula (all samples using exhibit hall weight loads):

**Weight of equipment (lbs.) divided by sq. ft. area of equipment equals lbs. / sq. ft.**

EXAMPLE A: An exhibitor wants to display a 10 ton piece of equipment. The equipment sits flat on the floor and has a foot print of 10’x6’. Using the above formula, the equipment is within the 350 lbs. floor load capacity of the Center. The equipment may be freely displayed.

(10 ton) 20,000 lbs. divided by (10’x6’) 60 sq. ft. equals 333 lbs. / sq. ft.
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Any equipment exceeding 350 lbs./sq. ft. must have its weight spread over a large enough area to bring the equipment within the 350 lbs. capacity. Spreading of weight can be done with 6"x6" timbers (cribbing) or thick steel plates (plating). Use the following formula to determine the area (sq. ft.) required to spread the weight of the equipment.

\[
\text{Weight of equipment (lbs.) divided by 350 lbs. per sq. ft. equals sq. ft. required to spread weight}
\]

EXAMPLE B: Now, say an exhibitor wants to add a component to the top of the same equipment in Example A bringing the total weight to 33,600 pounds with the same 10'x6' footprint. This equipment now exceeds the 350 lbs. floor load capacity (560 lbs./sq. ft.). Use the following formula to determine the area required to spread the weight of the equipment whenever the weight exceeds the 350 lbs. capacity.

\[
\frac{33,600 \text{ lbs.}}{350 \text{ lbs./sq. ft.}} = 96 \text{ sq. ft.}
\]

This equipment must not be "plated" or "cribbed" with an area totaling 96 sq. ft. (equivalent to an 8’x12’ steel plate)

Consideration of the equipment’s support points or floor contacts will be required to determine the exact layout of any spreading. Using the 96 sq. ft. factor from above, the following formula will determine the spread area required for each floor contact point:

\[
\text{Area required divided by # of floor contact points equals sq. ft. spread area required for each point}
\]

EXAMPLE C: Now, the exhibitor wants to place this 10’x6’, 33,600 lbs. equipment on four (4) leveling support legs. We must then use the following formula to determine the sq. ft. area required under each leg.

\[
\frac{96 \text{ sq. ft.}}{4 \text{ contact points}} = 24 \text{ sq. ft. under each point}
\]

The exhibitor must place the equivalent of 4’x6’ steel plate under each support leg in order to bring the equipment to within the 350 lbs. capacity.

TRUCK ACCESS LOADS: The structural design of the David L. Lawrence Convention Center for truck access and concentrated wheel or outrigger loads is based on U.S. Highway (AASHTO HS20) truck loading criteria. These criteria relate to a concentrated point load of 32,000 lbs. applied over tire contact of 2.5 square feet and a uniform truck line load of 640 lbs. per linear foot.

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EXAMPLE: The DLCC is advised that an 18-wheel truck weighing 33,000 lbs. is being used to transport a 56,600 lbs. piece of equipment to the Center. This gives a total load of roughly 90,000 lbs. over 18 wheels, giving a wheel load of 5000 lbs. This truck would be allowed into the Center given that wheel loads of 32,000 lbs. have been allowed for in the structural design.

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.

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.

Material Handling / Personal Owned Vehicle (POV) Lane
LOADING DOCK –
A POV lane will be identified by the service contractor on the loading dock and is available during posted move in and out hours. Freightmen can be available to assist full-time exhibitors, based on staffing decisions made by the show contractor. 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 area as specified by your show contractor.
- Unload and reload their own materials using their own non-mechanized cart. Carts will not be provided
OPERATIONAL GUIDELINES

- Unload and reload their materials provided the vehicle is no larger than a cargo van in the designated POV lane. U-hauls and box trucks must be unloaded by the Service Contractor.

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 (dollys & 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 is permitted to assist speakers and/or exhibitors in bringing materials to the DLCC provided it is to the meeting room. The carts may not go on the exhibit floor.

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 1st level to 2nd level of loading docks. The length from ground to 2nd level is 300’.

