



## **ATTENTION EXHIBITORS**

**Dear Exhibitor,**

**You will receive your booth number two weeks prior to load-in. Please look out for an email with the subject line:**

**“Pennsylvania Bridal & Wedding Expo: Booth Number”**

**When placing your order for tables, chairs and electric please use only your exhibiting company name on the order forms.**

**Thank you,**

**Show Management.**

# BRIDAL & WEDDING EXPO



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## EXHIBITOR KIT

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November 3, 2024

  
David L. Lawrence Convention Center  
Hall C

### Venue Location:

David L. Lawrence Convention Center, Hall C: 1000 Fort Duquesne Blvd., Pittsburgh, PA 15222

### General:

Our top priority is to produce a quality event and to create an atmosphere where all exhibitors can do business. The following rules allow every exhibitor to work in the best possible environment for conducting business.

- **Music, musicians, functioning audio speakers, and/or performances of any kind are prohibited within your booth.** Promotional videos are acceptable.
- All activities within your booth, including promotional videos, must be at **appropriate noise levels** so as to not infringe on your neighbors ability to conduct business. ACS Show Management reserves the right to determine and set the acceptable sound level in all such instances.
- Working in the aisles or distributing brochures, literature, etc. from any area other than your booth is prohibited. All promotional activity must take place inside your contracted space.
- As per venue directive, exhibitors are not permitted to hand carry merchandise through the front doors during move-in or move-out. Exhibitor move-in and out access is permitted via the rear loading area only.
- Please ensure that your display is completely set up one hour prior to the show opening for inspection.
- For security purposes, at least one member of your company should be present at these times. American Consumer Shows personnel will be available during all set-up and show hours at the Information Booth.
- Performers will be contacted individually regarding access for set-up and/or breakdown.
- Each standard booth comes with a white 8' high back curtain and two 3' high side curtains (curtains will be omitted from open corners). Placement of curtains will vary for larger booths.
- Should you need carpeting and/or electric, please complete the respective order form and return it to the service provider. **Note: tables, chairs and electric are not included in your exhibitor space.** The decorator has discounted booth packages available (deadlines apply).
- Exhibitors may ship their contents to the decorator's warehouse prior to the show. Please contact the decorator directly for instructions and costs associated with this service.

### Event Time Table:

#### **Move-In**

Saturday, November 2 2024

12:00 PM - 4:00 PM

Sunday, November 3, 2024

8:00 AM – 12:00 PM

#### **Show Hours**

Sunday, November 3, 2024

12:30 PM – 5:00 PM

#### **Move-Out**

Sunday, November 3, 2024

5:00 PM – 8:00 PM

Move-Out will not begin until the official show closing time. Dismantling or removal of exhibits before the show has closed creates a safety hazard, is unfair to the brides who attend the show later in the day, is disrespectful to neighboring exhibitors and makes for a show environment which is not conducive to selling. Loading doors will remain closed until 5 PM. All exhibitor material must be claimed by 6 PM and completely removed by 8 PM on Sunday night, NO EXCEPTIONS.

## Facility Details: Hall C

- Load-in door dimensions are 15'8" High x 24' Wide.
- The ceiling height is 19'7".
- This facility is equipped with loading docks.
- The facility flooring is concrete.
- Exhibitors that are carpeting their own booth or covering the floor must use tape provided by Show Management (visit the information booth during set-up to borrow tape) – **DO NOT USE DUCT TAPE ON THE FLOOR.**
- Trash removal of large items is your responsibility. Do not leave large items on the show floor, and do not put them in the dumpster.
- All materials used for decorative purposes must be treated with flame proofing and certification of said flame proofing must be available for inspection by local fire officials.
- A 5 lb fire extinguisher and smoke detector are required in all covered booths.

## Vehicle/Limousine Display Requirements:

Exhibitors who have arranged for vehicle display space must adhere to the following safety rules:

- The battery must be disconnected.
- The fuel in the fuel tanks may not exceed one-quarter of a tank or 5 Gallons. Whichever is less.
- Fuel tanks and fill openings must be closed and sealed to prevent tampering.
- Vehicles may not be started up or moved during show hours. Keys must remain with Show Management for the duration of the show.
- A drip pan and tarp must be placed under the vehicle(s) in order to protect the floor in the event of a fluid leak.
- All vehicles must be cleaned of excessive dirt, snow or water prior to being placed on the show floor.
- **Tire cleaning/polishing products are not permitted inside the venue. Please clean/polish all tires prior to entering the exhibit hall.**

## Oversized Displays:

If your exhibit is an actual trailer, vehicle or oversized display, you are required to contact the American Consumer Shows Operations Department. Please call 516.422.8100 or email [ops@acsshows.com](mailto:ops@acsshows.com) to make move-in arrangements. Please double check measurements to ensure that your display will fit through the door and within your booth space. Based on booth location, oversized exhibits are often the first ones inside the venue. Please consult the move-out coordinator on-site regarding move-out procedures.

## Edible Sampling Requirements:

Exhibitors who have been approved to sample cake, food or beverages at the show must adhere to the following rules:

- All Food and Beverages must be pre-approved by Levy Restaurants using the Levy's Authorization Request form.
- A Levy bartender is required for tastings of spirits, beers, alcoholic ciders, or wines.
- Sample size limitations for alcoholic beverages are as follows: One (1) ounce of wine, Half (1/2) ounce of spirits, or Two (2) ounces of beer.
- Samples must be provided at no charge.
- The food samples must be bite-sized and the beverages are limited to 4 (four) ounce portions.
- Exhibitor must provide proof of liability insurance.

**All sampling forms must be submitted 3 weeks prior to show opening: October 11, 2024**

\*Show Management reserves the right to remove any items which do not meet these requirements.\*

## Service Providers:

- Decorator Form(s)

Stetson Convention Services: 2900 Stayton Street, Pittsburgh, PA

P: 412.223.1090

F: 412.223.1094

Email: [exhibitorservices@stetsonexpo.com](mailto:exhibitorservices@stetsonexpo.com)

**Note: Tables, chairs, and carpeting are not included in our booth. These items can be ordered from the decorator.**

- Electrical Form(s)

David L. Lawrence Convention Center: 1000 Duquesne Blvd., Pittsburgh, PA 15222

P: 412.325.6102

F: 412.325.6009

Email: [exhibitorservices@pittsburghcc.com](mailto:exhibitorservices@pittsburghcc.com)

- Water, Telephone & Internet Forms

ShowNets LLC: 1000 Duquesne Blvd., Pittsburgh, PA 15222

P: 800.310.4454

F: 412.565.6008

Email: [orders@shownets.net](mailto:orders@shownets.net)

All services should be ordered prior to the deadline dates listed to avoid a surcharge by the service contractors. Show Management suggests that you photocopy all order forms prior to mailing and retain copies of each for your records.

[Click Here](#) to view and print additional copies of this Exhibitor Kit and Service Provider Forms.

## Utilities:

### **Electrical Services**

Pittsburgh Building Trades is the exclusive provider of all electrical services. Please complete the individual order forms (located in the Service Provider Forms) and return them directly to the David L. Lawrence Convention Center. Payment must accompany your order.

### **Water, Telephone and Internet Services**

Wired internet is available for a fee through the facility. Please complete the individual order forms (located in the Service Provider Forms) and return them directly to ShowNets. Payment must accompany your order. Cellular reception is excellent.

## Tax Information:

All exhibitors are required to collect sales tax where applicable. The PA State Department of Taxation prohibits the selling of taxable merchandise at a show or event by all persons that have not registered with the Pennsylvania Department of Revenue. The Application for Registration can be obtained online at <https://www.pittsburghpa.gov/bbi/licenses>. Should you have questions or need additional information, please call 412.255.2543. Please note that representatives from the Department of Consumer Affairs may come to the event to verify that vendors are licensed. Please have your documentation up to date. If your company is not registered, you risk getting a summons from local authorities.

## Local Agencies and/or Departments:

Exhibitors are required to conform to all local, state and federal laws concerning the legality of exhibiting their equipment, product or services; inclusive of obtaining proper licensing or permits for all companies and/or products. Exhibitor acknowledges that compliance with the foregoing requirements is an integral part of its contract. Failure to obtain or file the certificates or licenses or permits referred to above will be considered a breach of contract by the exhibitor, and the exhibitor shall be liable for any damages incurred by American Consumer Shows.

## Hotels:

Renaissance Pittsburgh Hotel: 107 6th Street, St. Petersburg, PA 15222

P: 412.562.1200

## Pay Your Bill:

Exhibitors with a past due balance will not be allowed to exhibit until all such balances are paid in full, no exceptions. If you have an outstanding balance, please mail your payment or [click here](#) or visit [www.acsshow.com](http://www.acsshow.com) > I Am An Exhibitor > Pay For Your Booth Online to make a payment online.

### Bridal Registration List:

Exhibitors will receive an email outlining instructions on how to obtain the Bridal Registration List shortly after the show's end. Bridal registration lists are individually seeded to monitor use. Exhibitors who provide their list to a non-exhibitor will be subject to substantial penalties.

### Music:

- **Music, musicians, functioning audio speakers, and/or performances of any kind are prohibited within your booth.**  
Promotional videos are acceptable.
- All activities within your booth, including promotional videos, must be at **appropriate noise levels** so as to not infringe on your neighbors ability to conduct business. ACS Show Management reserves the right to determine and set the acceptable sound level in all such instances.

**David L. Lawrence Convention Center  
1000 Fort Duquesne Blvd.  
Pittsburgh, PA 15222**

**Move-In Instructions**

- Proceed to Penn Avenue. You will be issued a move-in pass and a member of our staff will direct you where to go to unload.
- At vehicle check-in, you will be issued a move-in pass and a staff member will direct you where to go to unload.
- Note: Passes issued at move-in must be displayed in your vehicle's front window.
- Parking in the loading area is **PROHIBITED**. Vehicles parked in the loading area will be ticketed and towed at the owner's expense.
- Once your vehicle is fully unloaded, please remove it from the loading area and park it in the exhibitor parking lot before setting up your booth.
- If you are bringing your own exhibit contents or a carrier is delivering them to the facility, please try to fit all of the contents into one vehicle.
- Parking in any unauthorized location will result in fines and possible towing by local authorities.
- Once inside the venue, the main entrance/exit will be used during the hours of the show. Emergency exits will not be accessible. Alarms will sound if the emergency exit doors are opened.
- There is a fee for parking during Show Days.
- It is strongly suggested that you bring your own hand truck, push cart or dolly to facilitate move-in/out. This will speed up the process.



# BRIDAL & WEDDING EXPO

## Move-Out and Breakdown Instructions:

**Important Note: Please share this document with your breakdown crew!**

- Move-out starts at 5:00 PM.
- It is strongly suggested that you bring your own hand truck, push cart, or dolly to facilitate move-out. This will speed up the process.
- Trash removal of construction material and landscaping material, such as pavers, stone, dirt, plants, etc., is your responsibility. Do not leave these items on the show floor; you must take them with you.
- Based on booth location, oversized exhibits are oftentimes the first ones inside the venue. Please note: first in and LAST OUT. It is imperative that you make arrangements to have your dismantle team arrive at approximately 6:00 PM on Sunday of breakdown to pick up your display, unless your display directly impacts the load out of an event; in which case you will be asked to remove it promptly at the start of breakdown. It is not possible to move-out oversized displays until smaller exhibits, displays and pipe/drape have been dismantled and removed.
- You may ship your exhibit contents to the warehouse, where they can be shipped by a carrier of your choice. Please stop by the decorator's desk after 3:00 PM on Sunday to discuss the details with the service representative. Remember to label all outgoing shipments.
- Never leave your exhibit contents unattended during move-out. This is a difficult time to provide security.
- All exhibitor material must be claimed by 6:00 PM and completely removed by 8:00 PM. Exhibit contents that have not been removed by 8:00 PM will be subject to shipping and storage charges.

