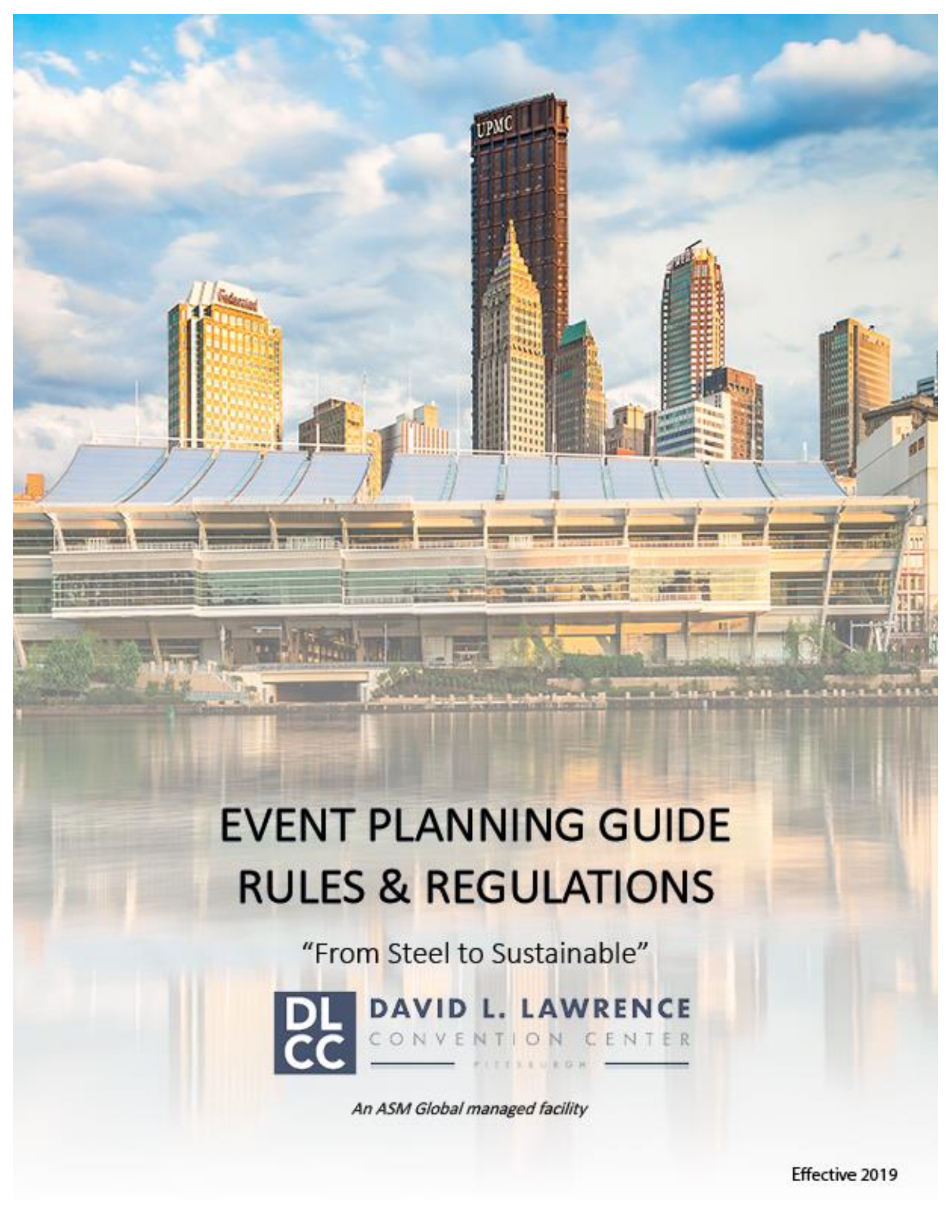




# EVENT PLANNING GUIDE RULES & REGULATIONS

“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 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*

## Table of Contents

|                                                             |    |
|-------------------------------------------------------------|----|
| FACILITY OVERVIEW .....                                     | 6  |
| Driving Directions from: .....                              | 7  |
| OPERATIONAL GUIDELINES .....                                | 8  |
| Abandoned Property.....                                     | 8  |
| American with Disabilities Act (ADA) .....                  | 8  |
| Audio Visual Services (non-exclusive/exclusive) .....       | 8  |
| Box Office Procedures (exclusive) .....                     | 8  |
| Business Center .....                                       | 9  |
| Catering/Food Service (exclusive) .....                     | 9  |
| Cleaning (Booth / Show / Housekeeping) (exclusive).....     | 10 |
| Coat / Bag Check (exclusive).....                           | 10 |
| Crate Storage .....                                         | 11 |
| Dollar Bank Regional Showcase.....                          | 11 |
| Donating Items .....                                        | 11 |
| Electrical / Utilities (exclusive).....                     | 11 |
| Engineering / Utilities (exclusive) .....                   | 11 |
| Emergency Response Plan .....                               | 11 |
| Exhibitor Services (exclusive) .....                        | 12 |
| Fire and Safety Requirement.....                            | 12 |
| Fire Alarm System .....                                     | 13 |
| Floor Load Limitations .....                                | 14 |
| Food Service (exclusive) .....                              | 14 |
| Freight Deliveries.....                                     | 14 |
| Helium Balloons, Stickers and Decals .....                  | 15 |
| How to Make Your Event More “Green” .....                   | 15 |
| HVAC / Utilities (exclusive) .....                          | 15 |
| Insurance .....                                             | 15 |
| Internet and Telecom (exclusive).....                       | 15 |
| Keys and Lock Changes.....                                  | 16 |
| Labor / Unions .....                                        | 16 |
| Levy Convention Centers (exclusive).....                    | 17 |
| Lost Child Procedures .....                                 | 17 |
| Lost and Found Items.....                                   | 17 |
| Marshalling Yard.....                                       | 17 |
| Material Handling / Personal Owned Vehicle (POV) Lane ..... | 17 |
| Mothers’ Room .....                                         | 18 |
| Parking .....                                               | 18 |
| Permits / Taxes .....                                       | 18 |
| Podium Signs .....                                          | 18 |
| Public Address System (PA).....                             | 18 |
| Public Safety / Security.....                               | 19 |
| Pyrotechnics.....                                           | 20 |
| Recycling / Green.....                                      | 20 |

