

EXHIBIT I

**RULES AND REGULATIONS
OF THE
PENNSYLVANIA CONVENTION CENTER**

Welcome to the Pennsylvania Convention Center!

This manual of policies, rules and regulations is your guide to a successful event at the Pennsylvania Convention Center (referred to as the “PCC”).

An Event Coordinator will be assigned to assist you in planning your event. Your Event Coordinator is your primary contact at the PCC and will provide you with guidelines for the Plan of Operation and a schedule of due dates. If you have a concern or a question, please bring it to the attention of your Event Coordinator.

The policies, rules and regulations contained in this manual are a binding part of the License Agreement for use of the PCC. They cannot be altered in any way without a written agreement signed by the Pennsylvania Convention Center Authority (referred to as the “Authority”).

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TABLE OF CONTENTS

Access by Authority Personnel.....	Section
1	
Advertising.....	2
Animals.....	3
Audio-Visual.....	4
Banners/Signage.....	5
Cleaning, Maintenance and Waste Removal	6
Common Areas	7
Damages.....	8
Decorations.....	9
Elevators and Escalators.....	10
Emergency Medical Plan	11
Emergency Evacuation Services.....	12
Equipment Inventory.....	13
Fire and Safety Regulations.....	14
Floor Marking.....	15
Floor Plans.....	16
Food and Beverage Services/Concessions.....	17
Forklifts	
18	
Freight Deliveries.....	19
Grand Hall Use	20
Helium Balloons.....	21
Insurance.....	
22	
Licenses and Taxes.....	23
Lighting, Heating, Ventilation and Air Conditioning.....	24
Loading Docks.....	
25	
Lost and Found.....	26
Microphones and Paging.....	27
Parking	
	28
Plan of Operation.....	

29	
Pre-Event Meeting.....	
30	
Production Services	31
Rigging	32
Room Changeovers.....	
33	
Rope and Stanchion	
34	
Safety and Security.....	35
Smoking.....	
36	
Tips and Gratuities.....	
37	
Two Story Booths.....	
38	
Utilities.....	
39	
Vehicles and Motorized Equipment.....	40
Video	
	41
Walls and Partitions.....	
42	
Weight Loads and Rigging	43

- 1. Access by Authority Personnel**
Authority personnel have full access to licensed areas at all times in the performance of their duties. The management of the Authority has the right to remove any person(s) from the PCC when necessary to insure the safe and orderly operation of all or any part of the PCC, its equipment or an event.
- 2. Advertising**
Prior written approval is required for the use of the logotype, trademarks, symbols or trade name or names of the PCC or the Authority directly or indirectly, in connection with any production, promotion, service, publication, public statements, public discussions, or advertisements.
- 3. Animals**
Guide, signal or service dogs (as defined by state law) are allowed in the PCC. Other animals are not permitted in the PCC except in conjunction with an approved exhibit, display or performance legitimately requiring the use of animals and subject to the prior written consent of the Authority. The exhibitor, show manager or owner is responsible for obtaining all relevant permits and for providing for all sanitary needs of the animals.
- 4. Audio Visual**
All spaces are equipped with a sound system. The system is exclusively operated on our behalf by our in-house production and presentation contractor, Visual Sound. Please contact Visual Sound for system access and to rent microphones or other equipment. If you choose to rent microphones from another source or if you need to arrange recording patches, there is a per diem access fee for the use of the system per room section. Please note: Visual Sound is our non-exclusive audio visual contractor, however, you must utilize their services for operation of the lighting systems in the Ballroom and Lecture Hall (Room #114).

Prior to move-in, all rigging will be approved by the PCCA Production Services Department who will, upon request, provide you with the building drawings in software format.
- 5. Banners/Signage**
Banners and signs as well as pictures, notices or advertisements may be placed only in locations and by methods approved by the Authority.
- 6. Cleaning, Maintenance and Waste Removal**
Set forth below in this section are the responsibilities of the Authority and the Customer with regards to the cleaning, maintenance and waste removal associated with the Customer's Event. For purposes of subsection (b), the Customer may hire the Authority's in-house contractor for tasks (b)(1) through (b)(4) or hire an approved cleaning contractor for tasks (b)(1) through (b)(5).
 - a. The Authority shall be responsible for the following:
 1. During the course of an event the Authority shall provide janitorial services for PCC concourses, public spaces, rest rooms, and meeting rooms which are not used as exhibit space.

