



## Rules & Regulations Handbook

For assistance, please contact our Exhibitor Service Department at [inquiry@keystonecomiccon.com](mailto:inquiry@keystonecomiccon.com), 800-417-1614, or 203-840-5677.

# SHOW SCHEDULE

### SHOW OFFICE & REGISTRATION

**SHOW OFFICE** - Located on the 3<sup>rd</sup> floor **REGISTRATION** - located in room 204. These areas will be staffed and operational during the following times:

	SHOW OFFICE	REGISTRATION
Thursday, September 13, 2018	8:00 AM – 5:00 PM	12:00 PM – 9:00 PM
Friday, September 14, 2018	8:00 AM – 7:00 PM	10:00 AM – 8:00 PM
Saturday, September 15, 2018	8:00 AM – 7:00 PM	8:00 AM – 8:00 PM
Sunday, September 16, 2018	8:00 AM – 4:00 PM	8:00 AM – 5:00 PM

### EXHIBITOR SERVICE CENTER

**FREEMAN** is the Official General Contractor of **KEYSTONE COMIC CON** and will maintain an Exhibitor Service Center during set-up, show days and dismantling. All other official show contractors will also be set up in this area as well. All inquiries regarding booth services and orders should be made at the Exhibitor Service Center, including booth furnishings, labor, freight, utilities, and special show services. Exhibitors who have ordered labor are asked to check-in at this desk when they are ready to install their exhibits. The person in charge of your exhibit should carefully inspect and sign for all work order forms. If you disagree with a bill presented for your signature, question it immediately. If you cannot come to a satisfactory agreement with the contractor, contact Show Management. Once the show has ended, it becomes very difficult to resolve issues.

Wednesday September 12, 2018	10:00 AM - 8:00 PM
Thursday September 13, 2018	8:00 AM - 8:00 PM
Friday September 14, 2018	8:00 AM - 7:00 PM
Saturday September 15, 2018	8:00 AM - 7:00 PM
Sunday September 16, 2018	8:00 AM - 10:00 PM
Monday September 17, 2018	8:00 AM - 5:00 PM

### SHOW HOURS

#### EXHIBITOR MOVE-IN

Wednesday September 12, 2018 10:00 AM - 8:00 PM  
 Thursday September 13, 2018 8:00 AM - 8:00 PM  
 Friday September 14, 2018 8:00 AM – 9:00 AM *TOUCH UPS ONLY*

#### EXHIBIT HOURS

Friday September 14, 2018 12:00 PM - 7:00 PM  
 Saturday September 15, 2018 10:00 AM - 7:00 PM  
 Sunday September 16, 2018 10:00 AM - 5:00 PM

#### EXHIBITOR MOVE-OUT

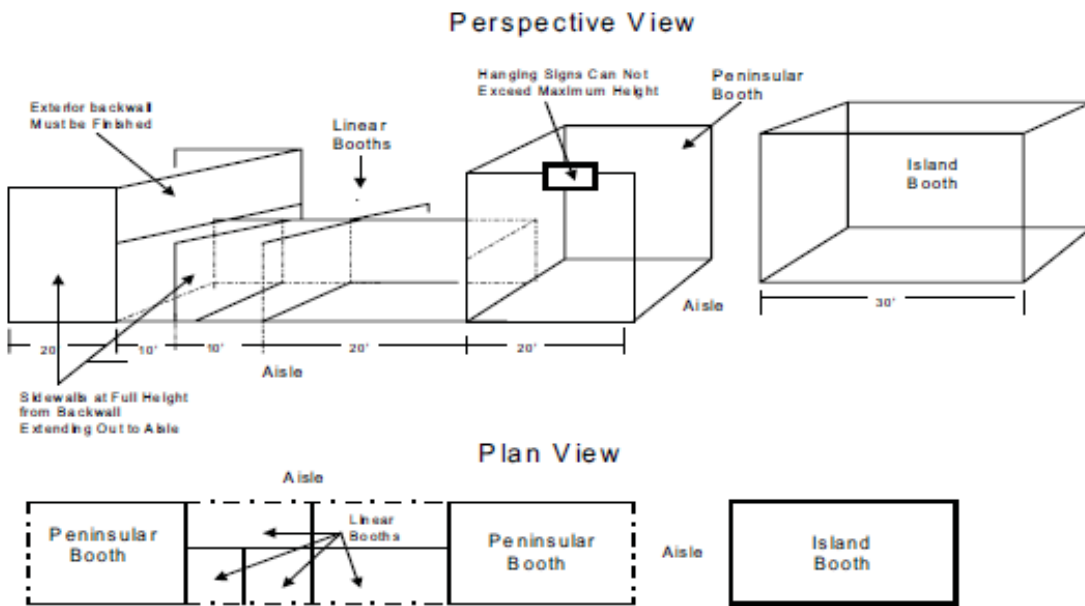
Sunday September 16, 2018 5:00 PM - 10:00 PM  
 Monday September 17, 2018 8:00 AM - 2:00 PM

*Freeman will begin returning empty containers at the close of the show. The entire process will take approximately 5 hours.*

# DISPLAY REGULATIONS

## CUBIC CONTENT

Keystone Comic Con follows the **cubic content rule**, which allows exhibitors to make maximum use of their booth space. Under the cubic content rule, exhibitors may build up to the front of their booths, and up to the maximum allowable height according to booth type as indicated below. **However, anything above the provided drape heights must be finished, neutral and devoid of copy on any wall adjacent to another exhibitor.**



The following maximum height limits will be strictly enforced. No height variances will be granted prior to or on-site at the show. Please plan your booth display and sign structures accordingly. **Maximum allowable height is also directly affected by the ceiling height of your booth area.** The maximum height of a display booth at the backwall, including any form of lighting system, signage, or header shall be:

**Linear Booth** - Bounded by 1 or 2 aisles. Hanging Signs are not permitted in linear booths. It is much more cost effective to floor mount signage with a linear booth height limit of 12 ft. Note: side-drape provided is 3 feet high and the back-drape provided is 8 feet high.

**MAXIMUM HEIGHT LIMIT WITHIN A LINEAR BOOTH = 12 FEET**

**Peninsula Booth** - Bounded by 3 aisles. Exhibit booths must also be at least 20 ft. deep and 20 ft. wide to meet Show Managements requirements for hanging signs. Hanging signs in peninsula booths may reach a height limit of 20 ft. to top of sign. Two-sided Signs must be hung 5 ft. from the back wall and the side facing rear of the booth must be clear of copy, logos or other graphics so as not to be an eyesore to neighboring exhibitors. Note: the back-drape provided is 8 feet high.

**MAXIMUM HEIGHT LIMIT WITHIN A PENINSULA BOOTH = 20 FEET**



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**Island Booth** - Bounded by 4 aisles. Booths must also be 20 ft. deep and 20 ft. wide to meet Show Managements requirements for hanging signs. Hanging signs in island booths may reach a height limit of 25 ft. to top of the sign.