|                                                                       |    |
|-----------------------------------------------------------------------|----|
| Rigging – Service Contractor .....                                    | 20 |
| Rigging – Audio Visual (exclusive).....                               | 20 |
| Room Sets.....                                                        | 22 |
| Sampling Policy for Food & Beverage (see Catering/Food Services ..... | 23 |
| Screening of Patrons .....                                            | 23 |
| Service Animals.....                                                  | 24 |
| Service Order Forms .....                                             | 24 |
| Signage, Banners, Rigging and Hanging .....                           | 24 |
| showNets (exclusive).....                                             | 25 |
| Smoking / Vaping Policy .....                                         | 25 |
| Sponsorship Opportunities .....                                       | 25 |
| Staff Directory.....                                                  | 25 |
| Technical Services (exclusive).....                                   | 25 |
| Utility Boxes.....                                                    | 26 |
| RULES AND REGULATIONS .....                                           | 27 |
| 1. Included Services.....                                             | 27 |
| 2. Additional Services .....                                          | 27 |
| 3. Licenses or Permits .....                                          | 28 |
| 4. Access by Licenser .....                                           | 28 |
| 5. Identification .....                                               | 28 |
| 6. Scheduling .....                                                   | 28 |
| 7. Meeting Room Set-Up .....                                          | 28 |
| 8. Defacement of Property.....                                        | 29 |
| 9. Signs and Posters .....                                            | 29 |
| 10. Forklifts, Scooters, Etc .....                                    | 29 |
| 11. Floor Marking.....                                                | 29 |
| 12. Rug Tape.....                                                     | 29 |
| 13. Hanging Objects .....                                             | 29 |
| 14. Contractor Vehicle Parking .....                                  | 30 |
| 15. Fuel Operated Vehicle Displays .....                              | 30 |
| 16. Cooking Operations .....                                          | 30 |
| 17. Flammable Materials.....                                          | 30 |
| 18. Public Safety.....                                                | 30 |
| 19. Police, Security, and Emergency Technician Policy .....           | 30 |
| 20. Property of Licenser .....                                        | 31 |
| 21. Property of Licensee .....                                        | 31 |
| 22. Objectionable Persons.....                                        | 31 |
| 23. Attendance Capacity.....                                          | 31 |
| 24. Evacuation of Facility .....                                      | 31 |
| 25. Designated Entrance .....                                         | 32 |
| 26. Lost Articles .....                                               | 32 |
| 27. Tours .....                                                       | 32 |
| 28. Announcements.....                                                | 32 |
| 29. Advance Deliveries .....                                          | 32 |
| 30. Parking .....                                                     | 32 |

|               |                                                  |    |
|---------------|--------------------------------------------------|----|
| 31.           | Advertising .....                                | 32 |
| 32.           | Copyrights and Proprietary Material. ....        | 32 |
| 33.           | Solicitations.....                               | 33 |
| 34.           | Independent Exhibitor-Appointed Contractors..... | 33 |
| 35.           | Smoking and Vaping Policy .....                  | 33 |
| 36.           | Tickets .....                                    | 33 |
| 37.           | Discharge of Mechanics and Other Liens.....      | 34 |
| 38.           | Restriction of Licensee's Activities .....       | 34 |
| APPENDIX..... |                                                  | 36 |
|               | Sample Certificate of Insurance.....             | 36 |
|               | Sustainability at the DLCC.....                  | 37 |

# FACILITY OVERVIEW

|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ADDRESS</b>                        | 1000 Ft. Duquesne Blvd., Pittsburgh PA USA 15222<br>412-565-6000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>WEBSITE</b>                        | <a href="#">David L. Lawrence Convention Center</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>TIME ZONE</b>                      | Eastern Standard Time                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>AIRPORT</b>                        | Pittsburgh International (PIT)<br>Located 18 miles (22 minutes) from the DLCC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>LOCATION</b>                       | Downtown Pittsburgh PA on 7.9 acres of land located on the south shore of the Allegheny River, adjacent to The Cultural District and The Strip District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>LATITUDE</b>                       | 40°26' N                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>LONGITUDE</b>                      | 79°59' N                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>ALTITUDE</b>                       | 770 ft. / 234 m                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>US GREEN BUILDING LEED® RATING</b> | Gold (new construction) and Platinum (existing building –EBOM)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>GRAND OPENING</b>                  | September 2003                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>OWNER</b>                          | <a href="#">Sports &amp; Exhibition Authority of Pittsburgh Allegheny Count (SEA)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>PRIVATE MANAGEMENT COMPANY</b>     | <a href="#">ASM Global</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>ARCHITECT</b>                      | <a href="#">Rafael Vinoly Architects P.C.</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>SIZE</b>                           | 1.5 million sq. ft.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>FEATURES INCLUDE</b>               | 313,400 sq. ft. of exhibit space (236,000 sf. column-free)<br>60,000 sq. ft. of pre-function space overlooking the Allegheny River<br>40,000 sq. ft. of rooftop terrace, North Terrace<br>31,600 sq. ft. of open ballroom space, Spirit of Pittsburgh Ballroom<br>700 indoor parking spaces with 8'1" clearance<br>53 meeting rooms including (2) 250-seat lecture halls<br>37 covered loading areas: (32) docks, (5) drive-in ramps                                                                                                                                                                                                                                                 |
| <b>FLOOR PLAN SUMMARY</b>             | <b>1<sup>st</sup> level:</b> Parking garage entrances (2), bus drop off areas (2), Water Feature, Riverfront Plaza, East Lobby, West Lobby, Halls DE, concession stands (2), show offices (2), loading docks (8), drive-in ramps (2)<br><b>2<sup>nd</sup> level:</b> Concourse, Halls ABC, concession stands (4), show offices (3), loading docks (24), drive-in ramps (3)<br><b>3<sup>rd</sup> level:</b> Meeting rooms (38), Spirit of Pittsburgh Ballroom, Kitchen, Noresco Riverside Terrace, South Terrace (Green Roof), Skywalk entrance from the Westin Convention Center Hotel<br><b>4<sup>th</sup> level:</b> Meeting rooms (13), 250-seat lecture halls (2), North Terrace |

## SERVICE PARTNERS



## DIRECTIONS

### Driving Directions from:

#### PITTSBURGH INTERNATIONAL AIRPORT

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

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

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

#### WEST / PA TURNPIKE (RT. 76)

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

#### NORTH

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

#### SOUTH

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

#### LOADING DOCK ENTRANCE

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

US Location to Pittsburgh:

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

# OPERATIONAL GUIDELINES

## Abandoned Property

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

## American with Disabilities Act (ADA)

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

## Audio Visual Services (non-exclusive/exclusive)

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

## Box Office Procedures (exclusive)

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

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

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

# OPERATIONAL GUIDELINES

**STAFFING BOX OFFICE** – Consists of a 4-hour minimum of at least one ticket seller, ticket taker, and a City of Pittsburgh off-duty police officer. To handle and organize the cash, ticket sellers and police are scheduled starting one hour before the event. Ticket takers are scheduled starting at least ½ hour before the event but recommend 1 hour to check exhibitors as they enter the show floor.

Staffing levels are to be coordinated between the DLCC finance department and show promoter.

## Business Center

The DLCC does not operate a business center but one can be arranged. For more information, please ask your Event Manager.

The closest business center is located one block from the DLCC at 960 Penn Avenue. For additional information, please call the local FedEx branch at 412-391-2014.

## Catering/Food Service (exclusive)

Levy Convention Centers is the exclusive Food and Beverage provider for all of the David L. Lawrence Convention Center's catered events and concession sales, including the sale of alcoholic and non-alcoholic beverages. Therefore, no outside food or beverage is allowed into the building without the consent of Levy. Your Levy Catering Manager is happy to discuss all of the available menu options with you.

Levy at the DLCC offers the highest quality food, beverage, and guest service within the first certified "green" convention center in the US. We offer conventioners a restaurant-quality experience in a CC environment while far surpassing their expectations.

