

# Exhibitor Information

Updated 6/23/25

Conference:  
September 25<sup>th</sup> 8am-5pm

Pennsylvania Convention Center  
Hall C  
1101 Arch Street  
Philadelphia, PA 19107

Questions? Email us  
[exhibitors@paconferenceforwomen.org](mailto:exhibitors@paconferenceforwomen.org)

# General Information

## Move in:

September 24<sup>th</sup> 10:00am - 5:00pm

(Sponsors can start setting up at 8am)

- All booths should be show ready on the 24<sup>th</sup>. Minimal handheld items can be brought in with you on show day.
- Check in at EXHIBITOR CHECK IN DESK by 3:00pm. Desk will be located in Hall C near the dock doors in the back of the hall.
- Children under 16 are not allowed in the exhibit hall during set up, tear down or during show hours.

## Show times:

September 25<sup>th</sup> 8:00am – 5:00pm ET

## Staffing hours:

- Exhibitors can access the floor starting at 7:00am on 9/26.
- Booth **MUST** be staffed from 7:45am – 5pm. Reminder that you will go through security on show day, so arrive to the convention center early.
- Exhibit hall will be slow during general session from 10:15-1:15, but the hall will not close. See full agenda here:  
<https://www.paconferenceforwomen.org/conference/agenda/>

## Move out:

September 25<sup>th</sup> 5:30pm – 7:00pm

DO NOT TEAR DOWN EARLY

# General Information (*con't*)

## Exhibit Hall Passes:

- Each 10'x10' booth comes with up to (3) exhibit hall only passes. These are for your workers to staff your booth and do NOT give access to sessions.
- Names are NOT needed in advance, you will simply pick up the passes when you check in on 9/24.
- During check-in you can also decide to leave badge(s) for your workers to pick up on show day. Simply send them to the HELP DESK located outside Hall A in the "registration bridge" on the 2<sup>nd</sup> level.
- If you, or your staff wish to attend any sessions you need to purchase a full attendee badge [HERE](#). You can switch users throughout the day, but only one person can attend the lunch. For a friends and family rate of \$325, you can visit our website and enter code EXH25. Code is good for new purchases only, cannot be applied to tickets already purchased and is valid while supplies last.

## Security:

Overnight security will be provided in the hall, but all items left overnight are at the discretion of the exhibitor. Items of value can be left in boxes under tables or in the provided storage space behind the booth.

# Inclusions / Exclusions

Your 10'x10' booth space is set up in standard exhibitor aisles (unlike last year).

## **Your booth space includes:**

- (1) 6' table draped in black spandex
- (2) chairs
- 10'x10' space
- 8' black back drape and 3' side drape
- ID sign (small sign with your company name)
- Up to (3) EXHIBIT HALL ONLY badges to work the booth.  
We do NOT need the names in advance – just pick up what you need on set up day.

## **Your booth space does NOT include:**

- Flooring
- Electrical
- Internet
- Any additional furniture or signage
- Conference passes to the event itself
- Food

## **Shipping:**

Shipping items to the warehouse, or onsite will result in “material handling” charges that can be VERY expensive. It is best to bring the items yourself and unload your vehicle yourself. If that is not possible, contact us ASAP for more information. See the AEX online kit for more information.

# Move in & Set up:

## September 24<sup>th</sup> 10:00am-5:00pm

- Arrive before 3pm on set up day, or you may be considered a no-show. During check in you will be given final instructions, your booth location and your badges.
- When you arrive, you CAN unload your own vehicle at the dock as long as it is done by **FULL TIME EMPLOYEES** of your company and you arrive in a private vehicle with **NO MARKINGS**. Rented vans, trucks and trailers are NOT considered a private vehicle and you will be subject to union labor rules for unloading.
- You will be given 15 minutes to unload and then you will be required to move your vehicle. It's best if you have one person to stay with the booth, while the other parks. You may unload your own materials with your own non-mechanized dolly or cart.  
\*\*\***IMPORTANT:** There are **NO** carts available to rent or borrow. If you wish to use the main entrance, you may hand-carry items into the building, without the use of dollies or carts.
- Smaller exhibitors can take advantage of the Cart services offered by AEX. They will unload your car and bring your items to your booth on a cart. You must arrive in a private vehicle and all items must fit on the cart. See AEX kit on the last page for more information.
- If you arrive in a box truck, rental truck or commercial vehicle you **must** use AEX's union labor to unload and there will be a charge calculated on the material handling fees. See AEX online kit for pricing.
- Reminder – no children under 18 will be allowed in the docks or on the show floor during set up or move out. This is a building rule and we cannot make exceptions.

# Move in & Set up continued

- Bring photo ID with you, you might be asked by the convention center when driving to the docks.
- **Directions to the dock:**  
When accessing the docks use the Vine Street Ramp located between 11<sup>th</sup> & 12<sup>th</sup> Streets off Vine. Use the docks for Hall C. Entrance on Vine Street Eastbound between 12th and 11th Street)
  - Proceed to 2nd light and make a left onto Vine St. East. Take Vine Street to ramp which is located East bound on Vine Street between 12th and 11th Streets
  - GPS Address: 1130 Vine Street Philadelphia Pennsylvania 19107
- **Parking information:** There is a fee for parking on set up day and show day. More information can be found here:  
<https://www.paconvention.com/attendees/travel-to-pa-convention-center>
- **Empty** boxes that you need for move out *can* be stored with AEX. HOWEVER, it often takes time to return those boxes. It's best if you bring them back to your vehicle or store them in your booth. The service is free IF you used AEX to unload your vehicle, otherwise there is a fee.
- You can hang your own signage from the pipe and banner behind your booth. (2) "S" hooks will be provided with your ID sign that you can reuse. If you need more please purchase them prior to arriving. If you plan to hang your sign yourself bring a small step or step ladder to use – there will be **none** available onsite to use.
- Helium balloons, tents, food or beverage distribution, confetti, glitter and open flame are strictly prohibited. You can have a small jar of pre-wrapped candies on your table, if you wish.
- Food is **NOT** included with the booth. You can bring your own, purchase items at the concession stand, or take breaks with colleagues to go out for lunch.