**Please note: Your cooperation in following the process outlined above will help in facilitating a smooth move-out.**



# BRIDAL & WEDDING EXPO



## EXHIBITOR MANUAL

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A member of the American Consumer Shows group of companies  
6901 Jericho Turnpike, Suite 250, Syosset, NY 11791-4626  
Telephone: (888) 433-EXPO (3976) | (516) 422-8100 | Fax: (888) 850-3977



# **TABLE OF CONTENTS**

Adhesive Stickers & Bumper Stickers.....	3
Balloons & Helium Tanks.....	3
Booth Information.....	3
Decorator Services.....	3
Directions and Parking.....	3
Distribution of Literature.....	3
Electrical Services.....	3
Food & Beverage.....	3
Fire Marshal Rules & Regulations.....	4
Flyers.....	4
Information and Service Desk.....	4
Janitorial Services.....	4
Move-In and Set-Up Instructions.....	5
Move-Out and Breakdown Instructions.....	5
Noisemaking Equipment.....	6
Outstanding Balances.....	6
Oversized Displays.....	6
Products & Services to be Exhibited.....	6
Refunds for Exhibit Space.....	6
Sales Tax & Permits.....	6
Security.....	7
Shipping Information.....	7
Signs & Banners.....	7

### **Adhesive Stickers & Bumper Stickers:**

No stickers of any kind are to be given out at any time, at any location, by exhibitors. Exhibitors distributing stickers of any kind will receive a bill from the facility for custodial personnel.

### **Balloons & Helium Tanks:**

The facility does not allow helium balloons in the building for any purpose. For decorating purposes, you may have balloons without helium.

### **Booth Information:**

- A. **Booths:** Maximum booth height is 8' all around, full cubic content. Island booths have no height restriction. Be sure to check the Exhibitor Kit under "*Facility Details*" for the ceiling height.
- B. **Pipe & Drape:** An 8' back curtain and two 3' side curtains are provided with each booth. Placement of curtains will vary for larger booths. Display material may go up to 8' high on either side of the inline booths.

### **Decorator Services:**

Draped tables, chairs, carpeting, wastepaper baskets, and other items can be rented for the duration of the show. Return order form(s) and payment to the service provider. Please note the advance order discount deadline is listed on the service provider forms.

### **Directions and Parking:**

Directions and parking are venue specific. For information on directions and parking, refer to the "*Directions*" page in the Exhibitor Kit.

### **Distribution of Literature:**

Exhibitors are permitted to hand out flyers, catalogs, circulars, and folders within their booth only. Distribution of such material from booth to booth, in the aisles, or in the lobby is strictly prohibited. Canvassing of any kind or distributing literature in the exhibit facility or parking lot by or for non-exhibitors is forbidden. Exhibitors may display, demonstrate, give away samples, and sell within their booth only. Exhibitors should refrain from confronting those that are not complying with the above. Bring your concerns to show management at the Information Booth.

### **Electrical Services:**

Electrical service is available in most venues. Return order form(s) and payment to the service provider. Please note the advance order discount deadline is listed on the service provider forms.

### **Food & Beverage:**

Exhibitors are not permitted to sell food or drinks for consumption at the show without the prior written consent of American Consumer Shows. Sampling is permitted in most venues; please contact our customer service department at [customerservice@acsshow.com](mailto:customerservice@acsshow.com) for maximum sample size and additional details. It is the vendor's responsibility to obtain any and all permits, including permits required from local Health Departments or agencies. Any exhibitor providing food or drinks must protect the venue floor, no exceptions.

## **Fire Marshal Rules & Regulations:**

Where applicable, please note the following:

- A. Flammable liquids are not permitted.
- B. Liquefied petroleum gases (Butane, Propane, etc.) are not permitted on or in any type of vehicle, boat, trailer, or in any exhibit.
  1. Vehicles that have removable propane tanks are not permitted to enter the building unless the propane tank(s) have been removed.
  2. Vehicles with built-in propane tanks that cannot be removed are not permitted to enter the building unless a notarized affidavit accompanying the vehicle indicates:
    - a. Propane tanks are new and have never contained propane or,
    - b. Propane tanks have been emptied and purged.
- C. If a vehicle is part of a display, where permitted, the exhibitor must ensure that there is ¼ tank of gas or less, the gas cap has been locked, and the battery has been disconnected.
- D. All drapes, curtains, tenting, decorations, tablecloths, etc., must be inherently fire resistant or flame proofed, unless made of non-combustible material. An original notarized certificate attesting to a material's fire resistance or flame proofing must be provided at the exhibit and available for inspection by the Fire Marshal.
- E. All exits, passageways, vestibules, lobbies, and fire passageways must be clear for their full width. They shall not be used for exhibits, tables, or storage.
- F. Open flame devices are not permitted.
- G. Cooking for demonstration purposes, where permitted, shall be by electrical appliances only and in locations approved by the Fire Marshal. If cooking is permitted, it must be kept clear of combustible materials. Deep fat frying is not permitted. Exhibitors are required to keep a working fire extinguisher within their booth. Please note, most Fire Marshals will request to see the extinguisher.
- H. The use of noxious, toxic, flammable substances, such as paint, stain, polyurethane or anything of the like, is not permitted during the show set-up.

## **Flyers:**

Placement of flyers on cars in the parking lot is strictly prohibited. Exhibitors found placing flyers on cars in the parking lot will receive a bill from the facility for clean up and custodial personnel.

## **Information and Service Desk:**

For any questions regarding the show onsite, please visit the American Consumer Shows' Information Booth, located in the lobby or on the show floor. The electrician will be on-site to help with your electrical requirements. For inquiries related to advance shipping, carpeting, and furnishing, please see the decorator representatives at their service desk, located in the lobby or on the show floor. All representatives will be available on-site during set-up and breakdown to facilitate exhibitor needs.

## **Janitorial Services:**

The general public areas will be cleaned frequently during and after the show each day. Please place all garbage (boxes, papers, etc.) in the facility receptacles. Please note, it is the responsibility of the exhibitor to remove all trash. This includes but is not limited to construction and landscaping materials such as paving stones, dirt, etc. Do not leave large trash items on the show floor; you must take them with you.

### **Move-In and Set-Up Instructions:**

- A. If your exhibit contents were shipped in advance to the warehouse, they will be delivered directly to your booth.
- B. If you are bringing your own exhibit contents or a carrier is delivering them to the facility, please try to fit all of the contents into one vehicle.
- C. As soon as your vehicle arrives at the facility, check in at the VEHICLE CHECK-IN (please follow the signs). Once checked in and on line, ACS or security personnel will instruct you further.
- D. Move-in can be very long and tedious; please be patient. We will move the line as quickly as possible. Some vehicles may be taken out of line based upon clear access to a particular booth.
- E. In many venues, vehicles are not permitted to drive into the exhibition hall to unload.
- F. Once your vehicle has been unloaded, immediately park it in the designated exhibitor parking area. Never leave your vehicle locked or unattended in the loading area. Vehicles parked in the loading area will be ticketed and towed at the owner's expense.
- G. If your exhibit is arriving by an outside carrier (i.e. UPS, Fed-Ex, or non company/private owned vehicle), a representative from your company must be available to sign for your exhibit contents. Show Management strongly discourages exhibitors from sending packages via UPS/Fed-Ex (or the like) to the facility. Small items tend to get "misplaced." Instead, we suggest sending smaller items to your hotel. Be sure to bring your tracking number.
- H. Please bring your own wagon, cart or dolly for both move-in and move-out.
- I. Independent companies hired to work for an exhibitor must provide a Certificate of Insurance to American Consumer Shows thirty (30) days prior to the show.
- J. All exhibits must be completely assembled one hour prior to the show opening.
- K. Any exhibits extending to the front of the exhibit space above the 3' side curtain must be finished or draped, at the exhibitor's expense. Signage may not intrude upon neighboring exhibits.
- L. Move-in is the most difficult time to provide security because there are so many vehicles and boxes coming in and out. If you have small or valuable items in your exhibit, be certain to have one person remain with your exhibit at all times.
- M. You may store your empties in your own vehicle; ensure that they are available for move-out.
- N. Trash removal of large construction items is your responsibility. Do not leave large items on the show floor, and do not put them in the dumpster

### **Move-Out and Breakdown Instructions:**

- A. Detailed move-out instructions will be distributed on show-site.
- B. Please ensure that your entire exhibit is dismantled and packed prior bringing your vehicle to the loading area. **DO NOT GET YOUR VEHICLE UNTIL YOU HAVE BEEN INSTRUCTED TO DO SO.**  
Do not lock your vehicle or leave it unattended in the loading area at any time.
- C. Never leave your exhibit contents unattended during move-out. This is a very difficult time to provide security.
- D. At some venues you have the option to ship your exhibit contents back to the decorator's warehouse for later pick-up via common carrier. Make sure you provide the contractor with the proper paperwork. There is a charge for this service. Please speak with the decorator representative to make arrangements.
- E. All exhibits must be removed by 8:00 PM on the last day of the show. Any exhibit contents that have not been removed by 8:00 PM will be subject to packing, shipping and storage charges.

### **Noisemaking Equipment:**

Devices that produce sound must be operated at levels that will not disturb other exhibitors. The facility and American Consumer Shows reserve the right to determine the acceptable sound level in such instances. Failure to comply may result in ejection from the venue.

### **Outstanding Balances:**

Exhibitors with a past due balance will not be allowed to exhibit until all such balances are paid in full, no exceptions. If you have an outstanding balance, please mail your payment or [click here](#) or visit [acsshow.com](http://acsshow.com) > I Am An Exhibitor > Pay For Your Booth Online to make a payment online.

### **Oversized Display:**

If your exhibit is an actual trailer, vehicle, sunroom, shed, or oversized display, you are required to contact the American Consumer Shows Operations Department. Please call 516.422.8100 or e-mail [ops@acsshow.com](mailto:ops@acsshow.com) to make move-in arrangements at venues that can accommodate oversized displays. Please double check measurements to ensure that your display will fit through the door of the facility and within your booth space. Based on booth location, oversized exhibits are oftentimes the first ones inside the venue. Please consult with the move-out coordinator on-site regarding move-out procedures. Note: this section applies only to venues where oversized displays are permitted. Please contact the Operations Department if you are unsure.

### **Products & Services to be Exhibited:**

Only those products and services listed on the exhibitor contract may be exhibited at the show. Should different and/or additional items be displayed, Show Management has the right to ask that they be removed. Failure to comply may result in ejection from the show and forfeiture of booth cost.

### **Refunds for Exhibit Space:**

Refunds will not be made, in whole or in part, for unused exhibit space. Should the contracted exhibit space remain unoccupied within two hours of the show start on the opening day, American Consumer Shows may assign it to another exhibitor or use it without obligation. All outstanding balances will remain due irrespective of American Consumer Shows reassigning such space.

### **Sales Tax & Permits:**

All exhibitors are required to collect sales tax where applicable. The State Department of Taxation prohibits the selling of taxable merchandise or services at a show or event by all persons that have not registered for a valid Sales and Use Tax License. For your convenience, applications can be completed online; refer to the Exhibitor Kit under "*Tax Information*" for additional information. Please remember to print a copy of each page during the online registration process to keep for your records. It is the obligation of the exhibitor to obtain and clearly display a copy of the Certificate or License within their booth.

It is the responsibility of any exhibitor playing music at the show to obtain any necessary permits from ASCAP. Failure to obtain the required permits will be considered a breach of contract by the exhibitor, and the exhibitor shall be liable for any damages incurred by American Consumer Shows.

## **Security:**

At the close of each show day, American Consumer Shows management will walk the show floor to ensure that everyone is out of the exhibition hall, at which time the facility is deemed secure and will be locked down. Doors will open to exhibitors each morning one hour before the show opens to the public. For preparation and security purposes, at least one member of your company must be present at these times. American Consumer Shows does not guarantee exhibitors against loss, nor does it imply any assumption of liability for exhibitor's property.