For exhibitors and organizations wishing to sell and/or distribute samples, please refer to the Levy Exhibitor Policy. Your Catering Manager can go over the policy in full detail.

Food vendors are NOT permitted to exhibit or sell at the DLCC unless approved by Levy. It is the responsibility of Show Management to discuss all potential food vendors with Levy before allowing the vendor into their show. In addition, a complete list of all exhibitors is required from Show Management at least 30 days prior to the show opening. If a food vendor arrives onsite to exhibit at an event and has not received permission from Levy, the exhibitor will not be permitted to move in.

Restaurant Services are available on the show floor based on the attendance and location of your event. When laying out your booth space, please consider arranging a food court or table seating areas to meet the needs of your attendees adequately.

We encourage you to contact your Levy Catering Manager to start planning any of your food and beverage needs. As your single source for planning food service needs, your catering

# OPERATIONAL GUIDELINES

manager should be included in your site tour to provide valuable information on the possibilities available.

## **Cleaning (Booth / Show / Housekeeping) (exclusive)**

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

Show cleaning is a daily fee and is calculated as follows:

Trade show in exhibit halls, pre-function space, meeting rooms or Spirit of Pittsburgh Ballroom;  
Based on the total square footage of all aisles, cross aisles, poster board space, entrance of hall, etc. Food and beverage seating will not be calculated into the show cleaning costs.

Sporting and Gaming Events (sport court events, cheerleading, 'Cons and dancing)

Calculated on staffing levels required to have show floor open, maintained throughout the day and cleaned at end of day to be ready. These hours will be established with your Event Manager. A typical day would be calculated as 1 hour prior to show opening to 2 hours post show and staffing is based on amount of space in use.

General Sessions

A daily show cleaning fee is not applied to general sessions. If a general session chooses to use confetti or streamers, a labor fee and lift fee (when applicable) will be applied based on time it will take to clean up. The use of confetti or streamers must be approved in advance.

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

## **Coat / Bag Check (exclusive)**

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

# OPERATIONAL GUIDELINES

Anything left at close of show / last day is considered abandoned material.

## 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.

## Dollar Bank Regional Showcase

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

## 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. This will help to prevent items from going to a landfill and/or providing items to persons and organizations of need.

## Electrical / Utilities (exclusive)

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

## Engineering / Utilities (exclusive)

Our Engineering Department ensures that the heating, ventilating, air conditioning, and other critical building systems work for your comfort and safety during event hours. If there is a request for utilities during a move in, move out, or non-operating hours, a per hour utility fee will be applied. Please speak with your Event Manager.

## 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

# OPERATIONAL GUIDELINES

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 office is staffed 24 hours a day.

## Exhibitor Services (exclusive)

The exclusive services are: utilities, cleaning, public safety, telecommunications (ShowNets), labor, catering/food service (Levy), technical services, coat check, and box office. The DLCC's Customer Services Department handles and processes all exhibitor service orders. The forms are included in your exhibitor kit. If your event requires a service desk; the desk will be set alongside your show management's service desk. The DLCC's service desk hours will be manned coordinating times with your Event Manager.

Although the DLCC is a union facility, exhibitors are able to:

- Full-time employees of the exhibiting company may crate, uncrate, install & dismantle, including floor covering for booths 400 sq. ft. or smaller. They may use battery powered hand tools
- Install custom fit, logo skirting on booths tables
- Plug/unplug and turn on/off small (120v) equipment and products
- Wipe down, clean products and equipment
- unload and load materials from cargo van size vehicles or smaller, within the POV area, with no trip restrictions and the use of their own 4-wheel cart or smaller. May not use motorized equipment
- Full time employees of the exhibiting company may clean their own booth, regardless of booth size, with their own equipment.

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

## 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 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

# OPERATIONAL GUIDELINES

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
- 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 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 s/f or more of covered area. This applies to exhibits with an occupied second level exceeding 300 s/f, or a covered booth. The watch is ordered at least 2 weeks prior to move-in date through the DLCC Exhibitor Services portal.

<http://www.pittsburghcc.com/exhibitors/exhibitor-services/>

## 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

# OPERATIONAL GUIDELINES

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 Dir. of Operations and a Steamfitter present during the test.

## Floor Load Limitations

Halls ABCDE's floor load capacity is 350 lbs. per sq. ft. live load. The concourse and meeting rooms are 100 lbs. per sq. ft. live load. The Spirit of Pittsburgh Ballroom floor load capacity is 150 lbs. per sq. ft. live load.

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 350 lb./sq. ft. loading capacity of the Exhibit Hall floor.

When equipment is displayed that exceeds the above weight loads, steel plates must be added for weight distribution. To help with calculations, please see Service Contractor Guide or have exhibitors send their display specs to Exhibitor Services. Exhibitor Services will work with the Director of Engineering in calculations to see if steel plates are required. Steel plates can be ordered through our exhibitor services portal on our website.

<http://www.pittsburghcc.com/exhibitors/exhibitor-services/>

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

## Food Service (exclusive)

Levy Convention Centers is the exclusive Food and Beverage provide for Catered Events and Concession Sales. See Catering/Food Services.

## Freight Deliveries

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

## OPERATIONAL GUIDELINES

**NON-EXHIBITOR:** If materials are being shipped directly to the Center, please make arrangements through your Event Manager. You will need to supply your EM with tracking numbers and quantity of items shipped.

### Helium Balloons, Stickers and Decals

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

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

### How to Make Your Event More “Green”

See appendix

### HVAC / Utilities (exclusive)

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

### Insurance

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

### Internet and Telecom (exclusive)

showNets is our exclusive internet/telecommunications provider. The DLCC is equipped to provide various internet and networking needs in the meeting rooms, exhibit halls, and lobby areas including Wi-Fi. Our specifications are: 1Gb circuit internet access with a DS3 back-up from (2) separate bandwidth providers, fiber optic backbone network, multi-mode fiber and CAT6 (Copper) cabling, custom built data networks, complete phone systems, video/audio/MATV distribution, video conference, and wireless internet. Show management wireless connectivity sponsorships are available per event. To place an order, see <https://shows.shownets.net/>

showNets is our exclusive internet/telecommunications service provider. Internet connectivity including Wi-Fi, networking and telecommunication services are available throughout the

# OPERATIONAL GUIDELINES

facility's meeting rooms, exhibit halls, and lobby areas. Analog and digital lines are available in conjunction with telephone handsets and speakerphones for your telecommunication needs. Every order is installed and billed per order specifications. See showNet's service order forms.

## Keys and Lock Changes

Keys are provided to Licensee for the offices and meeting rooms upon request. If you require a higher level of security, the cores can be changed at an additional cost. Please see <http://www.pittsburghcc.com/planners/> for current pricing. The only time any DLCC staff would enter re-cored rooms would be in case of emergency. A member of senior staff would be present and Licensee would be notified. A cleaning and food service delivery schedule for this room will be arranged with your Event Manager.