**MAXIMUM HEIGHT LIMIT WITHIN AN ISLAND BOOTH = 25 FEET**

**PLEASE NOTE:** Nothing will be permitted above these maximum heights, including signs, banners, truss structures, lighting and/or display materials. **Maximum allowable height is also directly affected by the ceiling height of your booth area**

**\*\*If you have a question about the type of your booth, please contact Reed Exhibitions Operations\*\***

### **DEMONSTRATION AREAS**

Demonstration areas must be confined within the exhibit space so as not to interfere with any traffic in the aisles. Exhibitors must contract sufficient space to be able to comply with this rule. When large crowds gather to watch a demonstration and interfere with the flow of traffic down the aisles or create excessive crowds at neighboring booths, it is an infringement on the rights of other exhibitors. Aisles may not be obstructed at any time.

### **DEMONSTRATION EQUIPMENT**

Equipment, product or machinery, when displayed to demonstrate or simulate industrial application, are exempt from the foregoing height limits, but are restricted only by ceiling height, as well as building and safety codes.

### **DO NOT BLOCK THE AISLES OR INVADE NEIGHBOR'S SPACE**

No sign or decorative materials may protrude into the aisles or encroach upon neighboring booths. No obstruction may be placed in any aisle, passageways, lobby, or exit leading to any fire extinguishing appliances.

### **DOUBLE DECKED BOOTHS AND SOLID OVERHEAD STRUCTURES**

#### **[www.paconvention.com/plan-of-ops](http://www.paconvention.com/plan-of-ops)**

The Authority requires that plans for all two story exhibits (double-deckers) be submitted 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 and/or architect stating that the exhibit conforms to the current Philadelphia Building Code. Please reach out to Amanda Campbell at [amcampbell@reedexpo.com](mailto:amcampbell@reedexpo.com) for more information.

### **EXHIBIT BOOTH CONSTRUCTION AND DECORATION**

#### **[www.paconvention.com/plan-of-ops](http://www.paconvention.com/plan-of-ops)**

All materials used in exhibit construction and decoration (including without limitation hard wall, canopies, drapes, foam core, tablecloths, burlap, scrim or similar materials) must be fire retardant, i.e. they must either have been flame-proofed by the manufacturer prior to purchase or be flame-proofed by a person certified by the Philadelphia Fire Department following approved Philadelphia Fire Code procedures and standards. Exhibitors and contractors must have available on site for inspection the appropriate paperwork to demonstrate that these requirements have been met, that either a tag affixed to the item demonstrating that the item has been flame-proofed by the manufacturer or a certificate (valid for one year) demonstrating post-purchase application of fire retardant. Spot checks of compliance with this requirement will be conducted periodically. In addition, field flame tests may be conducted. Appropriate action will be taken if such inspections and tests reveal incidents of non-compliance.

Exhibitors with booths larger than 600 sq ft must secure union labor for install and dismantle. Exhibitors with booths 600 sq ft or smaller may perform set up of their own booths provided that everyone working on the booth can provide proof that they are an employee of the exhibiting company, this includes the use of handheld power tools and ladders.



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### EXHIBITORS WITH SPECIAL REQUESTS

In the interest of fairness to all exhibitors, variances to allowable display heights will not be granted. Exhibitors wanting to discuss special needs for their exhibit should send detailed plans of their proposed display for this approval to:

**Amanda Campbell**  
**Operations Manager**  
**Reed Exhibitions**  
**amcampbell@reedexpo.com**  
**Tel: (203) 840-5550, Fax (203) 840-9550**

### EXPOSED AREAS MUST BE FINISHED

All back walls, sidewalls or any other exposed areas of the display must be draped or finished surfaces. No graphics, logos, or print facing into another booth is allowed. Any company advertisement or promotion must face into the aisle. In-line and peninsula booths must have a finished back wall covering the back of the booth. See-through back walls or displays which do not cover the back-wall completely will not be allowed. **Please note that ALL FIRE HOSE CABINETS MUST BE KEPT VISIBLE AND CLEAR.** After **10:00 AM on Friday, September 14, 2018** any part of a booth with unfinished side or back-walls will be draped by Show Management at the expense of the exhibitor.

### FLOOR LOADS

[www.paconvention.com/plan-of-ops](http://www.paconvention.com/plan-of-ops)

Hall A, B, C, D, E, F & G: @ 350 lbs. psf

### GOOD TASTE AND RIGHTS OF OTHERS

**Good Taste and the Rights of Others** - Show Management may require any Exhibitor to make changes in their exhibit if, in Show Management's opinion, the exhibit does not conform to prevailing standards.

### GRAPHICS ON NEIGHBOR'S SIDE

The backside of walls - the common border facing a neighboring booth - must be finished, neutral/clear of copy, logos, or other graphics, so as not to be an eyesore to neighboring exhibitors.

### HANGING LOADS

[www.paconvention.com/plan-of-ops](http://www.paconvention.com/plan-of-ops)

- Hall A, B, C, D, E, F & G: Majority of points is 250 lbs. per attachment point.
- A complete rigging plan must be submitted 30 days in advance for approval by the Convention Center. For additional information, contact the Event Services Department at (215) 418-4850.  
Grand Hall & Ballroom live load not to exceed 100 pound per square foot.
- Grand Hall maximum concentrated load not to exceed 4,800 pounds any point with no other live loads in area.
- Ballroom maximum concentrated load not to exceed 3,000 pounds at any point with no other live loads in area.
- Terrace Ballroom live load not to exceed 150 pound per square foot



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### HANGING SIGNS

Hanging signs must comply with the **HEIGHT LIMITATIONS** guidelines listed below. This includes all hanging or suspended material such as banners and balloons (where permitted), etc. The top of the sign (or other material) may not exceed the height limitation specific to your type of booth. Booths which qualify to suspend "hanging signs" are only Island, Peninsula or Walk-Through booths of 400 sq. ft. or larger.

The following maximum height limits will be strictly enforced. No height variances will be granted prior to or on-site at the show. Please plan your booth display and sign structures accordingly. **Maximum allowable height is also directly affected by the ceiling height of your booth area.** The maximum height of a display booth at the backwall, including any form of lighting system, signage, or header shall be:

**Linear Booth** - Bounded by 1 or 2 aisles. Hanging Signs are not permitted in linear booths. It is much more cost effective to floor mount signage with a linear booth height limit of 12 ft. Note: side-drape provided is 3 feet high and the back-drape provided is 8 feet high.

**MAXIMUM HEIGHT LIMIT WITHIN A LINEAR BOOTH = 12 FEET**

**Peninsula Booth** - Bounded by 3 aisles. Exhibit booths must also be at least 20 ft. deep and 20 ft. wide to meet Show Managements requirements for hanging signs. Hanging signs in peninsula booths may reach a height limit of 20 ft. to top of sign. Two-sided Signs must be hung 5 ft. from the back wall and the side facing rear of the booth must be clear of copy, logos or other graphics so as not to be an eyesore to neighboring exhibitors. Note: the back-drape provided is 8 feet high.

**MAXIMUM HEIGHT LIMIT WITHIN A PENINSULA BOOTH = 20 FEET**

**Island Booth** - Bounded by 4 aisles. Booths must also be 20 ft. deep and 20 ft. wide to meet Show Managements requirements for hanging signs. Hanging signs in island booths may reach a height limit of 25 ft. to top of the sign.