## **Shipping Information:**

- A. **Advance Shipping to Warehouse:** Exhibitors may ship their exhibit contents to the decorator's warehouse prior to the show for a fee. Such contents will be stored and delivered directly to your booth before the show. Please contact the service provider directly for detailed instructions and costs associated with this service.
- B. **Direct Shipments to the Facility:** Exhibitors may ship by common carrier of their choice directly to the facility, only on the move-in day, during the move-in hours. Freight will not be accepted prior to this date. Under this shipping method, there are no additional warehouse charges. All exhibit materials that are shipped directly to the facility must be delivered to the loading area of the exhibition hall. Employees of American Consumer Shows and the facility are not authorized to sign and accept any shipments whatsoever. If personnel from your company are not available to sign and accept your exhibit contents, your carrier will not be permitted to leave your exhibit contents at the facility.
- C. **POV:** Personal Occupancy Vehicles are the most common form of to-show shipping. If you are bringing your own exhibitor contents or a carrier is delivering them to the facility, please try to fit all of the contents into one vehicle.

*\* Important: Do not ship your exhibit contents directly to the facility prior to the move-in day. The facility will not receive any advance shipments (unless otherwise specified).*

## **Signs & Banners:**

Signs and banners may be suspended from the back wall curtain of your booth. The decorator will have sign hooks available that fit around the 10' pipe holding up the back curtain. Please ensure that your banner or sign has grommets along the top. Written approval from Show Management is required for any signage extending above 8' high. Please note, sign copy is limited to one side only and should be displayed above your booth. Signage must not encroach on neighboring displays, no exceptions.



Dear PA Bridal Exhibitor:

**STETSON CONVENTION SERVICES, INC.** is pleased to be your Official Service Contractor for the Pennsylvania Bridal & Wedding Expo on Sunday, November 3, 2024 at the David L. Lawrence Convention Center. Please read the enclosed rules and regulations as well as the terms and conditions to ensure a successful and enjoyable show. Also enclosed are equipment rental and service order forms for your information and use. If you have any questions or require an item not included in this manual, please contact Stetson Convention Services. We look forward to working with you.

Ali Campbell  
Exhibitor Services Representative  
[acampbell@stetsonexpo.com](mailto:acampbell@stetsonexpo.com)

**OFFICIAL SERVICE CONTRACTOR:**

**STETSON CONVENTION SERVICES**  
2900 Stayton St.  
Pittsburgh, PA 15212  
Phone: 412-223-1090  
Fax: 412-223-1094  
Mobile: 412-339-8574  
[acampbell@stetsonexpo.com](mailto:acampbell@stetsonexpo.com)  
[www.stetsonexpo.com](http://www.stetsonexpo.com)

**FACILITY:**

**DAVID L. LAWRENCE CONVENTION CENTER**  
**HALL C**  
1000 Fort Duquesne Blvd.  
Pittsburgh, PA 15222  
Phone: 412-565-6000

**WAYS TO ORDER:** Be sure to include show name, exhibiting name and booth number with all orders.

- Online Ordering - username and password can be emailed, call or email to request
- By Credit Card - email or fax to your exhibitor services representative
- By Check - mail to Stetson Convention Services, 2900 Stayton St., Pittsburgh, PA 15212

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**SEE BELOW FOR NAVIGATION TOOLS!**

**SHOW INFORMATION**

[Important Dates & Booth Equipment](#)  
[Show Site Work Rules](#)

**PAYMENT TERMS & CONDITIONS**

[Terms & Conditions](#)  
[Payment Authorization Form](#)

**RENTAL ORDER FORMS** (payment will be processed pre-show)

[Furniture, Accessories, & Carpeting Order Form](#)  
[Booth Package Order Form](#)

**FACILITY PROVIDED SERVICES**

[Electrical Order Form](#)                      [Internet Order Form](#)                      [Cleaning Order Form](#)





**Stetson Discount Deadline**

**Friday, October 218**

*Payment authorization must accompany order to receive discount pricing, all orders submitted after this date will be charged at the standard rate.*

**\*If using an EAC, please make sure to have all forms (including COI) no later than 30 days prior to move-in**

**Exhibitor Move-in / Show Site Receiving**

**Saturday, November 2**

**12:00pm to 5:00pm**

*All shipments must arrive during these times to avoid surcharges or possible shipment refusal.*

**Sunday, November 3**

**8:00am to 1:00pm**

**Show Hours**

**Sunday, November 3**

**1:00pm to 5:00pm**

**Exhibitor Move-out**

**Sunday, November 3**

**5:00pm to 8:00pm**

**BOOTH EQUIPMENT:**

**THE BOOTH IS AN EMPTY BOOTH PACKAGE, SO NO FURNISHINGS ARE PROVIDED**

Show Colors

- 8' Back Drape      White
- 3' Side Drape      White
- Booth ID Sign

The Exhibit Hall is not carpeted. For those exhibitors who are interested in carpet rental, see [page 8](#). Carpet is a great way to improve the comfort of your space and enhance your branding.

**IMPORTANT DATES & BOOTH EQUIPMENT**



Please review each section, and should you have any additional questions, please call **STETSON EXHIBITOR SERVICES** at 412-223-1090.

**INSTALLATION & DISMANTLING:**

Stetson Personnel handles the installation and dismantle of display units and exhibit booths. Exhibitors requiring labor services can call or email Stetson Convention Services.

If the individuals performing the installation work are employees of an official display house, proper insurance documentation and notification in writing must be mailed to Stetson Convention Services 30 days prior to event move-in including show name and exhibiting company.

<b>HOURS:</b>	<u>Straight time:</u>	Monday through Friday	8:00am to 4:30pm
	<u>Overtime:</u>	Monday through Friday	4:31pm to 7:59am
		Saturday	12:00am to 11:59pm
	<u>Double time:</u>	Sunday and Holidays	12:00am to 11:59pm

**CARPENTRY:** Flooring: Exhibitor owned carpet over 400 square ft. must be installed by Stetson Personnel due to safety liability rules and regulations. Exhibitor provided tape may not be used on the facility’s flooring, only specific flooring tape provided by Stetson and can be ordered onsite as available or pre-ordered through email or phone call.

Displays: Exhibitors may install and dismantle their own displays using tools and ladders they have supplied on their own. Exhibitors will take full responsibility over the safety of their crew while using such tools and must be completed during the published move-in/move-out periods.

Exhibitors who install or dismantle outside the published move in/move out time periods may be subject to forced labor or an indirect labor per man/per hour charge.

Exhibitors needing to use Stetson tools and/or ladders will be charged a per man/per hour fee for assembly and dismantle. Exhibitors may not use Stetson provided tools for safety liability rules and regulations.

**SHIPPING AND FREIGHT HANDLING:**

The **DAVID L. LAWRENCE CONVENTION CENTER** does not receive or store exhibitor freight. All exhibitor materials entering the facility must be handled through Stetson Convention Services. Stetson will unload all vehicles, deliver materials to your booth, remove empties and reload at the close of the show. When exhibitors choose to hand carry in accordance with the foregoing, they will not be permitted access to the dock area. Please see the enclosed shipping instructions for more information.

Hand-Carry Items: Exhibitors are permitted to bring in materials from the parking garage or entrance to the exhibit hall. Any deliveries or unloading through the dock area must be handled by teamsters within move-in/move-out hours.

**ELECTRICAL JURISDICTION:** All booth electrical work must be performed by the contracted electrical supplier. Please see enclosed [ELECTRICAL ORDER FORM](#).

**OTHER JURISDICTIONS:** All air, water and gas work must be performed by the contracted supplier.

**MISCELLANEOUS:**

- Exhibitors are allowed to do technical work on their personal machines, such as fine line balancing, programming and cleaning.
- All carpet vacuuming must be performed by the David L. Lawrence Convention Center.
- If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of Stetson at show site immediately. Please refrain from voicing complaints directly to craft personnel.

**Please read carefully:** The following Terms & Conditions define the respective parties' responsibilities of the contractual agreement between Stetson Convention Services, Inc. and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- Signature of the Payment Authorization Form or
- An order for labor, services, and/or rental equipment is placed by an Exhibitor with Stetson or
- Work is performed on behalf of Exhibitor by labor secured through Stetson

**DEFINITIONS:**

The name Stetson Convention Services, Inc. shall be construed within the meaning of this contract as Stetson Convention Services, Inc. and their employees, officers, agents and assigns, affiliated companies and related entities including but not limited to any subcontractors Stetson may appoint. The term Exhibitor shall be construed within the meaning of this contract as the EXHIBITOR and/or its employees, agents, representatives and/or any Exhibitor Appointed Contractor (EAC).

**PAYMENT TERMS**

Full payment, including any applicable tax, is due in advance or at show site. A \$25.00 administrative fee will be applied to any refund based on overpayment of check. Stetson will charge a processing fee of 5% on the total amount of any invoice requiring a change of payment after the original payment has been processed. All payments must be in U.S. funds and all checks must be drawn on a U.S. Bank. Orders received without advance payment or after the deadline date will incur additional (standard) charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Stetson except where specifically identified as a sale. All Stetson rentals include delivery, installation and removal from Exhibitor's booth. In case of cancellation, charges will be applied to all labor orders that are not cancelled in writing at least five days prior to the scheduled start time. If services have already been provided at the time of cancellation, no refund will be given. It is Exhibitor's responsibility to advise Stetson personnel of any problem with any orders, and to check invoices for accuracy prior to the close of the exhibit. If Exhibitor is exempt from payment of sales tax, Stetson requires an exemptions certificate for the state in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International Exhibitors, Stetson requires 100% prepayment of advance orders; any orders or services placed at show site must be paid at the show. For all others should there be any pre-approved unpaid balance after the close of the show, terms will be net 15 due and payable in Pittsburgh, PA upon receipt of invoice. Effective 15 days after invoice date, any unpaid balance will bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 10% per month for the length of the outstanding invoice. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by Stetson shall either be applied to reduce the principal unpaid balance or be refunded to the payer. These payment Terms & Conditions shall be governed by and construed in accordance with the Laws of the State of Pennsylvania. In the event of any dispute between Exhibitor and Stetson relative to any loss, damage or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to Stetson for its services as an offset against the amount of any alleged loss or damage. Any claim against Stetson shall be considered a separate transaction and shall be resolved on its own merits. Stetson reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by Exhibitor, or for any charges that Stetson may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, Stetson hereby provides notice that it reserves the right, and Exhibitor authorized Stetson, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on Exhibitor's account.

**LABOR TERMS & CONDITIONS RESPONSIBILITY AND INDEMNIFICATION**

**LABOR UNDER THE SUPERVISION OF STETSON CONVENTION SERVICES, INC:**

Stetson will be responsible for the performance of labor provided under this option. Stetson does not assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under Stetson's direct supervision and control. In no event shall Stetson be liable for loss or damage caused by delay in labor beginning work when Exhibitor request labor to begin later than the start of the working day. Stetson shall not be responsible for loss, delay or damage due to strike, lockouts and/or work stoppages, or other causes beyond Stetson's reasonable control. Stetson agrees to indemnify, hold harmless and defend Exhibitor from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments and expenses (including but not limited to reasonable attorney's fees and investigation costs) for bodily injury, including any injury to Stetson employees, or property damage arising out of work performed by labor provided and supervised by Stetson, except when Exhibitor exercises direction and/or control over the work being performed.

**LABOR UNDER THE SUPERVISION OF EXHIBITOR:**

Exhibitor shall be responsible for the performance of labor provided under this option. It is the responsibility of Exhibitor to supervise labor secured through Stetson in a reasonable manner as to prevent bodily injury and/or Property damage and also to direct them to work in a manner that is in compliance with Stetson's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of Exhibitor to check in with the Stetson Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed. Exhibitor agrees to indemnify, hold harmless and defend Stetson from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to Stetson employees, and/or property damage arising out of work performed by labor provided by Stetson but supervised by Exhibitor. Further, the Exhibitor's indemnification of Stetson includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by Stetson to work in a manner that violates any of the above rules, regulations and/or ordinances.