The Service Contractor may use the loading dock bays in which the Licensee has contracted. Designated loading dock bays are:
- Hall A — #215 – 224
- Hall B — #205 – 214
- Hall C — #201 – 204
- Hall D — #105 – 107
- Hall E — #103 – 104
Note: #101, 102, 108, and 208 are designated DLCC composting and recycling areas.

There is a 3.3% grade on loading dock bays.

The following loading dock bays are equipped with dock levelers:
- First level: #102, 104, 105, 107
- Second level: #201, 202, 203, 204, 209, 210, 211, 212, 217, 218, 219, 220
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 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.

**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 lbs./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.

**Storage**
Limited storage is available within the loading dock area. Empty crates may be stored in the show designed loading bays. A limit of two (2) bays can be loaded with crates before an open bay space must be left. Stored items may not block doorways, fire exits, or fire equipment.
Storage in service corridors is strictly prohibited. Empty crates may not be stored inside the facility during show days.

Materials may not be stored on the service corridor overlooking Hall A.

**Sustainability**

By selecting the David L. Lawrence Convention Center, the show promoter has automatically committed to a greener environment. Every possible green component of the Convention Center operations will be addressed in Pittsburgh, from recycling, to product use, to conserving our natural resources including water, energy, and air quality. While the organizers have taken this step, we encourage you to participate in our green practices as well. The David L. Lawrence Convention Center has the operations in place to produce the most environmentally friendly event.

To assist our greening, the Event Manager will be requesting for you to:

- Define hours of building operations so the DLCC operations staff can set the building systems according to occupancy
- Encourage attendees and exhibitors to comply with the posted signage to recycle and compost all products including food waste
- Include the special recycling information in the exhibitor kits
- Acknowledge the ease of Pittsburgh downtown walking accessibility to over 175 restaurants, 40 cultural & entertainment attractions, 3 major sports arenas and over 6 miles of riverfront trails
- The facility recycles cans, bottles, cardboard boxes and paper products. Proper receptacles will be provided during move in, show, and move out

Additional suggested green practices:

- Create the exhibitor kit on-line or by disc, thus requiring less paper and reducing transportation needs
- Encourage the organizer to use a local printer for hand-outs, evaluations, etc., to reduce transportation
- Recycle badge holders. Encourage the show promoter for recycling ‘drop boxes’
- Use recycled materials for tote bags and lanyards (i.e. organic cotton bags)
- Use 100% post-consumer paper with soy based ink
- Use signboard made of 100% recyclable board (i.e. Cloraplast), not foam core
- Encourage the show promoter to create signage that can be re-used during the conference and from year to year
- Disposable skirting is not permitted. If a contractor chooses to use disposable skirting in place of banjo skirting, it will be the responsibility of the contractor to pick up the skirts and return them on the trucks back to your designated warehouse(s). They will not be disposed of at the DLCC.
For more tips, see “Sustainability at the DLCC” in the Appendix.

**Tape**
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 Show Management. If any tape or tape residues are removed by the Center after the event, Show Management will be billed for all expenses. The approved double faced tape for the exhibit floor is Polychem. The only approved tape for the ballroom, meeting room, and any other carpeted area is Gaffers tape.

**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.

**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.

**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.

**Work Rules**

The staff of the DLCC is proud of the working relationship that it has with the various local unions serving Pittsburgh. The unions are proud to provide to users and exhibitors of the Convention Center, skilled workers who are competent and courteous.

Although the DLCC is a union facility, exhibitors may do some work without hiring labor. Exhibitors may:

- A Credentialed full time employee of the booth may erect, crate and uncrate a display no larger than 400 square feet with the use of battery operated power tools. This shall include the installation of floor covering as needed. Exhibitors may not borrow tools, ladders or other equipment from the Exhibit facility and or contractors.
- 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. This does not include briefcases or luggage
- Unload and reload their own vehicle at the loading dock, in the area as specified by the service contractor
- Unload and reload their own materials using their own non-mechanized cart. Carts will not be provided
- Unload and reload their materials provided the vehicle is no larger than a cargo van in the designated POV lane. U-hauls and box trucks must be unloaded by the Service Contractor
The following policies and procedures are provided to avoid any possible financial penalties and/or unnecessary problems with our valued customers and contractors.