**MAXIMUM HEIGHT LIMIT WITHIN AN ISLAND BOOTH = 25 FEET**

**PLEASE NOTE:** Nothing will be permitted above these maximum heights, including signs, banners, truss structures, lighting and/or display materials. **Maximum allowable height is also directly affected by the ceiling height of your booth area**

***\*\*If you have a question about the type of your booth, please contact Reed Exhibitions Operations\*\****

### HELIUM BALLOON DISPLAYS

[www.paconvention.com/plan-of-ops](http://www.paconvention.com/plan-of-ops)

Helium balloons may not be distributed in the PCC. However, Helium balloons may be used if permanently attached to authorized displays and approved through your Operations Manager. If helium balloons become detached from the display, the labor cost to retrieve the balloons will be charged to the Exhibitor. A deposit may be required prior to installation. Please contact Amanda Campbell at [amcampbell@reedexpo.com](mailto:amcampbell@reedexpo.com) for approval.



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### INSPECTION DEADLINE

**Inspection Deadline** - Any booth not occupied by **10:00 AM on Friday, September 14, 2018** will be presumed abandoned.

- If there is freight in the booth and Show Management believes the exhibitor will be late, then **FREEMAN** will set up the display as best they can with the information available
- If there is no freight in the booth and/or Show Management believes the exhibitor will not participate in the show, the booth will be reassigned
- Exhibitors arriving after this time will be given space available and may incur additional costs. Please contact your Sales Management team to let them know of this important deadline
- All exhibits must be completely set by **10:00 AM on Friday, September 14, 2018**
- No shipment will be accepted at any time past **5:00 PM on Thursday, September 13, 2018**, or beyond. Absolutely no shipment, equipment, or material may be brought onto the show floor during show hours

### MAINTAINING ACCESS & EGRESS

The following may not be blocked or access impeded:

- Fire fighting and emergency equipment, including fire alarm boxes, fire extinguisher cabinets, stand pipe valves, defibrillators and similar equipment
- Electrical and telephone closet doors
- Elevators and escalators
- Hanger Doors
- Doors
- Staircases
- Sprinklers

### NO NAILS OR SCREWS

Nothing may be posted, tacked, nailed, or screwed to columns, walls, floors, or other parts of the building. Any damage or defacement caused by infractions of this rule will be remedied by Show Management at the expense of the rule-breaking exhibitor.

### SOUND LEVELS

Sound level of presentation should be kept within the confines of the booth area and must not interfere with neighboring exhibits. Show management will exercise their right to provide and maintain a fair exhibiting environment to all customers. Excessive sound can be offensive and distracting. Each Exhibitor is entitled to an atmosphere that is conducive to conducting business, without excess noise from other Exhibitors. Any audio equipment (i.e., sound system, audio from a video wall, microphones), whether in the booth or as part of a display, may not exceed a sound level of eighty-five (85) decibels. Keystone Comic Con will be sensitive and responsive to complaints registered by spectators, neighboring Exhibitors, or other personnel, and will have appointees to respond to all complaints.



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### STORAGE

[www.paconvention.com/plan-of-ops](http://www.paconvention.com/plan-of-ops)

- Crates are not permitted to be stored in occupied halls
- Crates are not permitted to be stored behind meeting rooms
- Storing Crates In Unoccupied halls
  - Crate storage shall not exceed a height of 12 feet.
  - Crate storage shall have eight (8) foot aisles every 50 feet.
  - 24 hour Fire Watch is required for crate storage in unoccupied halls.
  - 10lb ABC fire extinguishers are required every 10 feet.
  - Nothing is permitted within 15' in any direction of exit doors.
  - Nothing is permitted within 15' in any direction of Fire Stairs.
  - Clear paths must be maintained to all exits.
  - Nothing is permitted within 5' of Electrical Columns.
  - Propane tanks must be removed from lifts left in the hall overnight and placed outside in cages.
- Storing Crates In Interior docks
  - Storing Empties behind halls requires 3' wall clearance.
  - Storing Empties behind halls requires 8' traffic aisles.
  - Storing Empties behind halls requires 10lb ABC Fire extinguishers every 10'.
  - Storing Empties behind halls requires that empties are not stacked higher than 8'.
  - Propane tanks must be removed from lifts left in the dock overnight and placed outside in cages.
- Storing Crates on Exterior docks
  - Empty crates must not be stacked higher than the top of the bay doors.
  - No storage on the ramps (A, B, C, D, E, F and G).
  - Crates cannot block dumpsters or compactors.
- Storage of any type of fuel in the facility is prohibited. All propane tanks must be stored on the propane racks outside of Hall B, Hall F and Hall G. Each decorator/production company must designate a representative who is responsible for checking their area at the end of each day to ensure that all tanks are removed from the halls, behind meeting rooms and the interior and exterior of the docks. If the tanks are not removed, the building will take possession of each tank.
- Several of the racks outside of B-Dock have the capability to be padlocked. You can provide your own padlock to secure the tanks. The padlock must be removed once the event concludes. If the padlock is not removed, the PCC will remove the padlock.
- When not in use, all lift equipment (forklift, scissor lifts, etc.) shall be properly stored outside of the facility. During inclement weather, with Security Services approval, lift equipment may be stored in the interior loading dock corridor. Lifts stored in the interior loading dock corridor must have all fuel tanks removed and placed outside in the Cages. Refueling must occur outside of the building. Empty cylinders must be placed back in the storage rack immediately.



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### VEHICLE DEMONSTRATIONS OR EXHIBITIONS

[www.paconvention.com/plan-of-ops](http://www.paconvention.com/plan-of-ops)

There is a round trip spotting fee per vehicle. Please refer to the **FREEMAN** Manual link in the [Vendor Forms & Guidelines](#) section of the online manual for more information.

Any vehicle used in a display or exhibit must have all battery cables disconnected, ends taped and gas caps locked. Fuel tanks and fill openings are closed and sealed to prevent tampering. The disconnection of vehicle battery falls under the jurisdiction of the electricians. The vehicle may only contain a maximum fuel level of one quarter (1/4) tank or 5 gallons (19L) whichever is least. Fuel applies to gasoline, diesel, CNG, LPG, etc. Tanks cannot be refueled or emptied inside the PCC. The flooring under the vehicle must be protected from any leakage, spillage or other potential damage. During non-show hours the vehicle should be locked with an extra set of keys left with Show Management. Vehicle locations must be shown on Floorplans submitted for Fire Marshal approval. Please contact Amanda Campbell at [amcampbell@reedexpo.com](mailto:amcampbell@reedexpo.com) for more information.





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# GENERAL RULES & REGULATIONS

### AGE RESTRICTIONS

In accordance with display rules and regulations and security measures, **no one under the age of 18 will be admitted in the exhibit hall during move-in or move-out. There will be no exceptions.** Children of any age are admitted during Show hours on Show Days **ONLY**; during that time, those 6 or over must be badged. **For security reasons, children under the age of 16 must be accompanied by an adult at all times.**

### ANIMALS

[www.paconvention.com/plan-of-ops](http://www.paconvention.com/plan-of-ops)

Animals are not permitted on the premises of the PCC, with the exception of guide, signal or service animals or animals approved for use in conjunction with an exhibit, display or performance. Animals that are approved must be on a leash, within a pen or under similar control at all times. No animal exhibits are permitted on the carpeted areas of the PCC. The exhibitor or owner is responsible for obtaining all relevant permits and for attending to the sanitary needs of the animal(s). The exhibitor or owner is also fully responsible for the animal(s) while on the premises of the PCC. Please contact Amanda Campbell at [amcampbell@reedexpo.com](mailto:amcampbell@reedexpo.com) for more information.