## MATERIAL HANDLING TERMS & CONDITIONS

1. Stetson and its subcontractors shall not be liable for damage, loss or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. Crates and packaging should be made of a design to adequately protect contents for handling by forklift and similar means.
2. Relative to **inbound shipment(s)**, there may be a lapse of time between the delivery of shipment(s) to the booth by Stetson or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to **outgoing shipment(s)**, it is possible that there will be a lapse of time between the completion of packing and the actual pickup of freight from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that Stetson and its subcontractors are not liable for the loss of, disappearance of or damage to Exhibitor's freight after the same has been delivered to Exhibitor's booth, nor are Stetson and its subcontractors liable for Exhibitor's freight before it is picked up from the Exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to Stetson or its subcontractors by Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.
3. Stetson and its subcontractors shall not be liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless 14 days advance notice has been given to Stetson in time to obtain the proper equipment.
4. Stetson and its subcontractors shall not be liable for any loss, delay or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including but without limitation to, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, mysterious failure of power or utilities and other events of force of nature.
5. Stetson and its subcontractors shall not be liable for ordinary wear and tear in handling of equipment.
6. It is understood that Stetson and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by Stetson hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that Stetson and its subcontractors do not provide for full liability should loss or damage occur. In the event that Stetson or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.10 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise, by Stetson, its subcontractors or their employees.
7. **Be sure your freight is insured from the time it leaves your firm until it is returned after the show. It is suggested that Exhibitors arrange all risk coverage. This can usually be done by riders to existing policies. Contact your insurance representative. Be sure your liability insurance is in effect during transit and return of your freight, during storage and at show site.**
8. Stetson and its subcontractors shall not be liable to any extent whatsoever for indirect, special, incidental, or consequential damages, including but not limited to, delay any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products or any collateral costs that may result from any loss, injury or damage to Exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit the Exhibitor's materials.
9. Claims for loss or damage must be submitted to Stetson immediately at show site, and in any case not later than thirty (30) business days after the conclusion of the event. Any and all claims reported after thirty (30) days will be rejected. No suit or action shall be brought against Stetson or its subcontractors more than one year after the cause of action accrues.
10. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that Stetson and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of Stetson or its subcontractors shall sign a delivery receipt, bill of lading or other document, the parties agree that Stetson or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
11. Stetson and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as UPS, FedEx, DHL or van lines. Such shipments will be delivered to booth without guarantee of piece count or condition.
12. Empty container labels will be available at the Stetson Exhibitor Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY. Stetson assumes no responsibility for error in preceding procedures, removal of containers with old empty labels and without Stetson labels or improper information on labels. Stetson and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
13. In order to expedite removal of freight from the show site, Stetson has the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse to await Exhibitor's shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. Stetson assumes no liability as a result of such rerouting or handling.
14. The Exhibitor agrees, in the event of a dispute with Stetson or its subcontractors relative to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to Stetson for material handling services or any other services provided by Stetson or its subcontractors as an offset against the amount of the alleged loss of damage. Instead, the Exhibitor agrees to pay Stetson prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against Stetson or its subcontractors shall be pursued independently by the Exhibitor as completely separate.
15. Customer and/or the consignor warrants that all shipments shall comply with all applicable hazardous materials rules and regulations for the applicable mode of transport and all other health, safety and security regulations. All shipments shall be properly packaged, marked and labeled and clearly identified. No dangerous goods shall be tendered to Freight Forwarder for transportation, handling or storage without prior written agreement of Freight Forwarder. Customer and/or consignor shall indemnify and hold harmless Freight Forwarder and all service providers from any liability, loss, damage, fine or suit arising from breach of the warranties set forth herein.

The placing of an order for the services of tradesmen and women and the use of equipment by an Exhibitor or any agent of the Exhibitor shall be construed as an offer subject to acceptance and approval of Stetson in its sole discretion. Upon Stetson's written acceptance and approval, the Exhibitor and its agents shall be bound by the terms and conditions set forth in Sections 1 through 15 above. Likewise, once Stetson has accepted and approved the Exhibitor's offer, any shipper consigning or delivering a shipment to Stetson or its subcontractors on behalf of Exhibitor shall be bound by the terms and conditions set forth in Sections 1 through 15 above.



**BOOTH PACKAGE - 10% SAVINGS**

The booth packages below are provided at a discounted rate versus ordering items a la carte. If you wish to make any substitutions, you must order those separately from the furniture, accessory, and carpet order forms.

<b>BOOTH PACKAGE - OPTION A</b>		
6' L x 30" H Skirted Table - <b>White</b> 2 Folding Chairs Wastebasket with Compostable Liner	<b>DISCOUNT PRICE</b>  \$125.00	<b>STANDARD PRICE</b>  \$162.50

<b>BOOTH PACKAGE - OPTION B</b>		
6' L x 30" H Skirted Table - <b>White</b> 2 Folding Chairs Wastebasket with Compostable Liner 10' x 10' Booth Carpet - <b>Graphite</b>	<b>DISCOUNT PRICE</b>  \$240.00	<b>STANDARD PRICE</b>  \$312.00

**TOTAL OF ALL ITEMS ORDERED + 7% SALES TAX: \$ \_\_\_\_\_**

EXHIBIT COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

EXHIBITOR ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_ EMAIL \_\_\_\_\_

PHONE \_\_\_\_\_ EXT \_\_\_\_\_ FAX \_\_\_\_\_

▶ EXHIBITOR SIGNATURE \_\_\_\_\_ PRINT NAME \_\_\_\_\_

**BOOTH PACKAGE OPTIONS**



**FURNITURE, ACCESSORIES, & CARPETING**

UNSKIRTED TABLES: 24" wide	DISCOUNT	STANDARD	QTY
4'L x 30"H TABLE	\$55.00	\$65.00	
4'L x 40"H TABLE	\$65.00	\$75.00	
6'L x 30"H TABLE	\$65.00	\$75.00	
6'L x 40"H TABLE	\$75.00	\$85.00	
8'L x 30"H TABLE	\$75.00	\$85.00	
8'L x 40"H TABLE	\$85.00	\$95.00	
ADD A SKIRT—30"H	\$10.00	\$20.00	
ADD A SKIRT—40"H	\$15.00	\$25.00	
Indicate skirt preference—includes table top covering BLACK BLUE BURGUNDY GOLD RED SILVER TEAL WHITE			
BOOTH DRAPE: Back and Side	DISCOUNT	STANDARD	QTY
8' BACK DRAPE	\$7.00 PLF	\$8.00 PLF	
3' SIDE DRAPE	\$5.00 PLF	\$6.00 PLF	
Indicate drape preference: If no color is indicated, show color will be selected by Stetson. BLACK BLUE BURGUNDY GOLD RED SILVER TEAL WHITE GREEN RASPBERRY MARGARITA VIOLET ORANGE			
PEDESTAL TABLES	DISCOUNT	STANDARD	
Formica Topped Cocktail Tables	PRICE	PRICE	
30" Round x 30" H Table	\$60.00	\$70.00	
30" Round x 40" H Table	\$80.00	\$90.00	
Spandex Linen	\$30.00	\$40.00	
Please select color—if none, color will be selected by Stetson. AQUA YELLOW WHITE BLACK FUCHSIA PURPLE ROYAL BLUE RED ORANGE LIME GREEN			

SEATING	DISCOUNT	STANDARD	QTY
FOLDING CHAIR	\$25.00	\$32.50	
UPHOLSTERED ARMCHAIR	\$50.00	\$60.00	
SWIVEL DESK CHAIR	\$70.00	\$80.00	
UPHOLSTERED STOOL	\$75.00	\$85.00	
ACCESSORIES	DISCOUNT	STANDARD	QTY
WASTEBASKET	\$10.00	\$15.00	
EASEL	\$35.00	\$45.00	
FISH BOWL	\$20.00	\$25.00	
ROPE & STANCHION (PER SET)	\$65.00	\$85.00	
CARPET	DISCOUNT	STANDARD	QTY
CARPET PADDING-PER SQ. FT.	\$3.50 PSF	\$3.70 PSF	
VISQUEEN-PER SQ. FT.	\$2.95 PSF	\$3.15 PSF	
10' x 10' BOOTH CARPET	\$115.00	\$145.00	
10' x 20' BOOTH CARPET	\$215.00	\$245.00	
10' x 30' BOOTH CARPET	\$315.00	\$345.00	
PLEASE CONTACT STETSON FOR ADDITIONAL CARPET SIZES & PRICING			
Indicate Carpet Color: If no color is indicated, show color will be selected by Stetson. BLACK BLUE GRAY GREEN RED			

**TOTAL OF ALL ITEMS ORDERED + 7% SALES TAX: \$ \_\_\_\_\_**

- Any skirt or linen returned stained or damaged will be subject to a replacement fee.
- Items cancelled after Discount Deadline will receive a 50% refund. No refunds processed until the close of the event. No refunds will be granted to any items cancelled at show site.
- Payment authorization is required with all orders. Payment received after Discount Deadline will be charged at the standard rate.
- Signature denotes acceptance of Terms & Conditions. All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

EXHIBIT COMPANY NAME	BOOTH #
EXHIBITOR ADDRESS	
CITY/STATE/ZIP	EMAIL
PHONE	EXT
	FAX
▶ EXHIBITOR SIGNATURE	PRINT NAME

**RENTAL ORDER FORM**



**PAYMENT AUTHORIZATION**

EXHIBIT COMPANY NAME		BOOTH #
EXHIBITOR ADDRESS		
CITY/STATE/ZIP	EMAIL	
PHONE		
▶ ORDERED BY	SIGNATURE	DATE

Signature denotes acceptance of all Terms & Conditions included in Exhibitor Service Manual.

**PAYMENT POLICIES**

- **ORDERS:** These may be placed by fax, (e)mail, or online (an individualized username and password will be emailed). Email orders to Stetson at [acampbell@stetsonexpo.com](mailto:acampbell@stetsonexpo.com).
- **PAYMENT FOR SERVICES:** Stetson requires payment in full at the time services are ordered. A credit card is required at time of initial order for material handling and labor orders. An administrative fee of \$25.00 will be added to overpayments by check or switching credit cards on file. Once a credit card payment is processed, you cannot refund one card and process the same amount on another.
- **DELIVERY:** Payment must be received by install date to confirm delivery of items to your booth.
- **DISCOUNT PRICES:** To qualify, orders must be received with payment on or before the Discount Deadline date. Orders cancelled after this date will receive a 50% refund.
- **REFUNDS:** None will be processed until show has closed.
- **THIRD PARTY BILLING:** Each exhibiting firm is responsible for all charges incurred on its behalf. See Conditions for EAC form.
- **ADJUSTMENTS / CANCELLATIONS:** No adjustments or credits to invoices will be given after the close of event for items or services ordered, but not received.
- **BANK WIRE TRANSFER:** Call to set up.
- **ORDER CONFIRMATION / INVOICES:** Email confirmation will be sent.
- **FREIGHT / SHIPPING ESTIMATE:** Final charges will be processed once items are accepted or shipped and can be actualized.

**SUMMARY OF ORDER**

BOOTH PACKAGE	\$ _____
FURNITURE	\$ _____
ACCESSORY	\$ _____
CARPET	\$ _____
<b>GRAND TOTAL DUE</b>	<b>\$ _____</b>

**METHOD OF PAYMENT:** We will use this authorization to charge your credit card account for your advance order, show site orders placed by your on-site representative, or shipments received and handled by Stetson. You may choose to pay by credit card, check or wire transfer, however, we require a credit card on file to confirm your order.