1. Any alteration or activity that could leave lasting effects or damages to the Center is prohibited.

2. Show Management and the Service Contractor will do a walk-through inspection with the Event Manager on the 1st move in day and the last move 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 reside 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.
COMMONLY REQUESTED DLCC MEASUREMENTS

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

Level 2
- Rigging grid — 30’x30’
- Floor port grid — 30’x30’
- Height of bridge in Hall A on east wall — 16’
- Height of bridge in Hall AB and BC airwall tracks — 19’
- Roll doors to Alcove A and Alcove C — 9’3” high x 8’7” wide
- Width of hallway from Alcove C to Concourse C — 9’2”
- Roll door to exhibit hall ramps — 15’8” high x 24’ wide
- Loading dock bay doors — 9’10” high x 9’ wide
- Hall A pillar under service corridor bridge — 28”x28”
  - 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 ¼” wide x 6 ½” high
- Pillars in concourse: 3’ wide. Angle from bench to ceiling is 20’ 5”. Inside upright of pillar to ceiling is 14’ 5”, outside upright from floor to ceiling is 16’ 1”

Level 3
- Ceiling heights on north end — 12’
- Ceiling heights on south end by ballroom — 14’
- Ceiling heights to Atriums — 32’
- Skylight width — 25’ wide x 25’ long x 12’ high
- Inner lip of skylight — 3½”
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
## Sample Certificate of Insurance

### Certificate of Insurance

<table>
<thead>
<tr>
<th>Type of Insurance</th>
<th>Policy Number</th>
<th>Effective Dates</th>
<th>All Limits in Thousands</th>
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<td>YOUR EFFECTIVE</td>
<td>GENERAL AGGREGATE: $1,000</td>
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<td>DATES</td>
<td>PRODUCTS-COM-OPS AGGREGATE: $1,000</td>
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<td>PERSONAL &amp; ADVERTISING INJURY: $1,000</td>
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<td>EACH OCCURRENCE: $1,000</td>
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<td>FIRE &amp; DAMAGE (Any one event): $100</td>
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<td>MEDICAL EXPENSE (Any one person): $5</td>
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<td>Automobile Liability</td>
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<td>COMBINED SINGLE LIMIT: $1,000</td>
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<td>ROGUE INJURY (Per person): $</td>
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<td></td>
<td>ROGUE INJURY (Per accident): $</td>
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<tr>
<td>Excess Liability</td>
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<td>EACH OCCURRENCE: $</td>
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<td>Umbrella Form Other Than Umbrella Form</td>
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<tr>
<td>Workmen's Compensation and Employers' Liability</td>
<td>SAMPLE</td>
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<td>STATUTORY</td>
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<td>(EACH ACCIDENT)</td>
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<td>(DISEASE: POLICY LIMIT)</td>
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<td>(DISEASE: EACH EMPLOYEE)</td>
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</tbody>
</table>

### Description of Operations / Locations / Vehicles / Restrictions / Special Items

ADDITIONAL INSURED: [NAME OF EVENT] OCCURRING IN [YEAR].

SMG, SPORTS AND EXHIBITION AUTHORITY OF PITTSBURGH AND ALLEGHENY COUNTY, AND COMMONWEALTH OF PA

### Certificate Holder

SMG/DAVID L. LAWRENCE CONVENTION CENTER
1000 FT. DUQUESNE BOULEVARD
PITTSBURGH, PA 15222

### Cancellation

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDORSE TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY FOR ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

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21 SERVICE CONTRACTOR GUIDE
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.
# Request for Marshalling Yard

The DLCC's marshalling yard is located on Pittsburgh's North Shore close to Heinz Field. Conveniently located 1.4 miles from the DLCC loading dock entrance, the marshalling yard is less than 5 minutes away pending local traffic levels. The address is 801 Fulton Street, Pittsburgh, PA 15233.

