



DAVID L. LAWRENCE
CONVENTION CENTER
PITTSBURGH



Service Contractor Guide Rules & Regulations

"From Steel to Sustainable"

An ASM Global managed facility



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

Pittsburgh International Airport

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

East / PA Turnpike (Rt. 76)

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

West / PA Turnpike (Rt. 76)

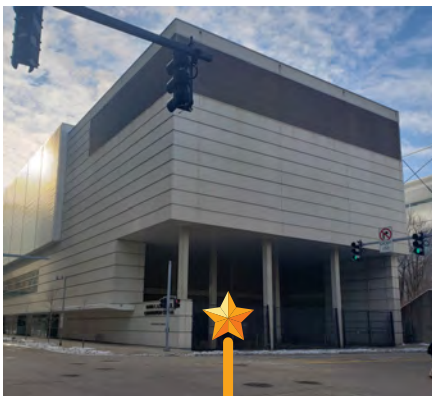
I-76 E (PA Turnpike) to Exit 28 Cranberry. Follow signs to I-79 S to I-279 S across Ft. Duquesne Bridge to Convention Center/The Strip District Exit. Convention Center is on the right.

North

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

South

I-79 N to Exit 59A Pittsburgh to I-279 N through Ft. Pitt Tunnel across Ft. Pitt Bridge. Take Exit 6C Ft. Duquesne Blvd. Follow sign to Convention Center/The Strip District on 10th Street Bypass. Convention Center is on the right.



**11th Street Loading
Dock Entrance**

(Corner of Penn Avenue and 11th Street)



**Ft. Duquesne Blvd Loading
Dock Entrance**

(Between 9th Street and 10th Street)

Operational Guidelines

Abandoned Property

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

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 signs 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 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. Any other forklift may not be used in the concourse area and only pallet jacks may be used to transport freight/pallets/boxes, etc.

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

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

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

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

Operational Guidelines

Cleaning (Booth / Show / Housekeeping) (exclusive)

Throughout your event, the public space restrooms, lobbies, and 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 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.

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.

Storage in the service corridor in upper levels or service corridors overlooking hall A is prohibited. All crates and boneyard materials must be returned to the trailer for storage until the end of the show.

Donating Items

The Center works closely with many local organizations to provide leftover materials and food. If after your event, you have materials such as bags, pens, paper, foam core, etc. please coordinate with your Event Manager or our Guest Experience Manager. This will help by providing items to persons or organizations of need and will prevent items from going to landfills.

Emergency Response Plan

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

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

Operational Guidelines

Exhibitor Services (exclusive)

The exclusive services are: utilities, cleaning, public safety, telecommunications (showNets), labor, catering/food service (Levy), technical services. The DLCC's Customer Services Department handles and processes all exhibitor service orders. An information page will be provided for the exhibitor kit to inform exhibitors of these services and where they can locate the link to order. All services can be ordered through the [DLCC website](#) portal.

A service desk will be set alongside the service contractors service desk. Please allocate a 10' by 10' space in the same area for our service desk. The DLCC's service desk hours will be established with show management but are typically the same hours as exhibitor move in and 1 hour prior to show opening each day. If the show is a heavy utility show, the hours will stretch over exhibit hours as well. Your Event Manager will establish working hours with you and show management.

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 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 exhibiting in pre-function areas, a visqueen path must be used to get the car(s) from the loading dock/freight elevator to display area. The car must also have carpet tiles placed under each tire

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
- A 20BC fire extinguisher or an approved automatic extinguishing system must be displayed in their booth
- No Styrofoam may be used to distribute food items

Diesel operated refrigerator trucks are not permitted on the loading dock due to the loading docks being an enclosed area. Only electric refrigerator trucks are approved for use.

The exhibit 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 designated 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, hazers/fog machines, aerosol cans with flammable propellants, flammable liquid pressure vessels and

Operational Guidelines

Fire and Safety Requirements (cont)

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.

The use of drones is not permitted within the facility.

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

A Fire Watch is required, if the booth is 300 square foot or more of covered area. This applies to exhibits with an occupied second level exceeding 300 square foot, or a covered booth. The watch is ordered at least 2 weeks prior to move-in date through the [DLCC Exhibitor Services portal](#).

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

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

Floor 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

Operational Guidelines

Floor Plan Information (cont)

- 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

1st level:

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

2nd level:

- Floor ports are located on a 30x30 grid
- Each floor port includes a water supply (¾” male quick coupler), air supply (3/4” male quick coupler), plumbing drain (4” iron drain with dome strainer), (2) 20 amp GFI duplex receptacles, (3) breakers, (1) 30 amp 120/208 3ph/4p/5w receptacle and (1) breaker, (1) 100 amp 120/280 3ph/4p/5w power receptacle, 4 RJ-45 jacks for telephone and internet connections, (1) jack for microphone/audio visual
- High power available from overhead bus ducts, east side of Hall A, west side of Hall C

Ballroom ABC:

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

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 Facilities 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 Facilities 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.