MasterCard   
  Visa   
  American Express   
  Discover

Account #     Exp. Date  CVC

Check   
  Wire Transfer

Must still fill out credit card information to confirm order. Credit card will be ran if check is not received by Discount Deadline and 15 days post show close.

CARDHOLDER NAME (PRINT) \_\_\_\_\_

CARDHOLDER BILLING ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

EMAIL ADDRESS FOR INVOICE \_\_\_\_\_

▶ CARDHOLDER SIGNATURE \_\_\_\_\_

Please check here if you are tax exempt, and please include a copy of your exemption certificate.   
 Stetson Federal Tax ID Number 25-1779096

PAYMENT AUTHORIZATION FORM

# 2024 REQUEST FOR ELECTRICAL SERVICES



**\*Online ordering services available at [www.pittsburghcc.com](http://www.pittsburghcc.com)**

(PLEASE PRINT)

Name of Event	Event Dates	Booth #
Company Name	Phone #	Fax #
Company Address	City/State	Zip Code
Email Address		
Authorized By	Signature	Date

Electrical Service <small>(Electrical outlets approximately 120/208 A.C. 60 Cycle)</small>	Connection Type	Quantity	*Advance Rate	Standard Rate	Total
Up to 20 AMPS (120 Volts) - Triple Outlet	Extension Cord		\$148.10	\$186.50	\$
Up to 30 AMPS (208 Volts, Single Phase)	Receptacle or disconnect		\$305.65	\$409.10	\$
Up to 60 AMPS (208 Volts, Single Phase)	Disconnect		\$546.70	\$755.25	\$
Up to 100 AMPS (208 Volts, Single Phase)	Disconnect		\$719.50	\$955.50	\$
Up to 30 AMPS (208 Volts, Three Phase)	Receptacle or disconnect		\$564.20	\$595.00	\$
Up to 60 AMPS (208 Volts, Three Phase)	Disconnect		\$1,017.00	\$1,426.50	\$
Up to 100 AMPS (208 Volts, Three Phase)	Disconnect		\$1,418.90	\$1,970.85	\$
Up to 30 AMPS (480 Volts, Three Phase)	Disconnect		\$1,103.90	\$1,318.80	\$
Up to 60 AMPS (480 Volts, Three Phase)	Disconnect		\$1,379.20	\$1,647.20	\$
Up to 100 AMPS (480 Volts, Three Phase)	Disconnect		\$1,954.18	\$2,335.73	\$
Over 100 AMPS (480 Volts, Three Phase)	Disconnect		\$2,336.70	\$2,792.75	\$
<i>Cable Service:</i>					
Digital service with digital converter box (does not include monitor)			\$360.50	\$360.50	\$
<b>Advanced Rate pricing:</b> In order to receive Advance Rate, the order form with payment (US Dollars) must be received 15 days prior to first exhibitor move-in day.				<b>Total</b>	

Electrical Labor (1/2 hour minimum)	Date Needed	# of Hours	Rate per hour	Total
Straight time			\$93.00	
			<b>Total</b>	

Additional Services	Quantity	*Advance Rate	Standard Rate	Total
<i>Electrical Equipment:</i>				
• Extension Cord: 3 wire, multi plug, does not include power		\$38.00	\$41.75	\$
• Clip on Spotlight: 100 watt, includes installation and labor		\$94.75	\$101.00	\$
			Subtotal	
			Tax (7%)	
			<b>Total</b>	

**Total for all Electrical Services:**



# 2024 REQUEST FOR ELECTRICAL SERVICES



(PLEASE PRINT)

Name of Event \_\_\_\_\_ Event Dates \_\_\_\_\_ Booth # \_\_\_\_\_

Company Name \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

## TERMS AND CONDITIONS

1. Advance order payment guarantees discounted rate.
2. Payment in full must be rendered prior to delivery of service.
3. Credit will not be given for service installed, but not used. If service is cancelled prior to installation, a 50% cancellation fee applies.
4. Change of orders after installation may be subject to labor charges. Minimum of 1/2 hour.
5. All material and equipment furnished by DLCC for the service shall remain the property of DLCC and shall be removed only by the DLCC staff at the close of the show.
6. Rates quoted for all connections cover the delivery of service to the booth/space in the most convenient manner and do not include connecting equipment or special wiring. Requests for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
7. Service outlet size will be determined by the volume required.
8. Walls, columns, and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
9. Claims will not be considered unless filed by the exhibitor prior to the close of the show.
10. All equipment to be connected by the DLCC technicians must comply with federal, state and local safety codes.
11. Under no circumstance should anyone other than a DLCC technician make service connections.
12. All equipment must be properly tagged and wired with completed information as to type of current, voltage, phase, cycle, horsepower, etc. All equipment using water must have an inlet and outlet properly tagged.
13. Electrical service for lights and displays will be turned on one (1) hour prior to show opening and turned off at show close.
14. All exhibitors' cords must be of the 3-wire grounded type and comply with Federal, State, Local Safety and Electric Codes. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded.
15. Unless otherwise noted, DLCC electricians are authorized to cut floor coverings to permit installation of service.
16. The DLCC is not responsible for equipment that is not powered down correctly at end of day.
17. A receipt for services is available upon request.
18. Utility will be installed at the back of the booth and/or in the most convenient manner.
  - \* If installation is required in an exact location (other than the most convenient) or a special connection is required, a labor charge will apply. Please include a floor plan with your order for exact placement of utility.

## PLEASE NOTE

- There will be a \$30.00 fee for returned checks
- Payment in full must be rendered prior to delivery of service
- Check, Visa, MasterCard, American Express & Discover accepted online
- Prices effective January 1–December 31, 2024
- \* *In order to receive the ADVANCE rate, the order form with payment (US Dollars) must be received 15 days prior to first exhibitor move-in*

The David L. Lawrence Convention Center is proud to be PCI Compliant and will not receive Credit Card Orders via email.

To pay for services with a Credit Card, please visit [www.pittsburghcc.com/exhibitors/exhibitor-services](http://www.pittsburghcc.com/exhibitors/exhibitor-services) and order online

To pay by check, please mail this form with payment to:  
Exhibitor Services Department, David L. Lawrence Convention Center  
1000 Fort Duquesne Blvd., Pittsburgh, PA 15222, Phone: (412) 325-6102, Fax: (412) 325-6009,  
[exhibitorservices@pittsburghcc.com](mailto:exhibitorservices@pittsburghcc.com)



# Internet Services Order Form

ORDER ONLINE: [www.shownets.net](http://www.shownets.net)

Phone: 800-310-4454 | Email: [orders@shownets.net](mailto:orders@shownets.net)

Company Name:	Booth/ Room #:		
Billing Address:	City:	State:	Zip:
Event Name:	Event Run Dates:		
On-Site Contact:	Phone:		
Email Address:	Fax:		

## Exhibit Area Network / Voice Services (Advanced pricing is greater than 14 days prior to event start with full payment)

### A. BASIC WIRED INTERNET SERVICES - NOT FOR STREAMING

Includes: 1 Private IP Address, Routers prohibited and will not work	Qty	Advanced	Standard	Total
Up to 3 Mbps (DHCP) intended for light internet usage		\$895	\$1,368	
Additional Device (s) Per Device up to 4 (6 or more please contact sales at the number below)		\$150	\$275	

### B. STANDARD WIRED INTERNET SERVICES - FOR STREAMING, GAMING & WEBCAST

Includes: multiple Private IP Addresses, Routers SUPPORTED	Qty	Advanced	Standard	Total
Dedicated 5 Mbps		\$3,495	\$4,3704	
Dedicated 10 Mbps		\$5,900	\$7,3750	
Dedicated 15 Mbps		\$11,700	\$14,630	
Dedicated 20 Mbps		\$15,500	\$19,380	
For Public Routed Addresses please contact us at the number below				

### C. ADDITIONAL PRODUCTS AND SERVICES - for more options please contact us at the number below

Products or Services	Qty	Advanced	Standard	Total
Additional Wired Connections (section A)		\$100	\$125	
Switch Rental - managed or unmanaged up to 23 host ports		\$185	\$225	
Patch Cable Rental		\$50	\$62	
Distance Fee of \$500 Internet / \$100 Telephone for each line extended outside the venue				
For extension of 3rd party data circuits please contact us at the number below				

### D. VOICE / PBX SERVICES - US long distance included, International long distance charged by individual usage

Products or Services	Qty	Advanced	Standard	Total
Single Line		\$275	\$345	
Multi-line option (1 main with 1 roll over line) - includes device rental		\$415	\$620	
Speaker Phone line - includes device rental		\$465	\$575	
To disable "DIAL 9" access as default circle "Yes"		Yes		
To enable International Long Distance, circle "Yes"		Yes		

### E. WIRELESS SERVICES - for more options please contact us at the number below

SUBTOTAL	
Estimated 7% TAX/ FEE	
<b>GRAND TOTAL</b>	

Custom solutions tailored to your requirements as well as additional bandwidth and hardware options are available by calling the number below



# Internet Services Order Form

To avoid additional charges, your order is not complete until you include a diagram of your booth indicating your drop location(s).

**Payment Type:** Please select one. Credit card payments appear as "showNets, LLC" on monthly statements.

- Check Payable to: showNets, LLC
- Credit Card:     AMEX     MASTERCARD     VISA

Credit Card #: \_\_\_\_\_ Ex. Date: \_\_\_\_\_ Sec. Code: \_\_\_\_\_ (3-4 Digits)

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Cardholder Name (Print)

Cardholder Name (signature)

### Information and Conditions

showNets (Supplier) is the exclusive provider for wired and wireless network services at the David L. Lawrence Convention Center. This includes all exhibit halls, meeting rooms, exterior areas and temporary structures. Only the company (its officers, employees and agents) that orders service is authorized to use the Internet connection. This service cannot be re-sold or distributed to any other company or individual. Our rates are based on a per device charge. Each device attached to the showNets network must pay for networking service.

