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Back/Side Drapes

Your booth includes an 8' high draped back wall and 3' high draped side rails (for in-line & perimeter booths of 300 square feet or less).

If you do not wish to have the drapes, you may request they be removed onsite at the Freeman Service Desk.

Booth Staffing Requirements

Exhibit booths must be staffed by at least one exhibitor representative at all times during show hours.

Exhibitors must limit their activities and confine their displays to the space for which they have contracted.

Any demonstration or activity that results in excessive obstruction of aisles, prevents ready access to a nearby exhibitor's booth, or creates a disturbance deemed by show management to cause disruption, shall be suspended.

Exhibitor's representatives wearing distinctive costumes or carrying banners or signs separately, or as a part of their apparel, must remain in their booth.

Booth Type Guidelines & Height Restrictions

[Click here to view the guidelines for your space.](#) Be sure to view the guidelines for the type of booth space you are in: inline, island, peninsula, perimeter wall. There are specific guidelines about what you are allowed to have in your space and placement of items in your space. If in doubt, please contact Show Management (sara@pcbc.com) before the show to review your design to make sure it falls within our guidelines. Spaces that violate guidelines onsite will be asked to alter their set-up by the floor manager unless they received show management approval on a Booth Variation Request by **June 2** (see below). More information on guidelines can also be found in the [Rules & Regulations](#).

Booth Variation Request

If you would like to make a request to have/build/set-up something in your space **outside the [given guidelines](#)**, you must submit a [Booth Variation Form](#) to sara@pcbc.com by **June 2**.

The [Booth Variation Form](#) is mandatory if you wish to make a request to have/build/set-up something in your space **outside the [given guidelines](#)**. This may include, but is not limited to, things such as:

- A higher booth height than is allowed in the guidelines
- Taller items in the front half of your booth space
- Side and back walls higher than is allowed in the guidelines
- Canopies, ceilings, umbrellas, arches over your space
- Etc.

Requests are approved/denied on a case-by-case basis. Submission of request does not guarantee approval. Remember, if you have any doubt about what you plan to have in your space, please contact Show Management (sara@pcbc.com) before the show to confirm. This will prevent you from being asked to change your set-up onsite at the last minute.

Canopies, Ceilings, Arches, Umbrellas

An exhibit component supported over an Exhibitor's booth space for decorative purposes (such as a canopy, ceiling, arch or umbrella) is allowed in spaces **20' x 20' or larger only** and requires Show Management approval (see [Booth Variation Form](#) above).

Height: Canopies, false ceilings, arches and umbrellas will be permitted to a height that corresponds to the height regulation for the appropriate booth configuration of which they are a part. Canopies, false ceilings or umbrellas will not be used for identification or display purposes except as would normally be allowed for any exhibit component within the [regulations set forth for the booth configuration](#). Canopies, false ceilings, arches and umbrellas may not extend beyond the aisle line.

Please note that any Exhibitor installing a ceiling or other similar structure is required to submit certified plans and obtain written approval from center's Fire Marshal, via Show Management and the [Booth Variation Form](#), to insure that their booth meets with necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc.

Carpet/Flooring Requirement

You are required to have carpet or other appropriate floor covering.

You may ship your own carpet/covering with your booth materials, or you may order through the Freeman Online Service Kit. When the online service kit becomes available, the main contact for your company will receive an email from Freeman with instructions and a link to order. Labor is required regardless if you provide your own carpet/flooring or order through Freeman.

Carpet Installation

Labor is **required** for carpet/flooring installation (even if you provide your own carpet/flooring) and can also be ordered through the Freeman Online Service Kit. [Read more about Union Labor Jurisdictions here.](#)

Carpet may not be adhered to concrete floor with silicon or any adhesives. Your carpet will be installed with carpet tape with minimal residue.

Hanging Signs

A hanging sign displayed over an Exhibitor's booth will be permitted in island booths **20' x 20' or larger only**. Hanging signs must not extend beyond the footprint of the booth space and should be appropriately sized in proportion to the booth space.

Hanging sign labor must be ordered through the Freeman Online Service Kit.

In-Booth Contests/Drawings

Drawings/contests can be approved on a case-by-case basis. To inquire about an event, please email sara@pcbc.com.

In-Booth Demonstrations

All demonstrations and booth activities must remain within the footprint of your space and must not extend into the aisles (or other booths) in any way. Also, all demonstrations and activities must not be disruptive to neighboring exhibitors.