### ATM MACHINES

ATM's will be available in various locations throughout the Show Floor.

### AUDIO VISUAL

**Reaction Audio Visual** is the official audio/visual services provider of Keystone Comic Con. **Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for order information.** Please be sure to indicate your booth number on all forms. **Reaction Audio Visual** will maintain a full staff on-site at the Exhibitor Service Center.

### BAG/WEAPONS CHECK

We will perform random bag checks of attendees as well as tagging prop weapons with a different color band every show day. This will take place at the entrance to the event through the Grand Hall. In addition, we will have security dogs roaming the building.

### BICYCLES, HOVERBOARDS AND ROLLERBLADES

The riding of bicycles, hoverboards and the use of rollerblades and "heelys" (sneakers with embedded wheels) are prohibited at all times in the Pennsylvania Convention Center.

### BOOTH CLEANING

Cleaning crews will be provided for general exhibit hall clean up, including aisles, each day before the opening of the show and during show hours.

Booth cleaning can be ordered through the Official General Contractor of Keystone Comic Con, **FREEMAN**. **Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for order information.**

**Show Management does not provide cleaning or vacuuming for booth carpet at any time.**

### BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high BLACK back drape, 3' high BLACK side dividers and a 7" x 44" one-line identification sign.

### BOOTH FURNISHINGS

Booth equipment, services and furnishings are available through the Official General Contractor of Keystone Comic Con, **FREEMAN**. **Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for order information.**



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### BOOTLEG POLICY

The buying and selling of counterfeit / knock-off / unlicensed materials is not tolerated at Keystone Comic Con. KCC is a celebration of the best of popular culture, and bootlegs have no place in the show. Violation of this rule will result in one and only one warning. A second violation and you'll be removed from the show.

### BULK SALE OF YOUR BOOTH

In the event you sell a portion or all of your booth's merchandise to an outside retailer who wishes to remove items at the close of the show, the retailer must contact **FREEMAN** at the Exhibitor Service Center **PRIOR TO 10:00 AM, Sunday, September 16, 2018**. They will receive special instructions on how to remove the merchandise they've purchased from your company at show close, **AT 5:00 PM, Sunday, September 16, 2018**.

### BUSINESS CENTER

**FedEx Office** operates a full-service business center on-site to provide copy and fax services, cell phone and pager rental, small package shipping, etc. **Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for order information.**

### CATERING SERVICES

**Aramark** has exclusive rights to all catering in the facility.

*No outside food and beverage is permitted without the consent of Aramark.*

Exhibitors are able to sample their product if 1) they are the manufacturer of that product, 2) they stay within our sampling sizes of 2 ounces for food and 3 ounces for nonalcoholic beverages, and 3) they complete and return the sampling release form.

Please reach out to your sales manager with questions. Sales Manager is Casey Weber (weber-casey@aramark.com or 215-418-2243)

**Menus and sampling form can be found in [Vendor Forms & Guidelines](#) section of the online manual for order information.**

### CENTER ACCESSIBILITY

Keystone Comic Con is easily accessible to visitors with disabilities. Most restrooms and drinking fountains are wheelchair accessible. The convention center is equipped with elevators, and several doors are automated. The Show floor is level and manageable either alone or with an able-bodied assistant.

The Pennsylvania Convention Center does not offer reserved public parking. An accessible drop-off location is on the northwest corner of 11th and Arch Streets.

Guests are encouraged to bring their own wheelchair or motorized scooter, however both are available for rent at the Show, on a first-come, first-served basis. Rentals will be available for advance order pick up or onsite orders next to Registration.

### CLEANING

Cleaning crews will be provided for general exhibit hall clean up, including aisles, each day before the opening of the show and during show hours.

Booth cleaning can be ordered through the Official General Contractor of Keystone Comic Con, **FREEMAN**. **Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for order information.**

**Show Management does not provide cleaning or vacuuming for booth carpet at any time.**

### CLIENT ACCESS

#### [www.paconvention.com/plan-of-ops](http://www.paconvention.com/plan-of-ops)

Authority personnel and their designees have full access to licensed areas at all times in the performance of their duties, provided that the Authority will take such reasonable measures not to disturb or interfere with the Event, except as may be required under the terms of the License Agreement. The management of the Authority has the right to remove any person(s) from the PCC when necessary to ensure the safe and orderly operation of all or any part of the PCC, its equipment or an event.



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### COAT & BAGGAGE CHECK

There will be a coat check open to all Exhibitors and Fans. The cost is \$3.00 per item. You can also check briefcases, backpacks, umbrellas and luggage.

### COMPANY PERSONNEL AS MANAGERS AND SUPERVISORS

#### [www.paconvention.com/plan-of-ops](http://www.paconvention.com/plan-of-ops)

The PCC Contractor Services Department is a resource provided to the Licensee and their contractors to aid in estimating labor staffing needs, facilitating planning meetings, managing customer expectations and checking final labor billings. Please check out <https://www.paconvention.com/exhibitors/faqs-exhibitors> for more information or contact Contractor Services.

### COMPUTER RENTAL

Reaction AV is the official computer supplier of Keystone Comic Con. Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for order information. Please be sure to indicate your booth number on all forms. Reactiov AV will maintain a full staff on-site at the Exhibitor Service Center.

### COPYRIGHTED MUSIC

If any copyrighted music is to be played in your booth, you must obtain all necessary licenses from the copyright owner or licensing agency representing the copyright owner. The licensing requirements include the playing of live, as well as recorded music, (records, tapes, compact discs, etc.) and also include music, whether it is the essence of the presentation or is only used as background, on a videotape or other presentation.

The proper license must be posted in your booth and available for inspection at the request of Show Management or properly authorized agents of ASCAP or BMI. We advise you to contact these agencies as listed below to acquire the proper licenses:

<b>ASCAP Licensing Dept.</b> <b>1 Lincoln Plaza</b> <b>New York, NY 10023</b> <b>Tel: 212-621-6000</b>	<b>BMI (Broadcast Music, Inc.)</b> <b>10 Music Square East</b> <b>Nashville, TN 37203-4399</b> <b>Tel: 800-925-8451, 615-401-2000</b>
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Adherence to these federally mandated copyright licensing laws is of critical importance. Failure to do so is both a violation of federal copyright law, and a breach of your contract for exhibit space for the show.

### CRATE REMOVAL, STORAGE & RETURN

Empty crates, shipping containers, cardboard boxes, etc. marked with **"EMPTY STICKERS"** will be removed to storage and returned to your booth at the end of the show by our floor crew at no additional charge, **provided you have used material handling services for the delivery of your booth**. Do not store merchandise in crates or cartons marked for empty storage or behind booths- this is prohibited due to Fire Regulations in the building. **"EMPTY STICKERS"** can be acquired from the **FREEMAN** desk located at the Exhibitor Service Center. Please label



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your materials as soon as they are ready to be removed. We ask your cooperation in this important matter so that we can clean the aisles and install aisle carpet.