## Labor / Unions

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

**TEAMSTERS (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.

# OPERATIONAL GUIDELINES

## Levy Convention Centers (exclusive)

Levy Convention Centers (<http://www.levyrestaurants.com>), is the exclusive Food and Beverage provider for catered events and concession sales. See Catering/Food services for more detail.

## Lost Child Procedures

If your event is a family event and includes children as part of your attendance, please plan on a set location for lost children or parents to reunite. Advise your Event Manager in advance of the selected location. In the event of show management encountering a parent or lost child, please contact the closest security officer or your event manager who can contact the security supervisor on duty or call Security Control at 412-325-6193. Security is trained in DLCC lost child procedures and will act accordingly.

## Lost and Found Items

Each event has the option to operate their own lost and found area or the DLCC's security control office will hold all items. The DLCC will hold onto lost and found items for 30 days. If unclaimed after 30 days, the DLCC will discard or donate items.

## Marshalling Yard

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

## Material Handling / Personal Owned Vehicle (POV) Lane

### 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 10<sup>th</sup> 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
- 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 10<sup>TH</sup> STREET OR WESTIN HOTEL** – Exhibitors and speakers are permitted to hand-carry materials. Briefcases and/or luggage are not considered hand-carry material. Material handling equipment (dollies & carts) are not permitted. If the use of a dolly or cart is needed, the exhibitor must unload in the loading dock area using the POV Lane. The

# OPERATIONAL GUIDELINES

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.

## Mothers' Room

A mothers' room is available on the 2<sup>nd</sup> level of the DLCC. A phone is provided at the entrance to the room to have a security guard come to unlock the room. To protect the privacy of the individuals using this room, keys will not be provided.

## Parking

Approximately 12,000 parking spaces are available within a 15-minute walk of the DLCC. A 700-space parking garage is located in the DLCC (10<sup>th</sup> & Penn Ave.) and managed by Alco Parking Corporation. A real time parking availability app is available and can be viewed on [www.parkpgh.org](http://www.parkpgh.org).

## Permits / Taxes

Allegheny County Sales tax is 7%. This tax is placed on products sold and is collected by the PA Dept. of Revenue. You will need to remit the sales tax to the PA Dept. of Revenue. The link for sales tax information is [www.revenue.pa.gov](http://www.revenue.pa.gov). If your event has individual organizations selling goods/service a permit will be required and is applied to businesses engaging in sales within the City of Pittsburgh at an annual rate. Please see your event manager for current rates and City forms.

City of Pittsburgh permits are required based on event type. If your event operates a box office, an Amusement Permit is required. If your event has ten (10) or more vendors selling items on the floor, a Trade Fair Permit is Required. To obtain either permit, please see your Event Manager for forms and current rates.

All permits are to be submitted to the City of Pittsburgh directly and not through the DLCC.

## 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/>

## Public Address System (PA)

A public address system is available in Halls ABCDE. One wired paging mic will be provided at no charge and will be installed in your show office. If your event is on the meeting room levels, please work with your Event Manager on the appropriate zones for making announcements. In

# OPERATIONAL GUIDELINES

the event of an emergency, the DLCC will override and control the PA system until an 'all-clear' is issued by DLCC management.

## Public Safety / Security

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

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

**EVENT STAFF** includes show event staff, overnight security, badge checkers, and loading dock coverage. Staffing is required on the loading dock during move-in and move-out hours. It is recommended for badge checking at your exhibit entrance and overnight coverage in the exhibit hall and registration.

The Center holds the right to enforce staffing security officers, police, or medics at the cost of the show management based on demographics and/or type of event to ensure the safety of all attendees within the Center.

**EMERGENCY MEDICAL TECHNICIANS** Two (2) City of Pittsburgh EMT's and an ambulance are required if your anticipated attendance is more than 5,000 people or a need is identified by your Event Manager. Shift hours are scheduled ½ hour prior to show hours to ½ hour after show hours. Staffing arrangements are made with our Security Manager or Event Manager. It is recommended to establish these hours early. The City of Pittsburgh applies a higher hourly rate when scheduled within 30 days of the event. The EMTs are staged in our First Aid Room, located on the second level behind Hall B. If you choose to relocate the medics to another portion of the building, a private area must be set up to protect the patient privacy. This can be as simple as a 10x10 pipe and draped space.

It is recommended, but not required, to staff two (2) medics and an ambulance on sporting events to allow for immediate care of an athlete or attendee.

The City of Pittsburgh's Public Safety Department reserves the sole right to add more EMTs or require EMTs for specific events based on the event type and number of attendees.

**POLICE** are required during box office operations and in street traffic control situations. If your event requires an armed officer, your Event Manager would schedule a uniformed, Law Enforcement Officer. These are the only armed security personnel permitted within the DLCC. Also, Pittsburgh Port Authority, Allegheny Co. Sheriff's Dept or other designated Law Enforcement are the only officials permitted to direct traffic on city streets.

# OPERATIONAL GUIDELINES

## Pyrotechnics

The use of pyrotechnics is not permitted.

## Recycling / Green

The David L. Lawrence Convention Center was awarded by the US Green Building Council with a Gold (new construction) and Platinum (existing building – EBOM) levels, LEED (Leadership in Energy and Environmental Design) Certification. The convention center practices energy, lighting and water efficiencies, indoor air quality monitoring, various recycling programs, water reclamation, and green product use. Take a few minutes to learn more about what you can do to increase the DLCC's green efficiencies <http://www.pittsburghhcc.com/planners/sustainable-event-tips/> during your event.

## Rigging – Service Contractor

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

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

Halls DE points vary and are not set on a specific grid. Their weight limit is also 3,000 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.

## Rigging – Audio Visual (exclusive)

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

To assist in your planning process, please see below for guidelines and requirements.

Equipment supplied by TREP includes:

- Chain hoists per layout print
- High side hardware (steel, burlap, shackles, etc.) as necessary
- Low side hardware (GAC slings, span sets, lifting points, safeties, shackles, etc.) as necessary
- All necessary power distribution and cable

# OPERATIONAL GUIDELINES

- Static cable pick hardware as necessary
- Competitive truss pricing and fixture packages included for all rigging clients
- If all AV rentals are through TREP, lifts are included at no cost. If AV services are with a different provider, one scissors or boom lift will be provided for motor install/dismantle. If lift needs fall to additional days, appropriate lift rental rates will apply.

## When submitting your rigging request to TREP

- A Rigging Services Request form must be submitted with a scaled rigging plot 30 days prior to load in to avoid late fees
- Rigging plots to contain all flown equipment in addition to a reflective ceiling plan with hang-points and point loads
- Any rigging plot that does not meet the rigging requirements of the DLCC will need to be re-submitted or drawn by our designers for a pre-paid fee
- All drawings are to be received electronically as a DWG and PDF
- Maximum standard point load may not exceed 1,600 lbs. without written consent from TREP
- A TREP rigging manager will be present to supervise installation
- Due to the unique design of the DLCC, only the existing rigging points in Halls A, B, C, D and E may be used
- No rigging is allowed from the airwall tracks
- Additional weight cannot be applied to flown equipment after TREP's final approval of install
- Based on the information submitted, TREP will determine the number of riggers needed for install and dismantle
- TREP will supervise all connections to the ceiling and assist your staff in attaching those connections to your truss and equipment
- TREP will provide a labor estimate for install and dismantle. The labor calls will be submitted to the Event Manager assigned to your event. The invoicing of the labor will also be through the Event Manager/DLCC
- TREP will advise of power requirements for operating of rigging structure(s). Please advise your Event Manager of the power requirements. The EM will invoice for all utilities.