2. In an exhibit hall on show day the Authority shall empty PCC trash cans and respond to spills.
 3. During the move-in and move-out days of an event the Authority will provide janitorial services for restrooms, empty PCC trash cans, and respond to spills.
 4. Authority staff will operate the PCC trash compactor(s) and trash truck(s).
 5. The Authority may, on behalf of the Customer, contact a waste disposal company to haul trash away from the PCC.
- b. The Customer shall be responsible for the following:
1. Individual booth cleaning.
 2. In the exhibit hall(s) during show day, move-in, and move-out days the Customer shall sweep or vacuum aisles, remove trash from the floor, empty their trash cans, and take trash to the dumpsters.
 3. Removal of trash generated by the event such as boxes, crates, pallets, packing materials, lumber and all tape adhesives, including any tape remnants or residue.
 4. Returning exhibit hall or meeting room to same condition in which it was received.
 5. Disposal of all hazardous and medical waste in compliance with all applicable laws.
 6. Customer may be responsible for the cost of removing and hauling an inordinate amount of trash generated by the event.

7. Common Areas

Common Areas of the PCC, including the exterior, the entrance concourses, registration bridge, meeting room and exhibit hall concourses, loading docks, and marshaling facilities which are made available to Customer may also be made available by the Authority for concurrent access and use by others. However, the Authority shall coordinate and schedule Customer's access and use of common areas of the PCC and access and use by others so that the Customer and each other user are able to achieve the permitted purposes of their respective activities within the PCC without undue or unreasonable disruption. Customer shall comply with the Authority's coordination and scheduling directives issued for this purpose.

8. Damages

All damages, except normal wear and tear, are your responsibility as the Customer. Your Event Coordinator or an Authority management representative will schedule a "walk-through" with a representative of show management and/or show contractor at the beginning of your first move-in day to verify the conditions of the facilities. You will be informed of any damages which occur during your event with written reports and photographs (if possible) as soon as discovered. A final "walk-through" takes place at the completion of the event.

9. Decorations

Decorations may not be taped, nailed, tacked, stapled, or otherwise fastened to ceilings, painted surfaces, columns, fabrics, doors, windows or walls. Glitter is not permitted in the PCC. Adhesive backed decals/stickers (except for name tags) may not be used or distributed inside the PCC or on the premises. Decorations may not block exit doors, fire extinguishing equipment, sprinklers, or emergency lighting systems. All decorating materials must be constructed of flameproof

material or treated with an approved flame proofing solution. Be prepared for spot-testing by the Authority and/or the Philadelphia Fire Department.

10. Elevators and Escalators

The PCC has several freight elevators available for transportation of equipment. Public elevators and escalators are for passenger use only. Access to elevators or escalators may not be blocked at any time.

11. Emergency Evacuation Plan

In the event of an emergency evacuation, please follow the direction of security personnel or a staff member of the Authority who is wearing appropriate identification.

12. Emergency Medical Services

The Authority strongly recommends that you provide, at your expense, certified first aid personnel during your event. You must comply with all applicable City of Philadelphia ordinances, rules and regulations pertaining to special event emergency medical services. The Authority reserves the right to require certain events to have first aid personnel in attendance at show management expense. All medical care providers must be licensed by the Commonwealth of Pennsylvania and its personnel and equipment must meet all state requirements and standards.

13. Equipment Inventory

The PCC equipment inventory (i.e., chairs, tables, etc.) is usually adequate to accommodate several simultaneous events. However, when PCC inventory is exhausted, you must make arrangements for additional equipment at your expense. Elevated seats may be used in Exhibit Halls A, B, and C only. Special equipment such as staging and dance floors can be made available at your expense. Please contact your Event Coordinator for further information.

14. Fire and Safety Regulations

Exhibitors, service contractors and event producers must comply with all applicable federal, state and local fire and building codes.

A. The following guidelines will be strictly enforced by the Authority:

- 1. No gasoline, kerosene, diesel fuel or other flammable liquids may be stored inside the PCC.**
- 2. No refueling is permitted in the PCC.**
- 3. Utility panels, switchgear, fire hose cabinets, standpipes and fire extinguishers must remain visible and accessible at all times.**

B. Prior written authorization is required for the following:

1. **Operation of any heater, barbecue, heat-producing or open flame devices, candles, lanterns, welding equipment, smoke-emitting devices, etc.**
 2. **Use of fire works or pyrotechnics -- *local permit required***
 3. **Use of lasers or X-ray equipment**
 4. **Use of any compressed gases (e.g., L.P., propane, oxygen)**
 5. **Use, handling, storage and disposal of hazardous materials and waste. You must also comply with all federal, state and local regulations pertaining to hazardous materials.**
15. **Floor Marking**
The Authority requires that all carpet tape and/or tape residue and booth number stickers on the exhibit hall floor be removed before the completion of your move-out. Please contact your Event Coordinator for the list of approved tapes.
16. **Floor Plans**
Detailed floor plans are required for exhibit halls, registration areas, meeting spaces and special activities scheduled in the PCC. Preliminary floor plans should be submitted for approval prior to confirming exhibit space sales to avoid unnecessary confusion later. Preliminary floor plans must be submitted to the Authority at least ninety (90) days in advance of the first move-in day. Ten (10) scaled (1/16" preferred) copies of the final floor plan should be submitted to your Event Coordinator for distribution to appropriate PCC departments. Please contact your Event Coordinator for specific guidelines.
17. **Food and Beverage Services/Concessions**
All food and beverage services in the PCC, including the operation of all concession stands, the Food Court and coatcheck services are provided through the Authority's exclusive food service vendor. All catered food and beverage services must also be ordered from this exclusive vendor.
18. **Forklifts**