### CUSTOMS BROKER / INTERNATIONAL SHIPPING

**Phoenix International Business Logistics** is the official provider of international shipping, customs brokerage, freight forwarding and related services for Keystone Comic Con. All merchandise imported into the United States requires Custom House Clearance prior to release from any USA port or airport. It is the sole responsibility of the exhibitor to adhere to customs and international guidelines.

The exhibitor must insure that all documents are valid and complete and procedures are followed correctly. Show Management will not be held liable for freight held up due to customs issues, duty payments or any other problems related to inbound and outbound international shipments.

Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for additional information.

### DECORATIONS

#### [www.paconvention.com/plan-of-ops](http://www.paconvention.com/plan-of-ops)

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 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.

The Authority and/or the Philadelphia Fire Department may conduct safety tests, provided that the Authority and/or the Philadelphia Fire Department will take such reasonable measures not to disturb or interfere with the event. The Authority further reserves the right to charge for the cleanup and removal of decorations and special effect items.

### DELIVERY OF FREIGHT

#### [www.paconvention.com/plan-of-ops](http://www.paconvention.com/plan-of-ops)

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 the Licensee during the term of the License Agreement only. Under no circumstances will the Authority accept C.O.D. deliveries. For additional information, please refer to the Deliveries document included in the Plan of Operations.

### DISPLAY CASE RENTAL

**Freeman** is the official display case provider for Keystone Comic Con, offering a variety of display options. Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for order information. Please be sure to indicate your booth number on all forms.

### ELECTRICITY IN THE HALL

#### [www.paconvention.com/plan-of-ops](http://www.paconvention.com/plan-of-ops)

Generally, full house lighting, electricity in meeting rooms, and adequate levels of heat, ventilation, or air conditioning will be provided during show days from one hour prior to the published start time of the event until closing each day. Energy conservation is of prime concern. Practical and reasonable 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 requests beyond the times noted here.

### ELECTRICITY & LIGHTING

#### [www.paconvention.com/plan-of-ops](http://www.paconvention.com/plan-of-ops)

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 Electric Services & Electrical Labor Installation Order Form, which are included in the Plan of Operations. **You may access the**



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electrical order forms in the [Vendor Forms & Guidelines](#) section of the online manual. Please be sure to indicate your booth number on all forms.

### ELEVATORS AND ESCALATORS

#### [www.paconvention.com/plan-of-ops](http://www.paconvention.com/plan-of-ops)

The PCC has several freight elevators available for transportation of equipment. Public elevators and escalators are for passenger use only. Access to any elevator or escalator may not be blocked at any time. Freight elevators must be accompanied by an operator for heavy production and/or move-in/move-out usage.

### EXCLUSIVE RIGHTS FOR CERTAIN BUSINESS AT THE CENTER

The PACC maintains exclusivity for certain services which the Center provides itself and for certain services provided by other companies which have a contract with the Center.

The following is a list of the companies holding the exclusive rights to perform certain services:

- Utility Service: PACC
  - Electric
  - Plumbing
  - Telecommunications
- Trash Removal From Premises: PACC
- Sale of Food and Beverage: Aramark
- Coat and baggage check: Aramark
- Advertising in Public Areas of the Center: PACC
- Business Center: FedEx

### EXHIBIT BUILDING

#### [www.paconvention.com/plan-of-ops](http://www.paconvention.com/plan-of-ops)

The Pennsylvania Convention Center is a Union facility. Please read the contractor services documents carefully to ensure that you are hiring labor as required for all exhibit booth builds. <https://www.paconvention.com/meeting-professionals/meeting-planner-tools/contractor-services-documents>

### EXHIBIT HALL CARPET

No carpeting is provided in any booths or aisles at this event. If you order carpet for your booth we recommend **MIDNIGHT BLUE**.

### EXHIBITOR APPOINTED CONTRACTORS (EAC's)

EAC's are hired by exhibitors to build and dismantle exhibits. EAC's supply their own on-site management and hire exhibit building labor employed by the PACC.

For more information, please refer to the [EXHIBIT APPOINTED CONTRACTORS](#) section of the online manual.

### EXHIBITOR REGISTRATION

Exhibitor staff personnel wishing to enter the exhibit floor must wear an Exhibitor Badge at all times during Move-In, Show days and Move-Out. Access to the Show floor begins at **8:00 AM** during Show days. For those individuals who still need a badge, one may be obtained at the Exhibitor Registration Counters located in Room 201. Only booth personnel with an exhibitor badge can enter the exhibition hall prior to Show hours, or those individuals



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who made prior arrangements for meetings. (Please stop by Show Office on-site to make the proper arrangements if this has not already been so.)

In order for Exhibitor Appointed Contractors (EAC's) to gain admittance into the Hall, Show Management requires each individual to wear a wrist band. For your convenience, wrist bands may be picked up at the Freeman Service Center. Proper credentials will be required. Only three designated supervisors of approved EAC's will be issued the necessary credentials.

**Please do not give Exhibitor Badges to EAC personnel for Security reasons.**

For more information, please refer to the [EXHIBIT APPOINTED CONTRACTORS](#) section of the online manual.

### EXHIBITORS WITH SPECIAL REQUESTS

In the interest of fairness to all exhibitors, variances to allowable display heights will not be granted. Exhibitors wanting to discuss special needs for their exhibit should send detailed plans of their proposed display for this approval to:

**Amanda Campbell**  
**Operations Manager**  
**Reed Exhibitions**  
**amcampbell@reedexpo.com**  
**Tel: (203) 840-5550, Fax (203) 840-9550**

### FIRE AND SAFETY REGULATIONS

[www.paconvention.com/plan-of-ops](http://www.paconvention.com/plan-of-ops)

Please check out the PACC Plan of Operations for full detailed information on fire safety requirements. These regulations are detailed in the [Vendor Forms & Guidelines](#) section of the online manual.

### FIREWORKS

[www.paconvention.com/plan-of-ops](http://www.paconvention.com/plan-of-ops)

The use of pyrotechnic displays, such as fireworks, is prohibited.

### FLAMMABLE LIQUIDS

[www.paconvention.com/plan-of-ops](http://www.paconvention.com/plan-of-ops)

Flammable and combustible liquids are prohibited in exhibition areas, except as stated under Display of Motor Vehicles.

### FLOOR MANAGERS

We have professional Floor Managers working on the Show floor and can provide helpful information and answers to questions. If you have any questions, problems, or need any information at all, please stop by to see them. Counters are staffed from the first day of installation through the end of dismantling.

### FREIGHT MOVING

**ALL FREIGHT MUST COME IN AND LEAVE THE PACC THROUGH FREEMAN'S MATERIAL HANDLING PROGRAM.**

Only items that can be hand carried and arrive in a personal vehicle (no commercial vehicles/trucks etc) can avoid material handling charges. Please contact Freeman or Show Management for more information.

### GENERAL DECORATING CONTRACTOR

General Decorating Contractors are hired by Show Management. They are generally responsible for the physical planning of the event, the shipment and delivery of exhibition freight, the rental of furniture, carpets and other booth/exhibit equipment and the building and dismantling of most of the exhibits. General Contractors supply



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their own on site management and supervisors and hire freight moving and exhibit building labor from the Pennsylvania Convention Center. **Freeman** is the exclusive General Contractor for Keystone Comic Con.