DISCLAIMER; LIMITATION OF LIABILITY; CUSTOMER'S RESPONSIBILITIES SUPPLIER'S OBLIGATIONS UNDER THIS AGREEMENT ARE IN LIEU OF ALL WARRANTIES, EXPRESS OR IMPLIED. SUPPLIER WILL NOT BE LIABLE FOR INCIDENTAL, SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES, THIRD PARTY CLAIMS, LOSS OF PROFITS OR INCOME, OR LOSS OF USE OR OTHER BENEFITS, ARISING OUT OF OR IN CONNECTION WITH CUSTOMER'S USE OR INABILITY TO USE THE SERVICE HEREIN REQUESTED, OR FOR COMMERCIAL LOSS OF ANY KIND (INCLUDING LOSS OF BUSINESS OR PROFITS) WHETHER OR NOT SUPPLIER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE OR LOSS. THE SERVICE IS PROVIDED ON AN "AS IS" BASIS. THIS IS IN LIEU OF ALL OTHER WARRANTIES, INCLUDING WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY AND FITNESS FOR ANY PARTICULAR PURPOSE. YOUR EXCLUSIVE REMEDY AND SHOWNETS MAXIMUM LIABILITY SHALL BE THE ACTUAL AMOUNT PAID TO SHOWNETS WITH RESPECT TO THE DEFICIENT SERVICES. Customers/exhibitors accept responsibility to ensure that all of their files are adequately duplicated and documented. Supplier is not responsible for Customer's failure to do so, or for the cost of reconstructing data stored on disc files, tapes, memories, etc., lost during the performance of service under this Agreement. Supplier will not be liable for loss of funds contained in, dispensed by, or associated with any Services under this Agreement. Supplier will not be responsible for failure to provide service due to strikes or causes beyond Supplier's reasonable control. Services Order Request and Payment THIS SERVICES ORDER MUST BE RECEIVED WITH FULL PAYMENT AND/OR CREDIT CARD AUTHORIZATION TWO WEEKS PRIOR THE START OF SHOW TO QUALIFY FOR THE ADVANCED RATE. Orders received inside of the two week period will be charged the standard rate. Both wireless access and on-site orders will go through our automated system and will require a credit card for payment. For a wired connection, booth location and location of the Network Connection must be identified to process your order. All monies are collected by showNets. All requests for credit or refund should be directed to showNets. Credit can not be given for service installed and not used. Refunds will not be granted for service installed and deemed inoperative due to faulty exhibitor equipment or off-site service problems. A \$50.00 service fee will be charged for all returned checks. Services Installation And Equipment Use For a wireless connection, the process is automated. Open a browser and enter the information requested, choose a service level and enter your credit card information. There is a \$10.00 Service fee for all Manual Wire transactions. For a private wired connection, you will receive access to the Internet via a userid and password for one device. If you order prior to the event, connect your machine to the Cat5 cable that is installed at your location. Open a browser and enter your userid and password to access the Internet. If you order on-site, connect your machine to the Cat5 cable installed in your location. Open a browser and enter the information requested, choose a service level and enter your credit card information. For a public IP wired connection, a printed copy of the full TCP/IP address information will be provided to you prior to the event to facilitate your configuration of the demonstration machine. To connect additional devices to the network you will need to order additional network connections. Please see the Order Form. Enter your IP information into your machine and then connect your machine to the Cat5 cable that is installed at your location. Keep in mind; the Internet is a public domain. We do not guarantee the performance of any connection outside of the facility. showNets has no control over nor is it responsible for the external network performance once the network traffic leaves the David L. Lawrence Convention Center network and is received by the ISP's POP router and beyond.. REMEMBER, ONE (1) PUBLIC OR PRIVATE TCP/IP ADDRESS MUST BE ORDERED FOR EACH MACHINE TO BE CONNECTED TO THE INTERNET. NO ROUTERS, DHCP SERVERS, NAT SERVERS, PROXY SERVERS, STREAMING APPLICATIONS OR VOIP ARE ALLOWED WITH ANY OF OUR SERVICES. IF YOU REQUIRE ANY OF THESE SERVICES, WE WILL ACCOMMODATE YOUR REQUEST WITH A WRITTEN QUOTATION. NO WIRELESS DEVICES ARE ALLOWED ON THE NETWORK WITHOUT SHOWNETS PRIOR WRITTEN CONSENT. IF YOU REQUIRE YOUR OWN WIRELESS NETWORK WITHIN YOUR LOCATION, WE WILL REVIEW YOUR REQUEST AND FOLLOW UP WITH A WRITTEN QUOTATION IF APPROPRIATE. Cancellation Policy showNets must be notified in writing two (2) weeks prior to show date to cancel an Internet Access Order. The cancellation fee is \$200.00. Orders placed inside 2 weeks of the show cannot be cancelled and are non-refundable.

### **Customer Acceptance of Information and Conditions (see above).**

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Customer - Print Authorized Name

Customer - Authorized Signature

Date

# 2024 REQUEST FOR CUSTOM CLEANING SERVICES



**\*Online ordering services available at [www.pittsburghcc.com](http://www.pittsburghcc.com)**

(PLEASE PRINT)

Name of Event	Event Dates	Booth #
Company Name	Phone #	Fax #
Company Address	City/State	Zip Code
Email Address		
Authorized By	Signature	Date

Type of Service	Booth Area in Square Footage	*Advance Rate	Standard Rate	Daily Vacuum Cost (Sq. Footage x Rate)
Daily Vacuum		\$0.35 / sq. ft.	\$0.40 / sq. ft.	\$
Service needed (check box):				
	Prior to show opening	Day 2	Day 3	Day 4 Day 5

**Advanced Rate pricing:**

In order to receive Advance Rate, the order form with payment (US Dollars) must be received 15 days prior to first exhibitor move-in day.

Total Days Needed	
Subtotal	
Tax (7%)	
<b>Total</b> <small>(Total Days x Daily Vacuum Cost + 7%)</small>	

Periodic Porter Service	Dates Service Needed	Begin Service Time (AM/PM)	End Service Time (AM/PM)	Total Hrs.	Rate	Total
Removal of trash and boxes from the booth area every 20 minutes within the time requested. (2 hour minimum)					\$59.00 / hr	
					\$59.00 / hr	
					\$59.00 / hr	
					\$59.00 / hr	
<b>Note: This service is an additional trash removal service. Normal daily trash removal is completed at the end of the show day. Trash should be place in front of booth.</b>					Subtotal	
					Tax (7%)	
					<b>Total</b>	

**Total for all Custom Cleaning Services:**

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**PLEASE NOTE**

- There will be a \$30.00 fee for returned checks
- Payment in full must be rendered prior to delivery of service
- Check, Visa, MasterCard, American Express, & Discover accepted online
- Prices effective January 1–December 31, 2024
- A receipt for services is available upon request.

\* In order to receive the ADVANCE rate, the order form, with payment (US Dollars) must be received 15 days prior to first move-in day

The David L. Lawrence Convention Center is proud to be PCI Compliant and will not receive Credit Card Orders via email.

To pay for Services with a Credit Card, please visit [www.pittsburghcc.com/exhibitors/exhibitor-services](http://www.pittsburghcc.com/exhibitors/exhibitor-services) and order online.

To pay by check, please mail this form with payment to:

Exhibitor Services Department, David L. Lawrence Convention Center

1000 Fort Duquesne Blvd., Pittsburgh, PA 15222, Phone: (412) 325-6102, Fax: (412) 325-6009, [exhibitorservices@pittsburghcc.com](mailto:exhibitorservices@pittsburghcc.com)



In order to make your service ordering experience quick and efficient, we invite you to order all services provided by the DLCC, through our website.

The following are services provided by the DLCC:

Electric  
Custom Cleaning and Porter Service  
Plumbing and Compressed Air  
Security  
Steel Plate for Heavy Equipment Displays  
Internet Services  
Booth Catering

Please click on the link to place your order now:

<http://www.pittsburghcc.com/exhibitors/exhibitor-services/>

If you require assistance, please call our Exhibitor Services Department.

412-325-6102

[Exhibitorservices@pittsburghcc.com](mailto:Exhibitorservices@pittsburghcc.com)

# SAMPLING & SELLING POLICY

## FOR FOOD & NON-ALCOHOLIC BEVERAGES

**Levy retains the exclusive right to provide all food and beverage services throughout the David L. Lawrence Convention Center.**

Prior to booking booth space, exhibitors must request to sample/sell food & NA beverage and receive permission only upon written authorization from LEVY. Once approved by Levy, exhibitors must complete the appropriate forms with certificate of insurance and returning the forms to the Levy Catering Department **thirty (30) days prior to the start of the show.**

**\*\*\* Food/Beverage prepared in a private home that is not a state-registered Limited Food Establishment may not be used or sold at the DLCC. \*\*\***

### SAMPLING & SELLING REQUIREMENTS

#### FOOD

- Samples are to be bite-sized & INDIVIDUALLY presented to guests via cup, plate or napkin
- Items sold must be completely packaged/sealed with the intent for offsite consumption only

#### NON-ALCOHOLIC BEVERAGE

- Samples are limited to a 2 ounce portion
- The sale of full size, individual beverages is NOT permitted - this is a violation of the DLCC beverage agreements. **Beverages can be sampled only.**

As of March 23, 2022 per the Pennsylvania Liquor Control Board, **CONSUMABLE CBD CANNOT BE SOLD, SAMPLED OR CONSUMED ON DLCC PREMISES AS THIS VIOLATES THE DLCC LIQUOR LICENSE AND IS UNLAWFUL IN PENNSYLVANIA.**

Examples include gummies, edibles, non-alcoholic beverages and tinctures.

**In addition to the above requirements, each booth must adhere to the following:\***

- Items dispensed are limited to those products that are manufactured, processed or distributed by the entity requesting permission. *Food/Beverage must be prepared in a state-registered Limited Food Establishment.*
- Each vendor is required to complete a certificate of insurance as outlined in the example on pages 4 & 5.
- **VENUESHIELD**
  - If items are NOT pre-packaged or sealed, vendors must have a breath barrier (sneeze guard) protecting the non-packaged items. The breath barrier shall be obtained by the vendor; in which they can do so independently. Any items given to a guest must be dispensed to the guest in a cup or on a plate/napkin. Examples include but not limited to: fudge, nuts, popcorn, baked goods and the like)
- **PER THE ALLEGHENY COUNTY HEALTH DEPARTMENT**
  - Each vendor is required to apply for a temporary health permit **SEE PAGE 6** - [website link here](#)
  - Both Hand Sanitizer and Sanitizing wipes **MUST** be at each booth for staff use to disinfect/sanitize high-touch areas that are frequently used
  - Anyone assembling food or beverage onsite (not prepackaged before arrival to DLCC), must have a handwashing station per the ACHD guidance **SEE PAGE 6**

**~If any of the above are not complied, Levy reserves the right to revoke approval on-site~**

*\*Requirements for food and beverage dispensing are subject to change based upon state requirements\**

For additional information, please contact the Levy Catering Sales Department

Betsy Johnson-Rusnic, Director of Catering Sales - [betsy.johnson@levyrestaurants.com](mailto:betsy.johnson@levyrestaurants.com) 412.325.6194

Caroline Mays, Catering Sales Manager - [cmays@levyrestaurants.com](mailto:cmays@levyrestaurants.com) - 412.325.6162

Hannah Bortmas, Catering Sales Manager - [hbortmas@levyrestaurants.com](mailto:hbortmas@levyrestaurants.com) - 412.325.6121

Danielle Williams, Catering Sales Coordinator - [Danielle.williams@levyrestaurants.com](mailto:Danielle.williams@levyrestaurants.com) - 412.325.6173

# AUTHORIZATION REQUEST FORM

## FOOD & NON-ALCOHOLIC BEVERAGES

Outside food vendors are considered any entity selling consumable food items within the DLCC. These vendors are required to pay a flat fee based on the number of show days as follows:

1-2 day show - \$107.00

3-4 day show - \$214.00

5 or more day show - \$321.00

(All fees include PA sales tax of 7%)

### **Authorization Request Form:**

Levy retains the exclusive right to provide all food and beverage services throughout the David L. Lawrence Convention Center. This exclusive agreement prohibits exhibitors or other event participants from importing ANY food and beverage into the David L. Lawrence Convention Center without written approval of Levy. Complete and return this form to receive authorization to sample and sell product prior to booking your booth space.

***This policy is strictly enforced. Violations will result in products being removed from show floor.***

Name of Show/Event: \_\_\_\_\_

Event Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Product you wish to sample (if applicable): \_\_\_\_\_

Product you wish to sell (if applicable): \_\_\_\_\_

***REMINDER: The sale of individual non-alcoholic beverages and consumable CBD is NOT permitted.***

Anticipated Quantity: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Your signature identifies that you have read and understand the terms and conditions of this policy)

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Levy General Manager

**Please return this form to the Levy Catering Department thirty (30) days prior to the start of the show along with the Certificate of Insurance & payment.**



# PAYMENT FOR SELLING & CHECKLIST

Payment is required by any entity selling food items at the David L. Lawrence Convention Center. The sale of individual non-alcoholic beverages is NOT permitted.

In addition to completing the authorization form, food vendors are required to pay a flat fee based on the number of show days.

Company Name: \_\_\_\_\_

Name of Show/Event: \_\_\_\_\_

Event Date: \_\_\_\_\_

## Please check the appropriate box:

1-2 day show - \$107.00 (includes tax)

3-4 day show - \$214.00 (includes tax)

5 + day show - \$321.00 (includes tax)

## METHOD OF PAYMENT:

Levy accepts Credit Card or Check.