When the use of forklifts is required in the Bridge or the Grand Hall, the wheels of all forklifts used in these areas must be wrapped and all carpeting must be protected with plastic that has been supplied by the show decorator. Customer is responsible for ensuring that the show decorator is required to place warning signs along the run of the plastic to alert pedestrians not to walk on the plastic. Depending upon other activities in the building, the show decorator may also be required to place barriers to prevent pedestrians from walking on the plastic. If pallets or heavy crates are to be placed in the concourses, meeting rooms or Grand Hall, plastic must be placed under the pallets/crates.

19. **Freight Deliveries**
The Authority does not accept shipments of event-related freight or materials. All freight must be delivered to the official show contractor or directly to you during the term of the License Agreement. Under no circumstances will C.O.D. deliveries be accepted by the Authority. Please contact your Event Coordinator for further information.

20. **Grand Hall Use**
The PCC Grand Hall is one of the most dramatic locations for events in our complex and is often the site of high profile social or meeting functions. Due to the proximity of the Grand Hall to the Market Street entrance and the Marriott Hotel bridge, the PCC may request your assistance in permitting, limiting, or restricting access through the Grand Hall for brief periods to accommodate persons attending other events. The PCC will work with the Customer to minimize any impact such actions may have on Customer's event schedule.

21. **Helium Balloons**
Helium balloons may not be distributed in the PCC, however, they may be approved, through your Event Coordinator, for permanent attachment to authorized displays. If helium balloons become detached from the display, the labor cost to retrieve the balloons will be charged to you. A deposit may be required prior to installation.

22. **Insurance**
Verification of insurance is required by your License Agreement and must be provided at least thirty (30) days before your first move-in day. Failure to provide evidence of appropriate insurance may result in the insurance being purchased on your behalf by the Authority and the cost added to your final invoice and may result in a delay in the start of your event.

23. **Licenses and Taxes**
All producers of events as well as individual exhibitors responsible for booths which are the place of sale of merchandise during the event are responsible for obtaining the appropriate Business License from both the City of Philadelphia and Commonwealth of Pennsylvania, and for payment of all applicable state and local taxes. Producers or exhibitors other than those listed above may also be required to obtain a license. For applications and more information, please contact the following:

Joseph W. Kots, CPA
Chief, Department of Revenue
Director
City of Philadelphia
Revenue
Municipal Services Building, Room 480
#201
Philadelphia, PA 19102-1697
(215) 686-6501

Frank Barclay
Assistant Area Operations
Pennsylvania Department of
1400 Spring Garden Street,
Philadelphia, PA 19130
(215) 560-2485

24. Lighting, Heating, Ventilation and Air Conditioning

Generally, full house lighting and adequate levels of heat, ventilation, or air conditioning will be provided as required from one hour prior to the start of the event and during published event hours until the close of the event. Energy conservation is of prime concern and practical levels of lighting, ventilation, heat or air conditioning will be maintained during move-in and move-out periods. A utility charge may be assessed for special requirements requested beyond those described here.

25. Loading Docks

When two or more events require loading dock access, the management of the Authority, in its discretion, allocates specific docks to each event.

26. Lost and Found

Show managers are encouraged to maintain their own Lost and Found. Upon the closing of each event, all unclaimed articles may be turned over to the Authority. Any item left on the premises over thirty (30) days will be disposed of by the Authority.

27. Microphones and Paging

All spaces are equipped with a sound system. The system is exclusively operated on our behalf by our in-house production and presentation contractor, Visual Sound. Please contact Visual Sound for system access and to rent microphones or other equipment. If you choose to rent microphones from another source or if you need to arrange recording patches, there is a per diem access fee for the use of the system per room section. Please note: Visual Sound is our non-exclusive audio visual contractor, however, you must utilize their services for operation of the lighting systems in the Ballroom and Lecture Hall (Room #114).

28. Parking

No parking is permitted in loading dock areas or any other location posted "No Parking". Unauthorized vehicles will be removed at owner's expense. Limited parking may be available for you. Please consult with your Event Coordinator.