### GREEN INITIATIVES

The Keystone Comic Con Show is committed to reduce, reuse, and recycle approach to planning and producing our shows. Recycling waste, trash and other paper products and using recycled products are just a few of the steps we have taken toward “green” tradeshow experience.

For example sending out this Service Manual in a web based format conserves over 150,000 pieces of paper previously used for the 3-ring binder format!

#### Here are a few examples of what you can do to help the environment:

- Reduce, Reuse, Recycle
- Sign your office up for a recycling program: paper, plastic, cans, etc.
- Develop an online ordering system for your buyers.
- Reduce marketing on paper by opting for more electronic communication, email attendees after the show.
- Design your booth display to last for 5 years or longer using natural fibers.
- Practice Green Purchasing where ever possible by specifying Environmentally Preferable Products (EPP). These products or services contain recycled content, minimize waste, conserve energy or water, and reduce the amount of toxics disposed or consumed.
- Reduce packing material by utilizing recyclable materials and take advantage of convention center recycling options for packaging.
- Donate extra amenities or promotional products to local charities rather than shipping them back or tossing them in the trash.
- Reed Exhibitions has implemented the following programs and purchasing habits in an effort to reduce the amount of waste generated and encourage our clients and vendors to **Reduce, Reuse and Recycle** whenever possible.
- We have successfully implemented Express Badge on many shows, allowing attendees to print their badge on demand at show site. This process **reduces** the printing and mailing of unnecessary badges.
- Our offices are set up to **recycle** paper, plastic, cans.
- We design a show look for a minimum of 3 year lifecycle and **recycle** graphics for the same period.
- We have **reduced** paper communications both internally and externally by opting for electronic communication.
- Producing an on-line exhibitor manual **reduces** our paper consumption by over 150,000 sheets on this show alone.
- Where ever possible we partner with local charities to provide donation opportunities for our exhibitors as a way to “**reuse**” leftover products and merchandise, thus saving on packing materials and carbon emissions by not shipping home. A great way to “Reuse” material for a good cause.

### HANDOUTS

Exhibitors cannot distribute literature, samples, or other material outside your contracted exhibit space.

### HAZARDOUS MATERIALS

#### [www.paconvention.com/plan-of-ops](http://www.paconvention.com/plan-of-ops)

Hazardous displays, such as, welding, brazing, torch cutting, lasers or use of radioactive materials, require written approval from the Fire Dept. depending on quantities, permits may be necessary. Approval may be granted only after receipt of a written request to be received at least 15 days prior to the first day of move-in. This request shall state exactly what is taking place in the display, materials being used, quantities of each and what precautions are being taken to protect both the exhibitor and attendee.

Hazardous chemicals, including pool chemicals, pesticides and herbicides are prohibited, except in small quantities



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used for demonstration purposes. A material safety data sheet shall be provided for each chemical which will be present.

Permitted quantities:

- A) Liquids - one quart per chemical
- B) Solids - two pounds per chemical

### HELIUM BALLOON DISPLAYS

[www.paconvention.com/plan-of-ops](http://www.paconvention.com/plan-of-ops)

Helium balloons may not be distributed in the PCC. However, Helium balloons may be used if permanently attached to authorized displays and approved through your Operations Manager. If helium balloons become detached from the display, the labor cost to retrieve the balloons will be charged to the Exhibitor. A deposit may be required prior to installation. Please contact Amanda Campbell at [amcampbell@reedexpo.com](mailto:amcampbell@reedexpo.com) for approval.

### HIGH RISK ACTIVITIES

All high risk activities not prohibited by other sections of these regulations require approval of Center management at least 30 days in advance. Show management is responsible for ascertaining that there are no exclusions or limitations in their insurance policy that apply. Such activities include but are not limited to motorized sporting events, acrobatic stunts, mechanical amusement devices and audience participation in athletic activities.

### HOTEL/TRAVEL DISCOUNTS

Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for order information. **Rate Assurance** - We've gone to great lengths, including automated rate checks, to ensure that your rates are the lowest over the dates of this event. In fact, if you should find a lower rate for all the dates of your stay, simply contact us and we'll work to match that rate.

### INSPECTION DEADLINE

**Inspection Deadline** - Any booth not occupied by **10:00 AM on Friday, September 14, 2018** will be presumed abandoned.

- If there is freight in the booth and Show Management believes the exhibitor will be late, then **FREEMAN** will set up the display as best they can with the information available
- If there is no freight in the booth and/or Show Management believes the exhibitor will not participate in the show, the booth will be reassigned
- Exhibitors arriving after this time will be given space available and may incur additional costs. Please contact your Sales Management team to let them know of this important deadline
- All exhibits must be completely set by **10:00 AM on Friday, September 14, 2018**
- No shipment will be accepted at any time past **5:00 PM on Thursday, September 13, 2018**, or beyond. Absolutely no shipment, equipment, or material may be brought onto the show floor during show hours

### LABOR ORDERS

Please make arrangements for the dismantling of your booth by early **Sunday afternoon, September 16, 2018**. Only then can you be reasonably assured of a start time.

### LABOR PROVIDED BY THE CENTER

PACC provides skilled and courteous employees to perform most of the labor needed for events. With few exceptions (explained below), Event Managers, Contractors and Exhibitors must hire the Center's employees to perform the following work: Electric Work, Freight Moving, General Exhibit Building Functions, Plumbing Work, Rigging and Telephone Work.

Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for order information.

### LABOR REGULATIONS





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Philadelphia has several major unions that have jurisdiction over trade shows. Please plan now to abide by labor regulations. **FREEMAN** is the official labor contractor. Labor arrangements may be made to set-up, service and dismantle your exhibit.

Information regarding labor jurisdiction can be found in the [Vendor Forms & Guidelines](#) section of the online manual. If you have any further questions or would like a quote for labor services, you may contact **FREEMAN** directly at **(201) 299-7575**.

### LICENSE AGREEMENT

Please be sure you have read the space application for your booth for all exhibition rules and regulations. It is the exhibitor's responsibility to adhere to all rules pertaining to your license agreement.

### LOST & FOUND

During show days, please first check with Imperial Security located on the third floor. For items not recovered during the event and post-event inquiries, please contact the Pennsylvania Convention Center Security at 215-418-4950.

### MATERIAL HANDLING AGREEMENTS / SHIPPING INFORMATION

All freight that is to be shipped from the **PCC** must be accompanied by a Material Handling Agreement (MHA) unless you have small pieces which you intend to hand carry. All pieces must also be labeled with the booth name and number, as well as destination. Material Handling Agreements may be obtained from **FREEMAN** at the Exhibitor Service Center. You must have your exhibit completely dismantled and packed before returning your completed Material Handling Agreement (MHA) to the **FREEMAN** Service Desk.

### MATERIAL HANDLING (DRAYAGE) SERVICES

**FREEMAN** is the exclusive material handling provider on the exhibit floor. They will receive all shipments whether consigned in advance to their warehouse or sent directly to the **Pennsylvania Convention Center**. Material Handling includes return of your empty cartons and crates at the close of the Show. **Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for more details.** **FREEMAN** will maintain a full staff on-site at the Exhibitor Service Center located in the West quadrant of the Crystal Palace.