## When submitting your rigging requests to TREP

- A certificate of insurance is to be provided to TREP, naming them as additional insured for 5 million dollars
- The TREP rigging contract is to be signed and submitted with full payment prior to load in.

## Rigging equipment guidelines

- All equipment and materials flown must pass ANSI guidelines and be approved

# OPERATIONAL GUIDELINES

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

## Room Sets

Meeting rooms:

A one-time event set up is included with the rental of each meeting room. Choice of set (theatre style, classroom style, hollow square, conference style, u-shape, or banquet)

This includes:

- One-time room set of tables (plain, not draped or skirted)
- Podium
- Two (2) 6'x8' risers with skirting
- Head table for 4
- Registration table
- Material table
- One (1) 20 amp
- House lighting and ventilation during event hours

Spirit of Pittsburgh Ballroom (non-exhibit areas only)

A one-time event set up is included with the rental of each ballroom. Choice of set (theater style, classroom style, hollow square, conference style, u-shape, or banquet)

This includes:

- One-time room set of tables (plain, not draped or skirted)
- Podium
- Six (6) 6'x8' risers with skirting
- Five (5) topped and skirted tables
- Head table for 8
- Two (2) registration tables
- Two (2) material tables
- 24x24 dance floor
- One (1) 20 amp
- House lighting and ventilation during event hours

Any additional equipment and room turnovers are subject to additional fees.

<http://www.pittsburghcc.com/planners/> Licensed meeting rooms will be refreshed once daily at no charge. For more information, discuss with your Event Manager.

Comfortable capacities for each meeting room are located in the Flexible Workbook

<http://www.pittsburghcc.com/planners/> . Based on your event's room set, equipment rental and/or set labor charges may apply. Your Event Manager will advise of any additional charges.

# OPERATIONAL GUIDELINES

Your Event Manager will provide room diagrams based on your event specs. The DLCC uses Social Tables to create these diagrams. You can be added to the event folder set up in Social Tables to have hands on access to the diagrams and work within the room sets in conjunction with your Event Manager. There are some useful tools set up in Social Tables for meeting planners. To discuss these tools, please talk with your Event Manager.

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

### Screening of Patrons

Patrons should be made aware, prior to purchase, that they will be searched before entering the venue or licensed space and failure to allow screening will result in denial of entry. The language must be clearly stated and made available. Options include:

- Signs: Signs that explain which items are prohibited in the licensed space will reduce patron confusion and expedite entry. Signs can also communicate that the screening process is in effect to help prepare attendees
- Websites: Posting screening requirements on your website will help ensure patrons are aware of screening procedures before they arrive
- Tickets: Messaging on tickets can state, “all patrons are subject to search”
- Periodic Announcements: Announcements made over your PA system or by greeters can inform patrons of basic security procedures and which items are restricted or prohibited
- Social Media: Use social media pages to raise awareness about entry screening

Item Descriptions: Items that are not permitted in your licensed space can be categorized as illegal, prohibited and suspicious:

- Illegal items are items that are illegal at the city, county, State and Federal level and therefore prohibited in your licensed space (i.e.: explosives, narcotics or drug paraphernalia)
- Prohibited items are items that may be legal to possess outside of the licensed space, but are specifically prohibited within your licensed space either because of the item itself, its size or its function (i.e. firearms or knives, glass bottles, alcohol, umbrellas, backpacks and multi-pocketed bags over a specific size, pepper spray containers, air horns, helium filled balloons) Exceptions to the prohibited items list may be made for medical reasons (i.e. syringes, inhalers)
- Suspicious items are items that are generally not on the prohibited items list or illegal within your licensed area, but may be considered suspicious due to the quantity of the items or the uniqueness of the item (i.e. large quantity of batteries, a screwdriver, an alarm clock, an odd smelling item, a large amount of merchandise from a sporting goods store, or a large roll of wire)

Patron Flow Rate:

## OPERATIONAL GUIDELINES

To help in identifying number of personnel required to help with entry into your event, please see below:

- Total time period ÷ actual search time = # of patrons search per total time period
- # patrons searched per time period X time block = # patrons searched per time block
  - Example: It takes 16 seconds to use a hand held metal detector on one patron
    - 60 seconds ÷ 16 seconds = 3.75 patrons searched per minute
    - 3.75 x 60 minutes = 225 patrons searched in one hour
  - Example: It takes 9 seconds to use a walk through metal detector on one patron
    - 60 seconds ÷ 9 seconds = 6.67 patrons searched per minute
    - 6.67 X 60 minutes = 400 patrons searched in one hour

### Service Animals

According to the ADA, service animals are “dogs or miniature horses that are individually trained to do work or perform tasks for people with disabilities.” Under the ADA, emotional support animals do not qualify as service animals and are therefore not permitted in the DLCC. Service animals are permitted in the DLCC, but must be harnessed, leashed, or tethered unless this interferes with the service animal’s work or the individual’s disability prevents using these devices. If the service animal is out of control or is not housebroken, staff may ask that it be removed. Staff may ask if the dog is a service animal required because of a disability, and what work the dog has been trained to perform, no other questions are permitted.

### Service Order Forms

Exhibitor service order forms are available online at the DLCC’s website. The DLCC is PCI compliant and all orders are now taken through the DLCC website.

<http://www.pittsburghcc.com/exhibitors/exhibitor-services/>

- Telecommunications
- Electrical
- Plumbing and Compressed Air
- Exhibitor Booth Cleaning
- Security
- Steel Plates

### Signage, Banners, Rigging and Hanging

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

All sign requests whether interior to exterior, must be approved through your Event Manager prior to placement. Only Convention Center staff is permitted to hang exterior banners. Please see the DLCC website for our Branding Opportunities Package and Guidelines order form, located at the end of the document. <http://www.pittsburghcc.com/planners/>

# OPERATIONAL GUIDELINES

Sign restrictions are:

- Nails, hooks screws, tacks, or adhesives are not permitted to affix signs. All interior signs must be placed on easels, T-stands, or on the fabric wall coverings inside meeting rooms
- Tape is not permitted on walls, doors, columns, or windows
- Hanging banners are not permitted from the drop ceiling in the pre-function areas when weight loads exceed 5 lbs. per point
- The DLCC holds the exclusive right for advertising in the Center
- Aisle signs in the Halls are hung by your Service Contractor
- Exterior signs may promote the conference but may not be used for individual sponsors or advertising of vendors

For more information including a DLCC signage option map, please contact your Event Manager.

## showNets (exclusive)

showNets is our exclusive internet/telecommunications service provider. See Telecommunications.