Communication devices to the marshalling yard are provided by the event. Staffing of the yard is to be provided by the General Service Contractor (GSC). The GSC must provide proper staffing levels to help operate the lot, which can hold up to approximately 45 trailers. The GSC may not hire DLCC teamster labor to operate the lot.

To assure the marshalling yard is reserved for your event, please submit this form to your event manager no later than 60 days prior to the start of move-in at the convention center. Pricing will be quoted at the time of submission.

<table>
<thead>
<tr>
<th>(PLEASE PRINT)</th>
<th>Event Date</th>
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<tbody>
<tr>
<td>Name of Event</td>
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<td>Company Name</td>
<td>Phone #</td>
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<td>Address</td>
<td>City/State</td>
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<td>E-mail Address</td>
<td>Zip Code</td>
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<td>Requested By</td>
<td>Signature</td>
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<td>Date of Request</td>
<td>Date of Request</td>
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</table>

**The Marshalling Yard is needed for the following times:**

<table>
<thead>
<tr>
<th>Date of Use</th>
<th>Times (Hours) of Use</th>
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<tbody>
<tr>
<td>During Move-in</td>
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<td>During Show</td>
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<tr>
<td>During Move-out</td>
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<td>Additional Dates</td>
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</tbody>
</table>

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23 SERVICE CONTRACTOR GUIDE
# Request for Decorator Information

## EVENT INFORMATION
- **Event Name**
- **Service Contractor**
- **Billing Address**
- **Email**
- **Phone**
- **Sales Contact**
- **Phone**
- **On-site Contact**
- **Phone**
- **Move-in Dates**
- **Show Dates**
- **Move-out Dates**

## SERVICE DESK
- **Where will the service desk be located?**
- **Will electric be needed? If so, how many 20 amp drops are needed?**
- **Exhibitor Listing in both alpha and numerical has been provided (please check) [ ] YES [ ] NO**
- **Will you be providing a desk for DLCC exhibitor services (please check) [ ] YES [ ] NO**
- **What are the dates and times that it will be staffed?**

## PRODUCTION INFORMATION
- **Date and time decorator to arrive for set**
- **Date and time decorator equipment to arrive**
- **Date and time rental lifts are to be delivered and by whom**
- **Date and time in which on-site freight deliveries are to be accepted**

Your assigned loading docks are:
- Hall A: #215 – 224;
- Hall B: #205 – 214;
- Hall C: #201 – 204;
- Hall D: #105 – 107;
- Hall E: #103 – 104

(Compactor and DLCC use in bays #101 – 102; 108, 206)

**Registration area to be set / completed by**
- **Booth Installation dates and times**
- **Carpet Installation dates and times**
- **Date and time in which lifts will be picked up**
- **Date and time in which trailers will be picked up**
- **Exhibit halls and loading dock to be cleared by**

### PLEASE SAVE OR PRINT AND RETURN FORM TO:
- Exhibition Services Department, David L. Lawrence Convention Center
- 1000 Fort Duquesne Blvd, Pittsburgh, PA 15222
- Phone: (412) 325-6132, Fax: (412) 325-6009, exhibitorservices@pittsburghcc.com
## PRODUCTION SCHEDULE

Decorators Move-in Schedule

Exhibitor Move-in Schedule

Show / Exhibits: Open Schedule

Exhibitor Move-out Schedule

Decorators Move-out Schedule

### LABOR INFORMATION

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Start time</th>
<th>End Time</th>
<th># of Loaders</th>
<th># of Fork Operators</th>
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### PLEASE SAVE OR PRINT AND RETURN FORM TO:
Exhibitor Services Department, David L. Lawrence Convention Center
1000 Fort Duquesne Blvd, Pittsburgh, PA 15222. Phone: (412) 325-6102, Fax: (412) 325-6099, exhibitorservices@pittsburghcc.com
Carpenters and Floor cover labor calls are to be made directly with the Greater PA Regional Council of Carpenters, 412-922-6200.
To assure lobbies and lights are scheduled, please provide dates and times in which carpenter and floor coverer labor is scheduled prior to or following teamster labor.

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th># of Union Personnel</th>
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