All payments must be received no later than 7 business days prior to the start of the show. *Any vendor with outstanding payment will be asked to leave the facility.*

Please check the appropriate box for the method of payment being provided to Levy:

**Credit Card Payment:**

Secure link via email

Email: \_\_\_\_\_

**Payment via Check:**

Made payable to **Levy Convention Centers**

**Mail to: 1000 Ft. Duquesne Blvd.**

**Pittsburgh, PA 15222**

## CHECKLIST

- Completed DLCC Authorization Request & Method of Payment Form**
- Certificate of Insurance** - with correct language (see example page 4 & 5)
- Hand Sanitizer and Sanitizing Wipes** for booth staff to clean and sanitize frequently touched surfaces and hands.
- Reviewed Allegheny County Health Department information** - from their [website link here](#) & **PAGE 6**

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Your signature identifies that you have read and understand the payment terms and conditions of this policy)



# SAMPLE - CERTIFICATE OF INSURANCE

Your insurance **MUST** have the exact information as highlighted on the sample.  
**REVIEW PAGE 5 for SPECIFIC LANGUAGE REQUIREMENTS.**

CERTIFICATE OF INSURANCE				ISSUE DATE	
PRODUCER NAME		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
		<b>COMPANIES AFFORDING COVERAGE</b>			
		COMPANY LETTER	<b>A</b> Carrier with at least A Best rating & VIII Financial Size		
INSURED <b>Third - Party Concessionaire</b>		COMPANY LETTER	<b>B</b>		
		COMPANY LETTER	<b>C</b>		
		COMPANY LETTER	<b>D</b>		
		COMPANY LETTER	<b>E</b>		
<b>COVERAGES</b>					
THIS IS TO CERTIFY THAT THE POLICIES LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MMDDYY)	POLICY EXPIRATION DATE (MMDDYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input type="checkbox"/> OCCUR	12345			GENERAL AGGREGATE \$ 5000000 PRODUCTS-COMP/OP AGG \$ 5000000 PERSONAL & ADV. INJURY \$ 1000000 EACH OCCURRENCE \$ 1000000 FIRE DAMAGE (Any one fire) \$ 50000 MED EXPENSE (Any one person) \$ 5000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> GARAGE LIABILITY <input type="checkbox"/> OTHER	12345			COMBINED SINGLE LIMIT \$ 1000000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE \$
	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	12345			STATUTORY LIMITS EACH ACCIDENT \$ 500000 DISEASE-POLICY LIMIT \$ 500000 DISEASE EACH EMPLOYEE \$ 500000
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS					
The entities and individuals listed are hereby collectively named as additional insureds with respects to the foregoing General Liability and Automobile Liability coverages. Levy Restaurants, Levy Premium Foodservice Limited Partnership, Levy Restaurant Limited Partnership, Levy GP Corp., Levy Holdings GP, Inc., Compass Group USA, Inc., Levy-Compass Group Holdings S.L., Compass Group PLC, Sports & Exhibition Authority of Pittsburgh and Allegheny County, City of Pittsburgh, Allegheny County, and the Commonwealth of Pennsylvania, and SMG including, but not limited to, all of these respective entities' related partnerships, affiliates, subsidiaries corporations and limited liability companies, whether currently existing or hereafter formed, and specifically including all of their respective owners, partners, shareholders, members, officers, directors, managers, employees, and agents (collectively, the "Released Parties").					
<b>CERTIFICATE HOLDER</b>			<b>CANCELLATION</b>		
Levy Restaurants  David L. Lawrence Convention Center 1000 Fort Duquesne Blvd Pittsburgh, PA 15222			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.		
			AUTHORIZED REPRESENTATIVE		

Coverage Limits must be no less than what is stated.

Policy dates ("Effective" and "Expiration") need to be current and cover the dates of the event.

# SAMPLE - CERTIFICATE OF INSURANCE

Your insurance **MUST** have the exact information as highlighted on the sample. Below are the **SPECIFIC LANGUAGE REQUIREMENTS**.

A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	12345	STATUTORY LIMITS	
			EACH ACCIDENT	\$ 500000
			DISEASE-POLICY LIMIT	\$ 500000
			DISEASE EACH EMPLOYEE	\$ 500000
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS				
<p>The entities and individuals listed are hereby collectively named as additional insureds with respects to the foregoing General Liability and Automobile Liability coverages.</p> <p>Levy Restaurants, Levy Premium Foodservice Limited Partnership, Levy Restaurant Limited Partnership, Levy GP Corp., Levy Holdings GP, Inc., Compass Group USA, Inc., Levy-Compass Group Holdings S.L., Compass Group PLC, Sports &amp; Exhibition Authority of Pittsburgh and Allegheny County, City of Pittsburgh, Allegheny County, and the Commonwealth of Pennsylvania, and SMG including, but not limited to, all of these respective entities' related partnerships, affiliates, subsidiaries corporations and limited liability companies, whether currently existing or hereafter formed, and specifically including all of their respective owners, partners, shareholders, members, officers, directors, managers, employees, and agents (collectively, the "Released Parties").</p>				
CERTIFICATE HOLDER			CANCELLATION	
<p>Levy Restaurants</p> <p>David L. Lawrence Convention Center 1000 Fort Duquesne Blvd Pittsburgh, PA 15222</p>			<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.</p>	
			AUTHORIZED REPRESENTATIVE	

CD 37 (6-94)

## Description of Operations Must Include:

Additionally Insured "Levy Restaurants, Levy Premium Foodservice Limited Partnership, Levy Restaurant Limited Partnership, Levy GP Corp., Levy Holdings GP, Inc., Compass Group USA, Inc., Levy-Compass Group Holdings S.L., Compass Group PLC, Sports & Exhibition Authority of Pittsburgh and Allegheny County, City of Pittsburgh, Allegheny County, and the Commonwealth of Pennsylvania, and SMG including, but not limited to, all of these respective entities' related partnerships, affiliates, subsidiaries corporations and limited liability companies, whether currently existing or hereafter formed, and specifically including all of their respective owners, partners, shareholders, members, officers, directors, managers, employees, and agents (collectively, the "Released Parties")."

# ALLEGHENY COUNTY HEALTH DEPARTMENT

For questions regarding **Food Permits & Requirements**, please **contact the health department directly at 412-578-8044**, as Levy & DLCC do not act on their behalf.

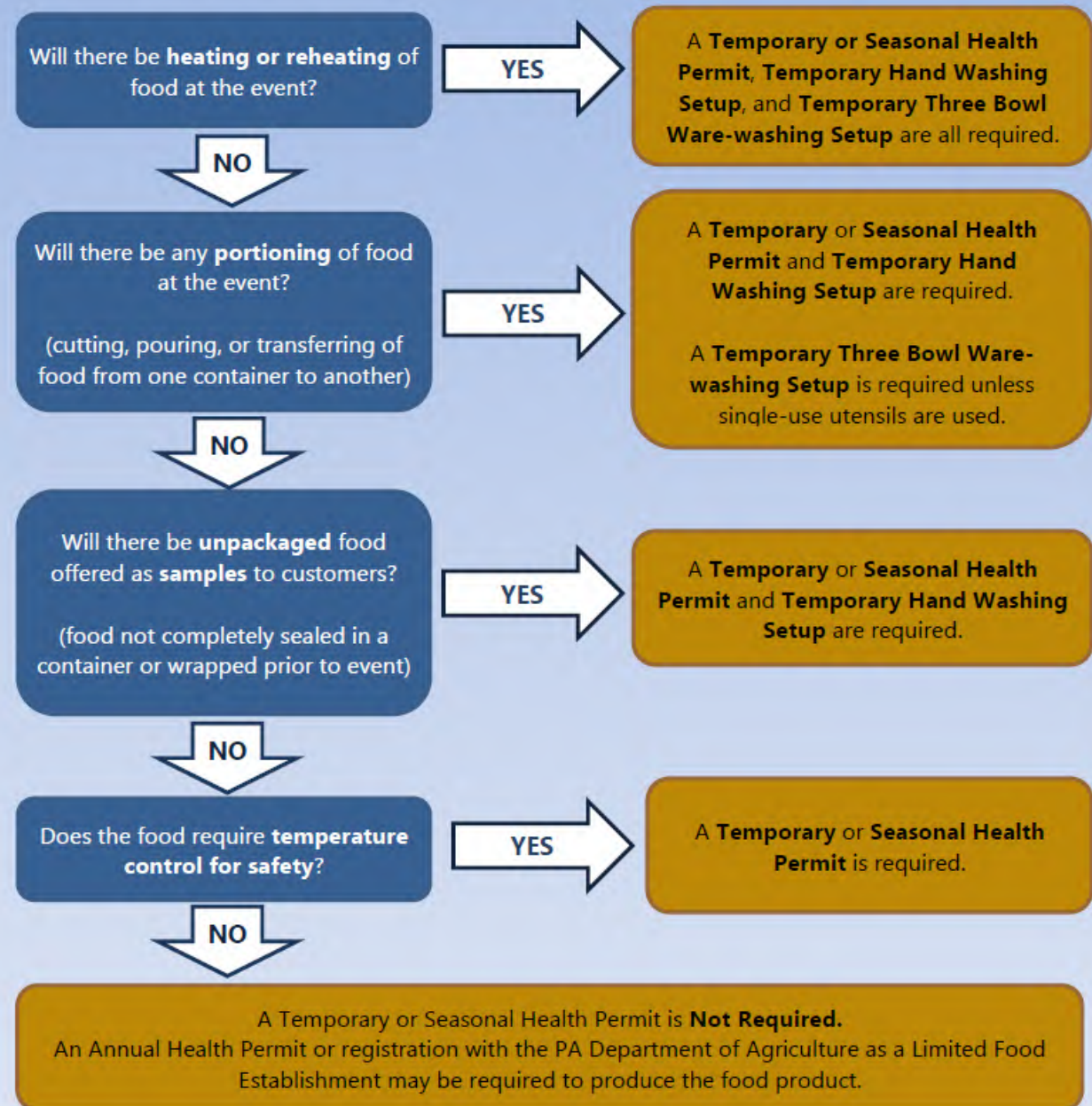


## Food Safety Permits

### Temporary or Seasonal Food Stands Requirement Flow Chart

This chart shows the basic water supply and food permitting requirements for your temporary or seasonal food stand. For more information and to read the full requirements, please visit:

<https://bit.ly/ACHD-Temp-Permits>.



Questions? Call or email:

**Food Safety Program** • 2121 Noblestown Road, Suite 210 • Pittsburgh, PA 15205  
phone: (412) 578-8044 • fax: (412) 578-8190 • email: [foodsafety@alleghenycounty.us](mailto:foodsafety@alleghenycounty.us)

# ALCOHOLIC BEVERAGE POLICY

**Levy retains the exclusive right to provide alcoholic beverages per the PLCB Liquor License for the David L. Lawrence Convention Center.**

Exhibitors may request to sample/sell alcohol and receive permission only upon written authorization from LEVY and by completing the appropriate forms, PLCB documentation and submitting these with certificate of insurance to the Levy Catering Department **thirty (30) days prior to the start of the show.**

## **REQUIREMENTS TO TASTE & SELL ALCOHOL**

**Any exhibitor requesting product tastings and/or the sale of alcoholic beverages must receive permission from Levy.**

Alcohol tastings are for market research and for educating consumers as to the qualities and availability of wines, spirits or malted brewed beverages and may be conducted by manufacturers, their representative, distributors, importing distributors or retail licensees provided they adhere to the following, per the Pennsylvania State Liquor Control Board and Levy Policies.

Exhibitors who qualify for a **Limited Winery Permit, Limited Distillery Permit, or Limited Brewery Permit** from the State of Pennsylvania are permitted with Levy approval to sample and sell product at the DLCC.