### MEETING ROOM SET-UP

#### [www.paconvention.com/plan-of-ops](http://www.paconvention.com/plan-of-ops)

A one (1) time basic set-up is included in the rental of all meeting rooms. Also included in the rental are: the use of a lectern; up to two pieces of riser staging; head table; skirted display table in the back of the room, (1) easel outside of meeting room; and one (1) registration table at the entrance of the room. Any additional equipment such as skirting or tablecloths for tables, additional risers, additional easels or lecterns can be provided to you for an additional charge. Any changes to the initial setup will result in a changeover charge. Classroom seating comes with the first row skirted. All tables used for exhibitors and sponsors are at an additional charge per table.

### MEDICAL

EMTs will be onsite in one of the first aid rooms located at the rear of the exhibit hall. If you're hurt, please reach out to a staff member and we'll get you to the EMT's.

One of the Pennsylvania Convention Centers main concerns is the safety of our guests. We have developed an Emergency Response Plan, i.e. fire, bomb threat, etc. In the event that we have an emergency, and time allows, our Emergency Response Leaders at the Convention Center may immediately contact Show Managers to inform them of the situation and to discuss the actions to be taken. If you have any questions, please feel free to contact the Director of Public Safety at (215) 418-4905

### MEDICAL BADGES

Keystone Comic Con is pleased to provide ADA accommodations to assist those with special medical needs. For frequently asked questions regarding accommodations, please visit the Pennsylvania Convention Center's ADA Accessibility page here: <https://www.paconvention.com/attendees/ada-accessibility>

Keystone Comic Con will be releasing more information on additional accommodation processes in the coming months. In the meantime, if you have specific questions regarding accessibility at Keystone Comic Con, please



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direct all inquiries to [medicalassistance@keystonecomiccon.com](mailto:medicalassistance@keystonecomiccon.com). We will reply to these inquiries once we have more details on the accommodations we can offer in Philadelphia.

### MEETINGS IN YOUR BOOTH

If you plan to use your booth to conduct meetings before or after official show hours, you must **fax** the following information to Amanda Campbell, Operations Manager at 203-840-9550 or **email** [amcampbell@reedexpo.com](mailto:amcampbell@reedexpo.com)

1. A letter requesting early access to the Show Floor for non-exhibitor personnel. Please state the exhibiting company and booth number.
2. List the non-exhibitor personnel and type of badge they will be wearing.
3. State the time and date of the meeting (meetings cannot be scheduled prior to the show opening on **Friday, September 14, 2018**).
4. State the name of the exhibitor who will meet the non-exhibitor personnel at the entrance to the show, and escort them directly to the booth
5. Access to the floor during non-show hours will be denied unless Show Management receives this written request in advance

Access to the Show Floor during non-show hours will be denied unless Show Management receives this written request in advance, no later than September 1, 2018. Show Management reserves the right to have the exhibitor hire security personnel for any event held on the Show Floor during non-Show Floor hours.

**Please Note:** All attendees and booth personnel must have a badge to enter the exhibit hall.

### OFFICIAL CONTRACTORS

Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for a detailed list of companies, the services provided and order forms.

**Notice To Exhibitors Regarding Non-Official Contractors** - Show Management carefully considers the selection of Official Contractors based on quality of service, variety of products, price and reputation. Since these contractors frequently work on more than one show with us, they value the business of our customers and provide quality products and services.

Some companies may misrepresent themselves as being an Official Contractor so please be sure to check the list below or give us a call. Some things to watch for if you are considering the services of a non-official contractor are hidden charges for material handling, labor and shipping that you might not pay otherwise (for example on carpet rental), control over delivery time, availability during move-in and leverage if something goes wrong. Also be advised that non-official contractors will need to abide by the **Exhibitor Appointed Contractor (EAC)** procedures, provide insurance certificates, etc. in order to gain access to the Show Floor.

### OUTBOUND SHIPPING

**FREEMAN Transportation** is the Official Carrier of Keystone Comic Con. Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for further information and assistance regarding Air Freight, Padded Van Lines, and Common Carrier. **FREEMAN Transportation** will maintain a full staff on-site at the Exhibitor Service.

### PAINTING/BUILDING ALTERATIONS

[www.paconvention.com/plan-of-ops](http://www.paconvention.com/plan-of-ops)

- Painting any structural part of the PACC (walls, floor, ceilings, etc.) is prohibited.
- Altering any building component such as drilling holes in the floor, or installing anchor bolts in the walls is prohibited.



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### PARKING

Please see <https://www.paconvention.com/attendees/travel-to-pa-convention-center> for more information about parking and travel to the PACC for Keystone Comic Con.

### PHOTOGRAPHY

**Photography - Oscar Einzig Photographers** is the official photographer of Keystone Comic Con. For the most part, you're welcome to take still pictures and video at Keystone Comic Con; however, please note that all photography and recording is prohibited during screenings and concerts. Also, please understand that guests may or may not pose for photographs with fans. Guests have a right to their privacy, and if they ask not to have their picture taken, please respect their wishes.

Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for order information.

### PLUMBING WORK

[www.paconvention.com/plan-of-ops](http://www.paconvention.com/plan-of-ops)

All water needs must be ordered directly through PACC Utilities. Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for order information.

### PRIVATELY OWNED VEHICLES (POV)

Defined as cars, pick-up trucks, vans, and other trucks designed for passenger only. Vehicles containing more than 300 lbs of materials, straight trucks, bobtail, contract carriers and vehicles with trailers are NOT considered POV's.

**Box Trucks, Cube Trucks, U-Haul Trucks, Ryder Trucks, And Other Large Rental Vans, As Well As Any Trailers Hitched To Any Vehicle *Are Not Permitted In The Self-Service Hand-Carry Unloading Areas At All Times.***

### PROPANE

[www.paconvention.com/plan-of-ops](http://www.paconvention.com/plan-of-ops)

Storage of any type of fuel in the facility is prohibited. All propane tanks must be stored on the propane racks outside of Hall B, Hall F and Hall G. Each decorator/production company must designate a representative who is responsible for checking their area at the end of each day to ensure that all tanks are removed from the halls, behind meeting rooms and the interior and exterior of the docks. If the tanks are not removed, the building will take possession of each tank.

Several of the racks outside of B-Dock have the capability to be padlocked. You can provide your own padlock to secure the tanks. The padlock must be removed once the event concludes. If the padlock is not removed, the PCC will remove the padlock.

### RIGGING WORK

[www.paconvention.com/plan-of-ops](http://www.paconvention.com/plan-of-ops)

Rigging must be ordered through Freeman. Please refer to the Freeman order forms for more information.

### SECURITY

[www.paconvention.com/plan-of-ops](http://www.paconvention.com/plan-of-ops)

The Pennsylvania Convention Center maintains twenty-four (24) hour security for building perimeter areas and internal patrols.

Only On-Duty Philadelphia Police Officers and Pennsylvania State Troopers are permitted to carry fire arms inside the premises of the Pennsylvania Convention Center.

**Imperial Events Security Services** is the Official Security Contractor of Keystone Comic Con located on the 3<sup>rd</sup> floor. Show Management will provide perimeter security personnel on the exhibit floor on a 24-hour basis during the entire period of the show (including installation and dismantle). Every reasonable effort will be made to prevent losses; however the final responsibility lies with the exhibitor. If you have items in your booth that are vulnerable to theft, take them with you when you leave the building for the day. For larger items that cannot be moved, we recommend that you hire additional security for your booth.