# PA Convention Center unloading rules

## OUR PLEDGE TO CUSTOMER SERVICE



### THE PENNSYLVANIA CONVENTION CENTER

IN THE CITY OF PHILADELPHIA, known for its history-making meetings, we do hereby establish that all those who gather in our world-class facility have the right to:

#### FOR EXHIBITORS

- 1. EFFECTIVE MANAGEMENT.** By bringing in industry-leader ASM Global to oversee our beautiful downtown Pennsylvania Convention Center, it's clear we're further dedicating ourselves to transparent, accountable and professional management for your meeting.
- 2. INDEPENDENCE AND FLEXIBILITY.** Full-Time employees (Exhibitors) (as long as there is **not an EAC Contracted** to setup/dismantle the booth) have the freedom to:
  - Setup and/or tear down their booths without limitation to size.
  - Unload their personally owned vehicles using their own equipment, including dollies, luggage carriers, non-hydraulic carts, and two-to-four-wheel hand trucks.
  - Use power tools and ladders (up to 6 feet) to setup and tear down exhibits.
  - Install signage and floor coverings.
  - Install and remove non-rented and non-public AV equipment.
- 3. SIMPLE COMPUTER SETUP.** Full-Time employees of the exhibiting company and show managers may setup, connect their own (**non-rented**) computers, tablets, and all computer components and any required low-voltage power supply equipment for **non-public** use. Our show labor will need to setup any rented equipment, registration and public-use computers & tablets including when using to collect Data. Public use of computers & tablets, in areas such as cyber cafes, exhibiting booth space and meeting rooms, are set by our show labor.
- 4. SELF PROMOTION.** Show managers have the freedom to place, move and remove easels, signs, and poster board materials.
- 5. EASY DISPLAY SETUP.** Full-Time employees of the exhibiting company, and show managers have the freedom to open boxes, stock shelves, setup, plug in, hang up, and freely distribute their non-bulk products/literature within their booth without limitation to size of the booth.
- 6. DISPLAY MAINTENANCE.** Full-Time employees of the exhibiting company have the freedom to perform maintenance on their own display equipment after the initial setup without limitation to size of the booth.
- 7. A SUPPORTIVE TEAM.** Each labor union has established a core workforce with a focus on hospitality.
- 8. SKILLED WORKERS.** Our Labor workforce is highly skilled and has received specialized training in hospitality services.



Pennsylvania  
Convention Center  
PHILADELPHIA

AN  MANAGED FACILITY

MARCH 2023

ASM Global Contractor Services can be reached at 215-418-4900

# PENNSYLVANIA CONVENTION CENTER ENHANCED EXHIBITOR WORK RULES

Progressive work rules and streamlined services provide our customers with just the right amount of flexibility and independence they need, resulting in greater cost efficiencies and a better overall customer experience.



Within your booth area or show space, full-time employees of the Exhibiting Company (as long as there is **not an EAC Contracted** for the booth setup/dismantle) have the freedom to setup and tear down your display, hang graphics and signage, install floor coverings, and install non-rented AV equipment including tablets for **non-public use without limitation to booth size**.

Place, move, and remove your own easels, signs, and poster board materials.



Open boxes, stock shelves, setup, plug in, hang up, and freely distribute your non-bulk products/literature within your booth or show space.



Drive your non-commercially registered personally owned vehicle to a designated area to unload.



Use your own dollies, luggage carriers, non-hydraulic carts, and two-to-four-wheel hand trucks.

## VEHICLES THAT QUALIFY:



SEDAN



SUV



PICKUP



VAN

## VEHICLES THAT DO NOT QUALIFY:



TRAILER  
INCLUDES  
TAG-ALONG



RENTALS



BOBTAIL



STAKEBED

Use your own power tools and ladders (up to 6 feet) to setup and tear down exhibits.



MARCH 2023

# Electric, Internet, Union Labor and Rental Orders

Electric, internet, union labor and additional furniture are NOT included with your booth, but you can order them if you wish.

Electric and Internet are ordered with the convention center. You will

Electric: can be purchased online here:

<https://pcc.ungerboeck.com/prod/app85.cshtml?AppCode=COE&C=1&OrgCode=10>

Online ordering for electricity will be available once your booth has been assigned, expected by mid-August. We will email once your booth has been assigned.

**Internet:** There is **NO** internet in the hall. Please bring your own hotspot or plan accordingly (a cell phone is usually fine). You can purchase internet from the center, but it's wired and starts at \$1,000. There is no wireless internet for purchase. Most exhibitors who need internet for processing credit cards do it through their phone service.

Furniture rental and union labor can be ordered with AEX online. The full kit can be found online here, AEX will be sending you an email directly with instructions on how to order online. There are also forms included for shipping and AV rentals:

<https://www.paconferenceforwomen.org/wp-content/uploads/sites/2/2025/05/PA-Conference-for-Women-Exhibitor-Kit-9-25.pdf>

Additional furniture is expensive to rent. If desired, you can bring your own to cut down on those expenses.

**Shipping:** Reminder, shipping items to the warehouse, or onsite will result in "material handling" charges that can be VERY expensive. It is best to bring the items yourself and unload your vehicle yourself. If that is not possible, contact us ASAP for more information. See the AEX online kit for more information.