## Smoking / Vaping Policy

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

## Sponsorship Opportunities

Nothing drives sales like digital displays. Whether you are looking to welcome attendees, improve communication, or elevate opportunities with your sponsors, we have custom packages to fit any sized budget.

Let our highly skilled and experienced IT professionals at showNets help you illuminate your next event with new sponsorship opportunities.

## Staff Directory

For a listing of the DLCC staff, please visit our website. <http://www.pittsburghcc.com/about-us/contact-us>

## 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.

# OPERATIONAL GUIDELINES

## Utility Boxes

**HALLS ABC:** Utilities serviced with boxes every 30' on center

**HALLS DE:** Utilities serviced through columns every 60' on center

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

**ADDITIONAL HALLS ABC'S SERVICES INCLUDE:** water supply with  $\frac{3}{4}$ " male quick coupler and 4" drain, air supply with  $\frac{3}{4}$ " male quick coupler

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

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

For details on power distribution, Please contact your Event Manager

# RULES AND REGULATIONS

1. **Included Services.** Licensor shall furnish, without additional cost to licensee, normal heat or air conditioning, overhead lighting, restroom facilities, janitorial services consisting of cleaning of common public areas, excluding aisle or exhibit booth cleaning, and one set-up per contracted event for meeting, general session, or banquet areas. Licensor shall be required to provide normal illumination, heating ventilation, and air conditioning only during open show hours. Services during move-in/move-out shall be at reduced levels as determined solely by Licensor.
2. **Additional Services.** Licensee shall pay, in addition to the License Fee, for all services, equipment, and personnel not specifically included as an “Included Service.” Licensee must use and pay for Licensor-provided crowd control, EMT services, security, audio visual technicians, trash removal, set-up, and/or labor expressly not included as an “Included Service.” Licensor provides certain services at the Center on an exclusive basis, Licensee may use other suppliers as approved by Licensor. No services may be used at or supplied to the Center that are not furnished by Licensor, a Licensor-designated service provided, or a Licensor-approved service provider.

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

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

The additional services, which are provided by a Licensor-approved service provider, are the decorator/general service contractor

## RULES AND REGULATIONS

3. **Licenses or Permits.** If any governmental license or permit is required for the proper and lawful conduct of Licensee's business or other activity carried on, in or at the authorized areas, or if failure to obtain such a license or permit might in any way affect the operations of the facilities, then Licensee, at its own expense, shall obtain and maintain such license or permit and submit the same to inspection by Licensor. Licensee, at its sole cost and expense, shall at all times comply with the requirements of each such license or permit.
4. **Access by Licensor.** Licensor being charged by law with the operation of the Center has the right to attend all functions and to access to the Center at any time and without notice. Licensee acknowledges this requirement for such seating that may be required by Licensor and agrees to honor the same upon request of Licensor. Licensee hereby agrees and acknowledges that Licensor reserves the right, for its seven (7) member board management personnel, counsel, and their representatives to enter upon and to have free access to the Licensed Area at any and all times on any matters connected with the Licensed Areas. The Center, including the Licensed Areas and the keys thereof, shall at all times be under the control of the Licensor.
5. **Identification.** All personnel are required to wear identification badges at all times. Show contractors and their employees and management staff must be identified from the first day of move-in until the last day of move-out. Exhibitors must also wear ID badges prior to entering the exhibit hall. Show management must supply a sample set of ID badges to Licensor along with a detailed description of any restrictions associated with them at least five days in advance of the first day of the move-in.
6. **Scheduling.** Licensor shall have the right to schedule any other event(s) prior, subsequent to, or during an Event so long as such event(s) do not unreasonably interfere with the actual operation of the Event, of the setting up for or tearing down of such Event, or the move-in or move-out of facilities, equipment and goods related thereto. The scheduling of other events prior, subsequent, or during the Event may require the use of common services or facilities of the Center, including without limitation, entrances, exits, ramps, receiving areas, pre-function space, storage areas, or concession areas. Licensor reserves the full, complete and absolute authority to establish the schedules for use and availability of such services and facilities and to determine when and the extent to which the sharing of any such services and facilities is necessary or desirable.
7. **Meeting Room Set-Up.** License shall receive a one (1) time set-up of each meeting room from the existing inventory of equipment of the Licensor. Should a room change or additional inventory be required, such shall be required an "Additional Service" and Licensee will be invoiced at the prevailing rate. For the purposes of this Regulation "inventory" refers to chairs, tables and podiums. If set requests exceed existing DLCC

## RULES AND REGULATIONS

inventory, the DLCC can make arrangements to bring in the required equipment at the cost of the Licensor.

8. **Defacement of Property.** Licensee shall not cause or permit the Licensed Areas and/or the Center to be defaced, injured, marred, or damaged, or commit waste in any matter. Licensee shall be responsible for any and all damage caused by Licensee's use of the Center and equipment and shall return the Center and equipment to Licensor in the same condition as when possession was received by the Licensee, reasonable wear and tear excepted. An inspection of the Licensed Areas and/or the Center shall be conducted with representatives of Licensee and Licensor prior to and after the Term to determine condition of the Licensed Areas, the Center, and any damage thereto. Upon request from Licensor, Licensee shall pay the reasonable cost of any and all repairs required to be made to the Licensed Areas, the Center, and any other damaged property or equipment occurring as a result of the use of the Center by Licensee, its agents, employees, contractors, invitees, attendees, patrons, and guests. Failure to conduct an inspection does not relieve Licensee or its obligations herein.
9. **Signs and Posters.** Licensee may post signs, advertisements, show bills, posters, or cards only of a type and in those locations in and about the Center approved in advance by the Licensor. Licensor may remove all such signs, advertisements, show bills, posters, or cards for which Licensor has not given prior approval. Use of partition tracks for hanging of signage is strictly prohibited.
10. **Forklifts, Scooters, Etc.** Forklifts, electric scooters, golf carts, etc. are only permitted in the exhibit halls and loading areas. Use of this type of equipment in any other area must have prior written approval by Licensor. This section does not apply to or prohibit any personnel with limited or impaired mobility from using such equipment. No diesel operated lifts are permitted.
11. **Floor Marking.** The official show contractor must use the standard stick or ball type chalk in marking the exhibit floor. Liquid chalk, water, paint or other liquids are expressly forbidden.
12. **Rug Tape.** The double-faced tape used for the installation of aisle or exhibitor carpet must be Kendall Polyken #105 or an approved equal. Use of any other tape that necessitates removal by the Licensor will result in additional charges in accordance with the applicable provisions of the Agreement.
13. **Hanging Objects.** Banners, posters, signs, etc. may only be hung from existing rigging points or other specific areas approved by Licensor.