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Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for order information.

### BASIC SECURITY RECOMMENDATIONS

- By now you should have arranged for insurance coverage to protect your exhibit and product against damage or loss from the time it leaves your premises until it returns
- Unpack product as close to the Show opening as possible. At the close of the Show, we suggest that you stay at your booth until these valuables are repacked
- Treat especially valuable goods such as prototypes as irreplaceable. If they truly are one-of-a-kind, hire your own security guard. ***Under no circumstances*** should such goods ever be left unattended. Plasma Screens & Flat Screens, DVD's, televisions, laptops, and other electronic devices are particularly vulnerable to theft
- Remove tapes or discs at night and store them in a safe place. Keep close tabs on personal items (cell phones, purses, laptops, briefcases, etc.)
- Do not put articles of any value in a container marked "EMPTY STORAGE", or behind booth
- Exhibitor personnel must wear official Show Exhibitor badges at all times during move-in, show days and move-out. Please do not give Exhibitor Badges to anyone other than your full time employees and remove all badges from the building when you leave on your last day there. Badges left behind are often abused by unauthorized personnel so do not leave them in your booth or discard on the floor
- At the close of business each day, cover all display tables. This establishes a barrier to curiosity seekers and other would-be thieves from selecting such items to steal at a later time

**Immediately report to security, or Show Management, the presence of any unauthorized visitors, or suspicious activity on the show floor.**

**Keystone Comic Con closes on Sunday, September 16, 2018 at 5:00 PM.** Labor will not be admitted to the Show floor until **6:00 PM.** ***Secure all valuables immediately!*** Pack and label product and remove them, or put them in the Security Command Post for outbound freight, or hire Security until you can secure them properly.

It is essential that exhibitor personnel remain in their exhibit areas until their display materials are secured. All small articles which can be easily picked up should be securely packed before you leave your booth after the Show closes at **5:00 PM.**

Remember, during teardown, stay with your exhibit until your empty cartons are delivered and your goods are packed, sealed and properly labeled.

Do not leave material in your booth unlabeled at any time during move-out because many things could happen: it may be presumed abandoned; mistaken for trash; or one of your neighboring booths might label it in error! At the close of the show, please be sure to secure all electronic equipment especially plasma screens, flat screens, laptops, and any electronic equipment.

### ***Don't Leave Your Booth Unattended Until Your Merchandise Is Secure***

Our objective is to make your show experience as worthwhile and profitable as it can be. Adhering to these simple security recommendations will go a long way to ensure your success!

### **SELF-UNLOADING/PRIVATELY OWNED VEHICLES (POV) ACCESS AREA**

Please refer to the **FREIGHT MOVING** section of this document.

### **SHIPPING**

Please refer to the **QUICK FACTS** section of the online manual for information on your shipping options.

### **SHUTTLE BUS SERVICE**

There is no shuttle bus service provided at this event.

### **SMOKING POLICY**

**[www.paconvention.com/plan-of-ops](http://www.paconvention.com/plan-of-ops)**

The Pennsylvania Convention Center is a smoke-free facility.



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The Authority will strictly enforce all fire and safety regulations, including the playing of required public service announcements. No smoking will be permitted in any loading dock areas including the Vine Street ramp. Smoking is only permitted 25 feet from the exterior doors. Electronic cigarettes are not permitted in/on the facility.

### TAXES

#### [www.paconvention.com/plan-of-ops](http://www.paconvention.com/plan-of-ops)

All producers of events as well as individual exhibitors and/or other vendors, who conduct sales during an event, are responsible for obtaining the appropriate business license(s) and for paying all applicable state and local taxes.

State Tax & Licensing contact:

PA Department of Revenue District Office  
Licensing Specialist  
110 N. 8th St., Suite 204 A & B  
Philadelphia PA 19130  
215-560-2484

City Tax & Licensing contact:

City of Philadelphia Department of Revenue  
Municipal Services Building  
1401 John F. Kennedy Blvd  
Concourse Level  
Philadelphia PA 19102  
215-686-6501

General Business Tax contact:

PA Dept of Revenue  
Taxpayer Services & Information Center  
717-787-1064

Online business tax information: [www.revenue.state.pa.us](http://www.revenue.state.pa.us)

Online business license/tax application: [www.pa100.state.pa.us](http://www.pa100.state.pa.us)

**Please contact the PA Department of Taxation and Finance or your tax advisor if you have questions regarding the sales tax rate to charge on your sales.**

### TELEPHONE

#### [www.paconvention.com/plan-of-ops](http://www.paconvention.com/plan-of-ops)

Telephone services are provided on an exclusive basis through the Authority. Please refer to the Telephone Service Order, which is included in the Plan of Operations. Please contact your Show Services Manager if you require additional information.

**Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for order information.**

### VENDOR INVOICES

Show Management will have personnel on hand throughout the course of the show to consult with exhibitors regarding any bills received from service companies. If there is any question as to the charges made, please consult with our show representatives before paying the bill. Do not wait until after the show to settle problems that can be easily resolved at the Convention Center.

### WEAPONS POLICY

**Please read this entire policy before attending Keystone Comic Con. Failure to follow this policy may result in your removal from the convention without refund. This policy applies to any and all venues hosting Keystone Comic Con events.**

At the discretion of Security onsite, the following may be allowed:

- Plastic and Metal Shields
- Lightweight Plastic/PVC Props/Light Sabers
- Toy guns as long as they do not look like real ones, cannot function or shoot projectiles and have an orange tip on the barrel. The barrel of all prop firearms must be covered with brightly-colored caps. Prop bows will be allowed providing all arrows have soft tips made of foam or cardboard.



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If any of the above items are deemed unsafe by KCC Security, they will not be allowed inside the building. They will only be allowed as long as they are deemed safe and will not cause harm onsite.

If you're bringing, buying or selling something that could maim, damage or cause bodily harm, we're going to take issue. The following items are forbidden at KCC:

- Functional firearms (including air soft guns, BB guns, cap guns, paintball guns and pellet guns)
- Realistic replica firearms (including reproduction, fake or toy guns that can be confused for functional firearms)
- Functional projectile weapons (including blow guns, crossbows, long bows, silly string, slingshots, water balloons and water guns)
- Sharpened metal-bladed weapons (including axes, daggers, hatches, knives, kunai, shuriken, swords, sword canes and switch blades)
- Explosives (including firecrackers and fireworks)
- Chemical weapons (including mace and pepper spray)
- Blunt weapons (including brass knuckles, clubs and nunchaku)
- Hard prop weapons (including props made of metal, fiberglass, PVC, wood and glass)
- Instruments that cause excessive noise levels like vuvuzelas, grenade whistles and grenade horns
- Whips
- Aerosol mustard
- Drones
- Selfie sticks

**Basically, don't be an idiot.**

### **WHEELCHAIRS/MOTORIZED CHAIRS**

Wheelchairs will be available for rent in advance or onsite at the event. They will be located next to registration.

### **WIRELESS COMMUNICATIONS POLICY**

**[www.paconvention.com/plan-of-ops](http://www.paconvention.com/plan-of-ops)**

Internet access, networking and wireless services are available on an exclusive basis by the Authority. Please refer to the PCC Internet Services Order Form, which is included in the Plan of Operations. Please see your Show Services Manager if you require additional information.