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Exhibitor Appointed Contractor (EAC)

Exhibitors may opt to use an Exhibitor Appointed Contractor ("EAC") rather than Freeman (the official show contractor). If they chose to use an EAC, exhibitors are required to sign and email (to sara@pcbc.com) the [EAC Form](#) listing their chosen Exhibitor Appointed Contractor by **May 25**. As an agent for the Exhibitor, all Exhibitor appointees must agree to adhere to and will be bound by the [Rules and Regulations](#). Exhibitors will be responsible for ensuring that their exhibitor appointed contractors have insurance coverage as noted in the [Rules and Regulations](#) (proof of which must be emailed to sara@pcbc.com by **May 25**) and will be liable for the conduct of everyone they appoint or performs services pursuant to such appointments. EAC shall provide, if requested, evidence that it possesses applicable and current labor contracts and must comply with all labor agreements and practices.

Hand Carried Items

You cannot park in front of the center to load/unload, but if you are parking elsewhere and walking in/out with items, only items that can be hand carried can be brought through the entrance to the center. Definition of hand carried items is below. Items not meeting the definition will be turned away by security.

Hand Carried Item Definition

A "Hand Carried" item is defined as what one person can carry in one trip without a hand-truck or dolly. During move-in and move-out days, hand carried items will be brought through the **main entrance to Halls D-G in the San Diego Convention Center** during the times provided below. Security Guards will monitor the hand-carried items. Those not falling into the description outlined above will be required to return to the marshaling yard and proceed through the Freeman provided move-in/move-out services. Unattended parking is prohibited in front of convention center.

The Hand Carried Entrance is the front doors to the convention center:

Monday, June 26	8:00am – 5:00pm
Tuesday, June 27	8:00am – 5:00pm
Wednesday, June 28	8:00am – 5:00pm
Thursday, June 29	8:00am – 8:00pm
Friday, June 30	8:00am – 5:00pm

Marshalling Yard & Delivering to the Convention Center

All vehicles delivering items to the convention center must go to the [Marshalling Yard](#) **before coming to the convention center**. Only vehicles that have been to the Marshalling Yard first will be allowed to the loading docks.

The [Marshalling Yard](#) is located offsite and is used as a waiting area for vehicles while they wait their turn at the loading docks.

Marshalling Yard Address

2383 Faivre St.
Chula Vista, CA 91911

Vehicles will be weighed at the Marshalling Yard and will be sent to the convention center on a first-come, first-served basis. The wait can fluctuate depending on volume of exhibitors arriving at the yard. Arrive early to minimize wait time.

No items may be delivered/unloaded in the driveway in front of the convention center.

Move-in Date/Time

Monday	June 26, 2017	8:00 AM - 5:00 PM
Tuesday	June 27, 2017	8:00 AM - 5:00 PM

Specific move-in date/time is relative to your booth location. Refer to the Target Floor Plan, which will be posted on in the Freeman Online Service Kit and in the [Exhibitor Service Center](#) when it becomes available.

Move-in Date/Time Change

Changes in move-in date/time will be evaluated on a case-by-case basis. If you need to change your move-in date/time, please view the Target Floor Plan and contact the Freeman contact listed at the top of the Target Floor Plan, which will be posted in the Freeman Online Service Kit and in the [Exhibitor Service Center](#) when it becomes available.

Please notify Sara Turner, sara@pcbc.com, if you will be a late arrival for set-up or will not be setting-up until Wednesday morning.

Shipping (Advance vs. Show Site)

You are encouraged to ship to the Advance Warehouse (rather than direct to show site). Shipping in advance is more cost-effective and can help you avoid delays in move-in as your items will be in your booth space waiting for you when you arrive to move-in at your target date/time.

SHIPPING LABELS

Closer to the show, shipping labels will be posted for download in the Freeman Online Service Kit and in the [Exhibitor Service Center](#).

ADVANCE TO WAREHOUSE

Freeman will accept crated, boxed or skidded materials beginning Thursday, **May 25, 2017**, at the Warehouse address. Material arriving after **June 16, 2017** will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. If required, provide your carrier with this phone number: (714) 254-3410

Warehouse Shipping Address

Exhibiting Company Name / Booth # _____

PCBC 2017

C/O FREEMAN

6060 NANCY RIDGE DR, STE C

SAN DIEGO, CA 92121

DIRECT TO SHOW SITE

Freeman will receive shipments **on your scheduled move-in time/date only**. Please refer to the Target Floor Plan for move-in time/date. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the exhibitor. If required, provide your carrier with this phone number: (714) 254-3410. Shipping direct to show site is only recommended if shipping advance to the warehouse is not possible.

Please note: All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

Show Site Shipping Address

Exhibiting Company Name / Booth # _____

PCBC 2017

C/O FREEMAN

SAN DIEGO CONVENTION CENTER

111 W HARBOR DR

SAN DIEGO, CA 921017899

NOTE: All Common Carriers and Van Lines should check-in at the [Marshalling Yard](#). Certified Weight Tickets must accompany all shipments.

Target Floor Plan

The Target Floor Plan allows you to identify your move-in date/time based on your booth location. This will be posted in the Freeman Online Service Kit and in the [Exhibitor Service Center](#) when it becomes available.

Union Labor Requirements *(Freight Transportation, Move-in, Set-up)*

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.