Any demonstration or activity that results in excessive obstruction of aisles, prevents ready access to a nearby exhibitor's booth, or creates a disturbance deemed by show management to cause disruption, shall be suspended.

In-Booth Events

Events can be approved on a case-by-case basis. To inquire about an event, please email sara@pcbc.com.

In-Booth Food & Beverage Services

All food/beverages must be ordered through the convention center. **No outside food/beverage services are allowed.** When order forms become available, they will be posted in the Freeman Online Service Kit and in the [Exhibitor Service Center](#).

In-Booth Music/Audio

You may have music or other audio as long as it is not disruptive to neighboring exhibitors. Any music/audio deemed by show management to cause disruption, shall be suspended.

Included in your Booth Space

- 8' high draped back wall and 3' high draped side rails (for in-line and perimeter booths)
- One 7" x 44" booth identification sign displaying your company name and booth number (for in-line and perimeter booths of 300 square feet or less).
- [Click here for a list of other benefits included in your booth space rental.](#)

Literature Distribution

Canvassing any part of the convention center outside of your exhibit space or at any of the hotels in the PCBC Housing Block is strictly prohibited. Any person doing so will be asked to suspend this activity.

Circulars, catalogues, magazines, folders and signs may be displayed only in the contracted exhibit or publication space.

Union Labor Requirement

Keep in mind that union labor WILL be required for certain aspects of your exhibit handling & set-up/tear-down.

DISPLAY LABOR - DECORATORS UNION

If any of the following are true of your installation, you are REQUIRED to order union labor:

- The installation or dismantling of exhibits requires the use of hand tools
- The installation or dismantling takes one person more than 60 minutes
- You have carpet/flooring to install

Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. You can handle and set-up/take down the products you manufacture; however, all background materials -

display boards, backdrops, stands - anything the products are displayed upon, attached to, or made part of, and laying of floor tile and carpets must be installed/dismantled by union labor.

You may install and/or dismantle your exhibit display if one person, who is a full time employee, can accomplish the task in 60 minutes or less without the use of tools.

If your exhibit preparation, installation or dismantling requires more than 60 minutes you must use union personnel supplied by the Official Decorating Contractor.

As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in Southern California on a one-to-one basis.

Labor can be ordered in advance by returning the Display Labor order form, or on show site at Freeman Service Desk.

MATERIAL HANDLING LABOR - TEAMSTERS UNION

The Teamsters Union claims jurisdiction on the operation of all material handling equipment (this includes all dollies and hand trucks), all unloading and reloading of materials, and handling of empty containers. An exhibitor may only move material that is able to be hand carried by one person in one trip, without the use of dollies, hand trucks or other mechanical equipment. Since hand carried materials may not come through the freight entrance, show management will designate a specific entrance for hand carried items. Current union jurisdiction precludes hotel personnel from delivering material to exhibit booths.

ELECTRICAL UNION

IBEW Electricians jurisdiction covers all electrical labor for each booth including but not limited to, cable distribution under your carpet or flooring, and throughout the booth structure. Included are connections & hardwiring of all electrical equipment, (e.g. 208volt & higher services, panels, motors, and audio visual equipment), installation of all lighting hung from truss or beams & distribution of all cabling throughout the booth & truss structures. All stage hand labor used in the exhibit area will be supplied through Freeman with exception of their company representative/supervisor. Unless contracted directly with the in-house AV / Internet provider, all data and coaxial cable run within the booth, overhead or on the floor will be installed by our electricians. Electrical services are provided on a time and material basis and cannot be performed by other unions, I&D houses or Exhibitors.

OTHER UNION LABOR FAQ's

I am using an Exhibitor Appointed Contractor (EAC) so do I still need labor?

An Exhibitor Appointed Contractor may oversee the move-in/set-up and move-out/tear-down of your booth, but labor is still required.

Can I or my EAC still supervise the set-up of my booth even if I have labor?

Yes, you or your EAC may supervise the set-up/tear-down.

If I don't want to supervise and just want my space set-up/torn-down by union labor, what do I do?

Contact Freeman before the show to set-up labor and inform them you would like the set-up/tear-down to be supervised by Freeman and you will not be present. If you do not let them know ahead that you would like a Freeman supervised set-up/tear-down, your booth will not be installed/dismantled.

Can I install my own carpet/flooring?

No, carpet/flooring installation requires union labor.