Operational Guidelines

Floor Weight Loads (cont)

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.

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.

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' foot print. 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.

33,600 lbs. divided by 350 lbs. / sq. ft. equals 96 sq. ft.

This equipment must now 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:

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.

96 sq. ft. divided by 4 contact points equals 24 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.

Operational Guidelines

Floor Weight Loads (cont)

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.

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.

See Lift Regulations for additional information

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. See DLCC website for current [labor rates](#).

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

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

Lift Regulations

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

Levels 1 & 2

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

Level 3

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

Operational Guidelines

Lift Regulations (cont)

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

- Equipment with design loads per wheel greater than 1,400 pounds must always maintain a clear distance of at least 6' beyond the area bounded by the wheels. Up to 2 personnel can be with in the clear distance if required for operations
- Booms/baskets of aerial lifts can be positioned next to each other as long as clear distance of 6' is maintained at the base
- Four-wheeled scissor lifts, carts and similar equipment with design loads per wheel less than 1,400 pounds can be located within 6' of each other
- Equipment is not to be used in such that any individual wheel is located in alcoves or within 2' of the perimeter walls
- Equipment with a gross weight (machine weight plus payload) less than 10,000 pounds with conventional four-wheel layouts, regardless of track or wheelbase dimensions, is acceptable
- Equipment with any of the following parameters must be reviewed by a licensed engineer and approved by the DLCC Director of Facilities
 - Total gross weight in excess of 10,000 pounds
 - Single wheel loads in excess of 5,000 pounds
 - Equipment with non-conventional wheel layouts (ie: three-wheel forklift, wheelbase or track less than 2 feet, tire footprints less than 4 inches by 4 inches)

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 designated POV Lane, as specified by your show 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 labor hired 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 and may be carried in at any time. Material handling equipment (dollies & carts) are not permitted. If the use of a personal 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.

Operational Guidelines

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 daily pass will be provided to you that will be required to be displayed on the dashboard. If you do not have this pass to show to the security guard upon entering the dock, you will not be permitted to park and will be redirected to the DLCC parking garage or another garage nearby.

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

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

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

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

There is a 3.3% grade on loading dock bays.

The following loading dock bays are equipped with dock levelers:

First level: #102, 104, 105, 107

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

11th Street Docks: #M3, M4

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

Podium Signs

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

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

Operational Guidelines

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 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 designated 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. When exhibits are in the Spirit of Pittsburgh Ballroom, all empties must be returned to the trailer or stored in the loading dock, if bays are available.

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.

Operational Guidelines

Sustainability (cont)

To assist our sustainability efforts, 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 online, 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 exhibit 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 you 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.

Operational Guidelines

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 two weeks prior to the first move in date of your event.

CARPENTERS/FLOOR COVERS/BANNER RIGGERS – Keystone + Mountain + Lakes Regional Council of Carpenters - Local #432, 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 - Local #5– 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 2 weeks prior to the first move-in date of your event.

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

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

Work Rules

The DLCC Staff 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 exhibitors company 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 without use of material handling equipment. This does not include briefcases or luggage, which may be carried in at any time
- 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
- Any AV equipment that is rented to an exhibitor by a decorator is not covered under this provision.

Rules & Regulations

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

1. Any alteration or activity that could leave lasting effects or damages to the Center is prohibited
2. Show Management and the Service Contractor will do a walk-through inspection with the Event Manager on the 1st move in day and the last move out day for damages to the facility. Show Management will be invoiced for any damages incurred during move In, show, and move Out days
3. All Center equipment (i.e. forklifts, scissor lifts, pallet jacks, or any type of cart) are not for loan or use by subcontractors
4. All operators of forklifts, scissor lifts, boom lifts, or other mechanized vehicles are required to have all appropriate certifications. In addition, all safety harnesses required by boom lifts must be provided by the service contractor
5. Equipment and materials must not be leaned or placed against walls, any painted services and artwork. Reasonable distance and care should be maintained at all times
6. The use of nails, staples, tacks, tape, etc. is prohibited on walls, air-walls, columns, and ceilings. Holes may not be drilled, cored, or punched into any surface of the Center. Show Management will be charged for all repair expenses
7. Escalators and passenger elevators are provided for the use of the general public and may not be blocked or used to transport equipment or freight
8. The usage space is to be returned in the same condition it was received. This includes, but is not limited to the removal of all marking and carpet tape and tape residue on exhibit floors
9. A fire watch is mandatory when smoke, haze 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"
 - o 4' in front of floor box and From wall: 12'3" and 12'6" (due to angle of wall)
- Airwall panels – 4' each
- Airwall doors – 5'8" wide x 8'6" high
- Back service hallway width – 19'1"
- Concourse ceiling height – 16'
- Hall A passenger elevator – 6'8" wide x 11'2" deep x 8'5" high; max weight load: 8,000 lbs.
- Hall A freight elevator – 7'6" wide x 13'1" deep x 9' high; max weight load: 12,000lbs
- Width between Hall A elevators: 22'7"
- Steps from Level 2 to Level 3 – 3 sets of 15 steps. Stair width is 52 ¼" wide x 6 ½" high
- Pillars in concourse: 3' wide. Angle from bench to ceiling is 20' 5". Inside upright of pillar to ceiling is 14' 5", outside upright from floor to ceiling is 16' 1"