## RULES AND REGULATIONS

14. **Contractor Vehicle Parking.** Private vehicles, cars, vans, station wagons, and small trucks belonging to the employees or management of the show contractor or decorator are expressly forbidden from parking on the exhibit floor, loading dock, or sidewalk areas surrounding the Center. Restricted area parking permits can be obtained from the Licensor by advanced application only. Vehicles not displaying a permit will be towed at the owners' expense.
15. **Fuel Operated Vehicle Displays.** The following requirements pertain to indoor displays of fuel operated vehicles: (a) fuel tank must be between  $\frac{1}{4}$  to  $\frac{1}{2}$  full, (b) fuel tanks must have locking cap, (c) battery must be disconnected at both leads, (d) vehicles may not impede, obstruct, or hinder ingress to or egress from the Center and/or the Licensed areas, (e) 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.
16. **Cooking Operations.** The following requirements pertain to all cooking operations which produce grease laden vapors: (a) all such operation shall take place as close to the center of the exhibit halls as possible, (b) all booths that contain such displays must be grouped together and have one (1) 20 lb. ABC rated fire extinguisher each, (c) a wider than normal aisle must surround such a grouping of displays, (d) no type of combustible hanging or decorative materials may be placed in the immediate area of the displays.
17. **Flammable Materials.** No flammable materials such as bunting, tissue paper, crepe papers, etc. will be permitted as decorations. All materials used for decorative purposes must be treated with flame proofing and certification of said flame proofing must be available for inspection by local fire officials.
18. **Public Safety.** Licensee may not bring onto the Licensed Areas and/or the Center and material, substance, equipment or object which is likely to endanger the life of, or cause bodily injury to any person on, in, or about the Licensed Areas and/or the Center, or which is likely to constitute a hazard to property without the prior written approval of Licensor. Licensor shall have the right to refuse to permit any such material to be brought into or near the Licensed Areas and/or the Center and the right to order immediate removal.
19. **Police, Security, and Emergency Technician Policy.** All events held at the Center require that the Licensee provide at the Licensee's sole cost and expense police security and Emergency Medical Technicians (EMTs) to administer emergency first aid services. Upon signing the License Agreement, Licensee shall provide written notice to Licensor of the number of police, security, and EMTs it proposes to provide to service the Event. In the event that the Licensor determines in its sole discretion the number the Licensee propose to provide to be inadequate, then it shall so notify the Licensee and advise Licensee of the

## RULES AND REGULATIONS

minimum numbers required. This notice from Licensor will be delivered within a reasonable time after receipt of Licensee's written notice of the proposed numbers of police, security, and EMTs. Licensee shall be responsible to cause to be provided the required minimum numbers of Police, security, and EMTs. Additionally, at any time during the Event, Licensor may require an increase or change in the police, security, or EMT arrangements.

20. **Property of Licensor.** Licensee may not use or transport any equipment, furnishing, or other property belonging to Licensor to any place outside the Licensed areas and/or the Center.
21. **Property of Licensee.** Licensor assumes no responsibility whatsoever for any property placed in the Licensed Areas or elsewhere in the Center and is not liable for any loss, injury, or damage to persons or property that may be sustained by reason of the occupancy of the Licensed Areas and/or the Center under the License Agreement.
22. **Objectionable Persons.** Licensor and its agents and employees reserve the right to eject from the Center or any part thereof any objectionable person(s) or such other person(s) as Licensor deems necessary to ensure the safe or orderly operation of the licensed Areas, the Agents or City, County or State law enforcement personnel. Licensee hereby releases Licensor, and all of its employees, agents, officers, board members, directors, successors and assigns from any and all damages resulting there from and waives all rights and all claims from damages against Licensor and all of its employees, agents, officers, board members, directors, successors and assigns by exercise thereof. Licensee shall not permit the Licensed Areas to be used for lodging rooms or for any improper, immoral, illegal or objectionable purpose.
23. **Attendance Capacity.** In no event shall attendance be permitted in excess of the established capacity of the authorized areas. Licensee shall not admit a larger number of persons than can safely and freely move about in the authorized areas; the decision of the Licensor and/or the Pittsburgh Fire Department in this respect shall be final.
24. **Evacuation of Facility.** If it becomes appropriate in the judgement of Licensor to evacuate the Licensed area and/or the Center because of a bomb threat or for other reasons of public safety, then, after such evacuation, the Licensee may continue to use the Licensed areas for sufficient time to complete presentation of the event without additional fees providing such time does not interfere with another Licensee. If it is not possible to complete the presentation of the event, fees shall be prorated or adjusted at the discretion of the Licensor and Licensee hereby waives any claim for damages or compensation from Licensor and all of its employees, agents officers, board members, and directors, successors and assigns.

## RULES AND REGULATIONS

25. **Designated Entrance.** All persons, articles, exhibits, fixtures, displays, and property of event kind shall be brought into and out of the Center only at designated and approved entrances and exits. All such entrances and exits shall be subjected to the Licensor's control.
26. **Lost Articles.** Unless other arrangements are made with Licensee, Licensor shall have the sole right to collect and have custody of articles left in the Licensed Area and/or the Center by persons attending any performance, exhibition or entertainment event in the Licensed Areas and/or the Center
27. **Tours.** Licensor reserves the right to conduct tours of the Center (including the Licensed Areas) during the period of occupancy in such a manner that the tours do not unreasonably interfere with Licensee's event.
28. **Announcements.** Licensor reserves the right to make such announcements at any time it deems necessary in the interest of public safety.
29. **Advance Deliveries.** The Center will not accept advance deliveries of Licensee's property addressed to the Licensed Areas and/or the Center except upon prior written approval of Licensor.
30. **Parking.** In all events, Licensor shall regulate all parking under its control, and Licensor shall be entitled to all revenue there from. Licensor makes no representation or warranty of any kind as to the availability of parking at the Center.
31. **Advertising.** All advertising of Licensee's event must be accurate and true in all respects. All advertising space in the Center is the exclusive property of the Center. There shall be no covering of Center's permanent advertising. Advertising of events by Licensee on Center's marquee and reader boards, or other advertising media under the control of the Center shall be based on availability and may be considered an "Additional Service." The content of all advertising by Licensee is subject to the approval by Licensor in writing.
32. **Copyrights and Proprietary Material.** Licensee shall obtain all necessary licenses and shall pay all costs and fees arising from the use of copyrighted music or dramatic materials, or any other property subject to any trademark, patent or other proprietary right, which is used or incorporated in the event. Licensee shall indemnify, defend, and hold Licensor and all other persons and entities entitled to indemnification as designated in the License Agreement harmless from any liability, claim or cost, including attorney's fees, arising from the use of any such material or any claims of infringement or violation of the rights of the owner or other persons or entity.