29. Plan of Operation

You are required to submit a Plan of Operation relating to the use of licensed areas in the PCC. The Plan of Operation will contain all pertinent information necessary for the Authority to successfully service the event. Your Event Coordinator will provide you with guidelines for the development of the Plan of Operation.

- 30. Pre-Event Meeting**
The Authority recommends a pre-event meeting for certain events. The pre-event meeting is an opportunity for you and your staff to meet our key staff members who will be responsible for servicing your event. Your service contractors are included in this meeting.
- 31. Production Services**
The Production Services Department is available to help customers and contractors with the technical details of production and presentation, audio/visual, broadcast, lighting, sound and labor, etc. The Production Services Department approves rigging plans and provides building drawings in various CAD (Computer Aided Drafting) formats. Contact the Production Services Department for planning ideas and review of contractor of vendor proposals.
- 32. Rigging**
Prior to move-in, all rigging will be pre-approved by the PCAA Production Services Department who will, upon request, provide you with the building drawings in software format.
- 33. Room Changeovers**
Rooms will be set-up one (1) time during the term of the License Agreement. Any additional set-up changes made at your request will be at your expense. See your Event Coordinator for a schedule of the charges for room changeovers.
- 34. Rope and Stanchion**
The Authority requires, whenever vehicles, motorized equipment or rigging equipment are being used in any public concourse area in the PCC or in the Grand Hall during show move-in and move-out periods, that rope and stanchion be set-up to create a protected walkway to ensure the safety of pedestrians.
- 35. Safety and Security**
The Authority maintains 24-hour security and internal patrols for the public areas of the PCC and for the perimeter of the building. Exterior doors are controlled by the Authority and are not to be propped open by you. You are responsible for controlling and providing security for the licensed areas and for the entrances and exits to the licensed areas such as exhibit halls, meeting rooms and public areas used for registration, as well as for loading dock areas, emergency exits and ramps. Security firms must be licensed in the Commonwealth of Pennsylvania and security arrangements are subject to approval by the Authority. Firearms are prohibited within the PCC and on the premises except for authorized law enforcement personnel.
- 36. Smoking**
The PCC is a smoke-free facility. Please contact your Event Coordinator for suggestions on how to best handle this issue.

- 37. Tips and Gratuities**
Authority employees and service contractor employees are not permitted to accept tips, loans, gifts, gratuities, favors or entertainment from customers, clients or suppliers.
- 38. Two Story Booths**
The Authority requires that plans for all two story exhibits ("double-deckers") be submitted to the Authority for approval prior to installation. All such plans must bear the stamp of a registered structural engineer and/or certified architect and be accompanied by a letter from the engineer or architect stating that the exhibit conforms to the current Philadelphia Building Code. Please contact your Event Coordinator for further information.
- 39. Utilities**
- a. **Electrical Installations.** Electrical services are provided on an exclusive basis through the Authority. All electrical equipment must meet applicable National Electrical Codes and City of Philadelphia requirements. Electrical fixtures and fittings must be UL listed and so marked. Terms and conditions governing electrical work are listed on the Electrical Service Order Form which is available through your Event Coordinator.
 - b. **Plumbing.** Plumbing services in the exhibit halls for booths, etc., (including water, drain, and compressed air), are provided on an exclusive basis through the Authority.
 - c. **Telephones.** Telephone services are provided on an exclusive basis through the Authority.
- 40. Vehicles and Motorized Equipment**
The use of motorized vehicles, forklifts, bicycles, utility carts, or golf carts, etc., is restricted to the exhibit halls and back of the house areas and is not permitted in the PCC concourses, lobbies or registration areas, meeting rooms, or any carpeted areas of the PCC. During move-in and move-out periods, cart traffic needed to move equipment is the only such traffic permitted on the carpeted areas.
- Any vehicle or combustion operated machine which is part of an exhibit must contain less than one quarter tank of fuel and must be equipped with locking gas caps. All battery cables must be disconnected and ends taped, gas caps locked, and the keys retained by show management. No refueling is permitted in the PCC. You must protect floors under vehicles from any leakage, spillage or other potential damage.
- 41. Video**
Video information and cable television are provided in specific locations throughout the building. Please contact the Production Services Department for further information regarding the

**programming of the
system during your event hours.**

42. Walls and Partitions

Only authorized PCC personnel may operate portable walls and moveable partitions in meeting rooms and exhibit halls.

43. Weight Loads and Rigging

Information about the load limits of the floor areas and the weight capabilities of ceiling areas is available through your Event Coordinator. It is your responsibility to insure that these limits are not exceeded.

Note: The Authority reserves the right to amend these Rules and Regulations and to determine, in its discretion, any matters not expressly covered herein.