Level 3

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

Appendix

SAMPLE

CERTIFICATE OF INSURANCE				DATE (MM/DD/YY)	
PRODUCER YOUR INSURANCE COMPANY NAME/PHONE NUMBER OF CONTACT PERSON		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. This CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
CODE SUB-CODE INSURED YOUR COMPANY NAME AND ADDRESS		COMPANIES AFFORDING COVERAGE			
		COMPANY LETTER	A		
		COMPANY LETTER	B SAMPLE		
		COMPANY LETTER	C		
		COMPANY LETTER	D		
		COMPANY LETTER	E		
COVERAGES THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THIS INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INST LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	ALL LIMITS IN THOUSANDS
	GENERAL LIABILITY	SAMPLE	YOUR EFFECTIVE DATES		GENERAL AGGREGATE \$1,000
X	COMMERCIAL GENERAL LIABILITY				PRODUCTS-COM-OPS AGGREGATE \$1,000
	CLAIMS MADE ☒ OCCUR				PERSONAL & ADVERTISING INJURY \$1,000
	OWNERS' & CONTRACTORS' PROT.				EACH OCCURRENCE \$1,000
					FIRE & DAMAGE (Any one fire) \$50
					MEDICAL EXPENSE (Any one person) \$5
	AUTOMOBILE LIABILITY	SAMPLE			COMBINED SINGLE \$1,000
	ANY AUTO				LIMIT
X	ALL OWNED AUTOS				BODILY INJURY \$
	SCHEDULED AUTOS				(Per person)
X	HIRED AUTOS				BODILY INJURY \$
	NON-OWNED AUTOS				(Per accident)
	GARAGE LIABILITY	PROPERTY DAMAGE \$			
	EXCESS LIABILITY				EACH OCCURRENCE \$
	UMBRELLA FORM				AGGREGATE \$
	OTHER THAN UMBRELLA FORM				
X	WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY	SAMPLE			STATUTORY \$ 1,000 (EACH ACCIDENT) \$ (DISEASE - POLICY LIMIT) \$ (DISEASE - EACH EMPLOYEE)
	OTHER				
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

CANCELLATION

SMG/ DAVID L. LAWRENCE CONVENTION CENTER 1000 FT. DUQUESNE BOULEVARD PITTSBURGH, PA 15222	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OF LIABILITY OR ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE
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Appendix

Sustainability at the DLCC

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

We know Sustainability. The David L. Lawrence Convention Center was awarded by the US Green Building Council with Gold (new construction) and 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, example materials that can be donated.

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

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

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

Good Practices

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

Materials to Avoid

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

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

Appendix

REQUEST FOR MARSHALLING YARD



DAVID L. LAWRENCE
CONVENTION CENTER
PITTSBURGH

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.

(PLEASE PRINT)

Name of Event		Event Date
Company Name	Phone #	Fax #
Address	City/State	Zip Code
E-mail Address		
Requested By	Signature	Date of Request

THE MARSHALLING YARD IS NEEDED FOR THE FOLLOWING TIMES:

Date of Use	Times (Hours) of Use
During Move-in	
During Show	
During Move-out	
Additional Dates	



Appendix

REQUEST FOR DECORATOR INFORMATION



DAVID L. LAWRENCE
CONVENTION CENTER
PITTSBURGH

Decorator Information is to be sent to the Event Manager fourteen (14) business days prior to the move-in date

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

** If no, please fax to your Event Manager with this form*

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, 208)

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:

Exhibitor Services Department, David L. Lawrence Convention Center
1000 Fort Duquesne Blvd. Pittsburgh, PA 15222, Phone: (412) 325-6102, Fax: (412) 325-6009, exhibitorservices@pittsburghcc.com



Appendix

REQUEST FOR DECORATOR INFORMATION (CONT'D)



DAVID L. LAWRENCE
CONVENTION CENTER
PITTSBURGH

PRODUCTION SCHEDULE

Decorator Move-in Schedule

Exhibitor Move-in Schedule

[Show / Exhibits Open Schedule](#)

Exhibitor Move-out Schedule

Decorator Move-out Schedule

LABOR INFORMATION

[illegible]

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) 325-6009, exhibitorservices@pittsburghcc.com



Appendix

REQUEST FOR DECORATOR INFORMATION (CONT'D)



DAVID L. LAWRENCE
CONVENTION CENTER
PITTSBURGH

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.

Day	Date	Start Time	End Time	# of Union Personnel

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) 325-6009, exhibitorservices@pittsburghcc.com





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