## RULES AND REGULATIONS

33. **Solicitations.** No solicitations, collections, or donations, whether for charity or otherwise and/or whether of a commercial or non-commercial nature, may be made, attempted or announced in, on or about the Licensed Areas and/or the Center without the prior written approval of Licensor.
34. **Independent Exhibitor-Appointed Contractors.** Licensor shall require any exhibitor-appointed contractor (EAC) to comply with all Rules and Regulations of the Center. Prior to the opening of an event, the EAC must remove all gang boxes. Ladders and any equipment. The EAC must also remove all such equipment following the dismantling of the event. The EAC must have confirmed work orders from all exhibitors that are furnished to the official contractor and the Center and they may not in any manner solicit work from any other exhibitor under any circumstances. The EAC may be expelled from the Licensed Areas and the Center at any time should the EAC be found to be working for an exhibitor not listed unless authorized in advance by the officials how contractor and Licensor. The EAC must present upon demand an insurance certificate covering the period of time work is being performed in the Center. Such insurance must comply with the requirements as detailed in Paragraph 6 and all other applicable Paragraphs of the License Agreement. The EAC may not operate a service desk of any type within the exhibit hall. The operation of such a desk will be cause for expulsion from the Licensed Areas and the Center. Any material, gang boxes, ladders, etc. will be stored within the exhibit upon which the EAC is legitimately engaged in erecting or dismantling. The EAC must comply with all badging rules. If the EAC needs to work beyond the designated closing time or during any portion of the set-up or tear down days, they shall be responsible to hire one guard for each booth that will be worked on after the closing time. The EAC shall abide by all union contracts regardless of any dispute on a prior event. The EAC shall furnish a list of names of all supervisory personnel who will be working on any portion of the show.
35. **Smoking and Vaping Policy.** Smoking (cigars, cigarettes, pipes, e-cigs, etc.) is prohibited in all areas of the Center including but not limited to exhibit halls, meeting rooms, corridors, terraces, elevators, rest rooms, stairwells, general office space, show manager's offices, etc.
36. **Tickets.** Licensee shall have admission tickets printed by a bonded printer and shall submit a certified ticket manifest to the Licensor prior to the sale of tickets. The Licensor shall administer all box office operations as an "Additional Service." Licensor will keep adequate records of receipts for ticket sales and will furnish to Licensee a copy of such records. At reasonable times during business hours, Licensee may examine Licensor's records and count of unsold tickets relative to Licensee's events. On or before the close of the business day following the end of the Term, Licensor shall deliver to Licensee an accounting of admission sales made for or on Licensee's behalf and subject to Licensor's

## RULES AND REGULATIONS

right to withhold sums owed to it by Licensee, forth with remit amounts due and owing to Licensee. (This paragraph does not preclude Licensee's conduct of Event registration)

37. **Discharge of Mechanics and Other Liens.** Should any mechanics or other lien be filed against the Licensed Areas or the Center, or any part thereof, or Licensee's interest therein, for any reason whatsoever by reason of Licensee's acts and omissions or the acts or omissions of Licensee's agents, independent contractors, or employees or because of a claim against Licensee or its independent contractors, agents, and employees, Licensee shall cause the same to be cancelled and discharged of record by bond or otherwise at Licensee's expense within ten (10) days after notice by Licensor to Licensee.
38. **Restriction of Licensee's Activities.** Licensee shall not use any display, or stock any merchandise, that is lewd, obscene, pornographic, vile, vulgar, profane or suggestive of the use of illegal drugs, or otherwise offensive, in the sole discretion of Licensor.

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

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

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

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

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

## RULES AND REGULATIONS

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

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

# APPENDIX

## Sample Certificate of Insurance

SAMPLE

| CERTIFICATE OF INSURANCE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                    |               |                                                                                                                                                                                                             |                                   | DATE (MM/DD/YY)                                                                                     |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|-----------------------------------------------------------------------------------------------------|--|
| PRODUCER<br>YOUR INSURANCE COMPANY<br>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<br>INSURED<br><br>YOUR COMPANY NAME AND ADDRESS                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                    |               | COMPANIES AFFORDING COVERAGE                                                                                                                                                                                |                                   |                                                                                                     |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                    |               | COMPANY LETTER <b>A</b>                                                                                                                                                                                     |                                   |                                                                                                     |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                    |               | COMPANY LETTER <b>B      SAMPLE</b>                                                                                                                                                                         |                                   |                                                                                                     |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                    |               | COMPANY LETTER <b>C</b>                                                                                                                                                                                     |                                   |                                                                                                     |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                    |               | COMPANY LETTER <b>D</b>                                                                                                                                                                                     |                                   |                                                                                                     |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                    |               | COMPANY LETTER <b>E</b>                                                                                                                                                                                     |                                   |                                                                                                     |  |
| <b>COVERAGES</b><br>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                                                                           |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY                   |               |                                                                                                                                                                                                             |                                   | PRODUCTS-COM-OPS AGGREGATE \$1,000                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | CLAIMS MADE <input checked="" type="checkbox"/> 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 LIMIT \$1,000                                                                       |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | ANY AUTO                                                                           |               |                                                                                                                                                                                                             |                                   | BODILY INJURY (Per person) \$                                                                       |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <input checked="" type="checkbox"/> ALL OWNED AUTOS                                |               |                                                                                                                                                                                                             |                                   | BODILY INJURY (Per accident) \$                                                                     |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | SCHEDULED AUTOS                                                                    |               |                                                                                                                                                                                                             |                                   | PROPERTY DAMAGE \$                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <input checked="" type="checkbox"/> HIRED AUTOS                                    |               |                                                                                                                                                                                                             |                                   | EACH OCCURRENCE \$                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | NON-OWNED AUTOS                                                                    |               |                                                                                                                                                                                                             |                                   | AGGREGATE \$                                                                                        |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | GARAGE LIABILITY                                                                   |               |                                                                                                                                                                                                             |                                   |                                                                                                     |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | EXCESS LIABILITY                                                                   |               |                                                                                                                                                                                                             |                                   |                                                                                                     |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <input type="checkbox"/> UMBRELLA FORM                                             |               |                                                                                                                                                                                                             |                                   |                                                                                                     |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <input type="checkbox"/> OTHER THAN UMBRELLA FORM                                  |               |                                                                                                                                                                                                             |                                   |                                                                                                     |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <input checked="" type="checkbox"/> WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY | SAMPLE        |                                                                                                                                                                                                             |                                   | STATUTORY<br>\$ 1,000 (EACH ACCIDENT)<br>\$ (DISEASE- POLICY LIMIT)<br>\$ (DISEASE - EACH EMPLOYEE) |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | OTHER                                                                              |               |                                                                                                                                                                                                             |                                   |                                                                                                     |  |
| DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / RESTRICTIONS / SPECIAL ITEMS<br>ADDITIONAL INSURED: (NAME OF EVENT) OCCURRING IN (YEAR).<br>SMG, SPORTS AND EXHIBITION AUTHORITY OF PITTSBURGH AND ALLEGHENY COUNTY, AND COMMONWEALTH OF PA                                                                                                                                                                                                                                                                 |                                                                                    |               |                                                                                                                                                                                                             |                                   |                                                                                                     |  |

### CERTIFICATE HOLDER

### CANCELLATION

|                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SMG/ DAVID L. LAWRENCE CONVENTION CENTER<br><br>1000 FT. DUQUESNE BOULEVARD<br>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 OR LIABILITY OR ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.<br><br>AUTHORIZED REPRESENTATIVE |
|-----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Sustainability at the DLCC

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

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

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

Please find below examples materials that can be donated.

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

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

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

### Good Practices

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

### Materials to Avoid

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

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

1000 Fort Duquesne Blvd., Pittsburgh, PA 15222  
412.565.6000

 @PITTSBURGHCC  @PITTSBURGHCC\_  
[WWW.PITTSBURGHCC.COM](http://WWW.PITTSBURGHCC.COM)