- 1) The exhibitor is required to provide a copy of the **PLCB Limited Exposition Permit** reflecting the dates of the show – See *sample permit on page 4*.
- 2) The exhibitor must complete the **Authorization Request & Payment Form (page 3)**. This is only a request to exhibit and sample alcoholic beverages - Levy reserves the right to approve or deny any application.
- 3) The exhibitor must submit the **Certificate of Insurance** exactly as show on page - See *sample on page 5 & 6*
- 4) Exhibitors must adhere to the sampling and selling guidelines outlined below:

## **ALCOHOL SAMPLE SIZE & SELLING GUIDE**

<b>WINERIES</b>	<b>DISTILLERIES</b>	<b>BREWERIES</b>
<ul style="list-style-type: none"><li>• Sample size not to exceed one (1) ounce</li><li>• Selling by the bottle or case lot only</li><li>• <b>No individual glasses to be sold</b></li></ul>	<ul style="list-style-type: none"><li>• Sample size not to exceed half (0.5) ounce</li><li>• Selling by the bottle or case lot only.</li><li>• <b>No individual beverages to be sold</b></li></ul>	<ul style="list-style-type: none"><li>• Sample size not to exceed two (2) ounces</li><li>• Please speak to the Levy Sales Team about case lot sales</li><li>• <b>No individual glasses, bottles or growlers to be sold</b></li></ul>

Any exhibitor that is **not** a Limited Winery, Limited Distillery or Limited Brewery in the State Pennsylvania is **not permitted to pour or serve their own samples, and is not permitted to sell products onsite.** Please contact the Levy Catering Sales Department for quotes on Bartender Fees.

# ALCOHOLIC BEVERAGE POLICY

**ALCOHOL SOLD BY AN EXHIBITOR CANNOT TO BE CONSUMED ON DLCC PROPERTY. THIS IS A VIOLATION OF THE DLCC LIQUOR LICENSE AND PROHIBITED BY THE PLCB.**

**In addition to the requirements on Page 1, each booth must adhere to the following:\***

- Signage provided by the DLCC stating that alcohol sold is NOT to be opened on DLCC property as this is a violation of the DLCC liquor license and prohibited by the PLCB (see page 7 for example)
- **VenueShield**
  - If items are NOT pre-packaged or sealed, vendors must have a breath barrier (sneeze guard) protecting the non-packaged items. The breath barrier shall be obtained by the vendor; in which they can do so independently.
- **Per the Allegheny County Health Department**
  - Both Hand Sanitizer and Sanitizing wipes MUST be at each booth for staff use to disinfect/sanitize high-touch areas that are frequently used

**~If any of the above are not complied, Levy reserves the right to revoke approval on-site~**

*\*Requirements for food and beverage dispensing are subject to change based upon state requirements*

## Delicensing Booth Fees:

Exhibitors who qualify for a Limited Winery Permit, Limited Distillery Permit or Limited Brewery Permit from the State of Pennsylvania are required to pay the \$107.00 Delicensing Booth Fee.

All fees include PA sales tax of 7%.

The de-licensing process allows the sampling and sale of alcohol from your designated booth space only.

**The \$107.00 Delicensing Booth Fee is per show and must be accompanied by the following:**

1. PLCB Limited Exposition Form
2. Certificate of Insurance with correct language
3. Authorization Request & Method of Payment Form

As of March 23, 2022 per the Pennsylvania Liquor Control Board,

**CONSUMABLE CBD CANNOT BE SOLD, SAMPLED OR CONSUMED ON DLCC PREMISES**

**AS THIS VIOLATES THE DLCC LIQUOR LICENSE AND IS UNLAWFUL IN PENNSYLVANIA.**

Examples include gummies, edibles, non-alcoholic beverages and tinctures.

For additional information, please contact the Levy Catering Sales Department

Betsy Johnson-Rusnic, Director of Catering Sales – [betsy.johnson@levyrestaurants.com](mailto:betsy.johnson@levyrestaurants.com) – 412.325.6194

Caroline Mays, Catering Sales Manager - [cmays@levyrestaurants.com](mailto:cmays@levyrestaurants.com) - 412.325.6162

Hannah Bortmas, Catering Manager - [hbortmas@levyresturants.com](mailto:hbortmas@levyresturants.com) - 412.325.6121

Danielle Williams, Catering Sales Coordinator—[danielle.williams@levyrestaurants.com](mailto:danielle.williams@levyrestaurants.com) - 412.325.6173

# AUTHORIZATION REQUEST FORM & PAYMENT FOR DELICENSING

Please complete this form for consideration to receive authorization to sample and/or sell Alcohol at the David L. Lawrence Convention Center.

## Authorization Request Form:

Levy retains the exclusive right to provide all food and beverage services throughout the David L. Lawrence Convention Center. This exclusive agreement prohibits exhibitors or other event participants from importing ANY food and beverage into the David L. Lawrence Convention Center without written approval of Levy. Please complete and return this form to receive authorization to sample product.

***This policy is strictly enforced. Violations will result in products being removed from show floor.***

Name of Show/Event: \_\_\_\_\_

Event Date: \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Product you wish to sample & sell : \_\_\_\_\_

## **METHOD OF PAYMENT:**

Levy accepts Credit Card or Check. All payments must be received no later than 7 business days prior to the start of the show. *Any vendor with outstanding payment will be asked to leave the facility.*

Please check the appropriate box for the method of payment being provided to Levy for the **\$107.00 delicensing fee:**

**Credit Card Payment:**

Secure link via email

Email: \_\_\_\_\_

**Payment via Check:**

Made payable to **Levy Convention Centers**  
**Mail to: 1000 Ft. Duquesne Blvd.**  
**Pittsburgh, PA 15222**

## CHECKLIST

- Completed DLCC Authorization Request & Method of Payment Form**
- PLCB Limited Exposition Permit**
- Certificate of Insurance** - with correct language (see example page 5 & 6)
- Hand Sanitizer and Sanitizing Wipes** for booth staff to clean and sanitize frequently touched surfaces and hands.
- Booth Signage** - The provided signage will be posted visibly at my booth referencing alcohol cannot be opened on DLCC Property (page 7)

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Your signature identifies that you have read and understand the terms, payment terms and conditions of this policy)

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Levy General Manager

# SAMPLE - PLCB LIMITED EXPOSITION PERMIT



Month, Date, Year

Company Name  
Address  
Address

RE:  
License No.  
File/Job No.  
Licensing Information Center

Dear Licensee:

An Exposition Permit is hereby granted to the above-referenced licensee for the premises/location listed herein. The hours of operation are limited to the hours permitted by law for your license type.

Dates:

Location: David L Lawrence Convention Center, 1000 Fort Duquesne Boulevard, Pittsburgh, Allegheny County, PA  
Inside area: 8' x 10'

This permit authorizes sales of your product in volumes permitted under the authority of your license and to provide tasting samples in individual portions as permitted by law.

The area in question is currently subject to Levy Premium Foodservice, LP. However, during the dates in question, the area will be deemed to be subject to the special permit and not Levy Premium Foodservice, LP.

The areas approved by this permit must be defined by physical separation from any other areas or business, so as to clearly delineate the areas under the sole control for the purpose of the event and the subject permittee.

The Bureau of Liquor Control Enforcement of the Pennsylvania State Police is responsible for enforcement of the Liquor Code and PLCB regulations.

Sincerely,

A handwritten signature in cursive script that reads 'Tim Holden'.

Tim Holden  
Chairman

A handwritten signature in cursive script that reads 'Michael Negra'.

Michael Negra  
Member

A handwritten signature in cursive script that reads 'Michael Newsome'.

Michael Newsome  
Member

THIS IS THE LICENSE AUTHORITY

Bureau of Licensing  
Northwest Office Building | Harrisburg, PA 17124 | 717.783.8250 | F 717.772.2165 | lcb.pa.gov

# SAMPLE - CERTIFICATE OF INSURANCE

Your insurance **MUST** have the exact information as highlighted on the sample.

CERTIFICATE OF INSURANCE		ISSUE DATE			
PRODUCER NAME		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
		<b>COMPANIES AFFORDING COVERAGE</b>			
		COMPANY LETTER	<b>A</b> Carrier with at least A Best rating & VIII Financial Size		
INSURED <b>Third - Party Concessionaire Alcohol Service</b>		COMPANY LETTER	<b>B</b>		
		COMPANY LETTER	<b>C</b>		
		COMPANY LETTER	<b>D</b>		
		COMPANY LETTER	<b>E</b>		
COVERAGES					
THIS IS TO CERTIFY THAT THE POLICIES LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MMDDYY)	POLICY EXPIRATION DATE (MMDDYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/>	12345			GENERAL AGGREGATE \$ <b>5,000,000</b> PRODUCTS-COMP/OP AGG. \$ <b>5,000,000</b> PERSONAL & ADV. INJURY \$ <b>1,000,000</b> EACH OCCURRENCE \$ <b>1,000,000</b> FIRE DAMAGE (Any one fire) \$ <b>50,000</b> MED EXPENSE (Any one person) \$ <b>5,000</b>
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> GARAGE LIABILITY <input type="checkbox"/> OTHER	12345			COMBINED SINGLE LIMIT \$ <b>1000000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE \$
	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				EACH OCCURRENCE \$ AGGREGATE \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>	12345			STATUTORY LIMITS EACH ACCIDENT \$ <b>500000</b> DISEASE-POLICY LIMIT \$ <b>500000</b> DISEASE EACH EMPLOYEE \$ <b>500000</b>
A	<b>LIQUOR LIABILITY</b>				EACH COMMON CAUSE AGGREGATE \$ <b>1,000,000</b> \$ <b>5,000,000</b>
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS					
The entities and individuals listed on Exhibit "A" are hereby collectively named as additional insureds with respects to the foregoing General Liability, Automobile and Liquor Liability coverages. Coverage shall be primary and non-contributory to other insurance available to Levy and shall include a waiver of the insurer's right to recovery or subrogation against Levy. Each policy shall require that thirty (30) days prior to the cancellation or non-payment of the policy, written notice is provided to Levy. Levy Restaurants, Levy Premium Foodservice Limited Partnership, Levy Restaurant Limited Partnership, Levy GP Corp., Levy Holdings GP, Inc., Compass Group USA, Inc., Levy-Compass Group Holdings S.L., Compass Group PLC, Sports & Exhibition Authority of Pittsburgh and Allegheny County, City of Pittsburgh, Allegheny County, and the Commonwealth of Pennsylvania, and SMG including, but not limited to, all of these respective entities' related partnerships, affiliates, subsidiaries corporations and limited liability companies, whether currently existing or hereafter formed, and specifically including all of their respective owners, partners, shareholders, members, officers, directors, managers, employees, and agents (collectively, the "Released Parties").					
CERTIFICATE HOLDER			CANCELLATION		
Levy Restaurants  David L. Lawrence Convention Center 1000 Fort Duquesne Blvd Pittsburgh, PA 15222			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.		
			AUTHORIZED REPRESENTATIVE		

CD 37 (6-94)



# SAMPLE - CERTIFICATE OF INSURANCE

Your insurance **MUST** have the exact information as highlighted on the sample.

				DISEASE EACH EMPLOYEE	\$ 50000
A	LIQUOR LIABILITY			EACH COMMON CAUSE	\$1,000,000
				AGGREGATE	\$5,000,000
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS					
<p>The entities and individuals listed on Exhibit "A" are hereby collectively named as additional insureds with respects to the foregoing General Liability, Automobile and Liquour Liability coverages. Coverage shall be primary and non-contributory to other insurance available to Levy and shall include a waiver of the insurer's right to recovery or subrogation against Levy. Each policy shall require that thirty (30) days prior to the cancellation or non-payment of the policy, written notice is provided to Levy.</p> <p>Levy Restaurants, Levy Premium Foodservice Limited Partnership, Levy Restaurant Limited Partnership, Levy GP Corp., Levy Holdings GP, Inc., Compass Group USA, Inc., Levy-Compass Group Holdings S.L., Compass Group PLC, Sports &amp; Exhibition Authority of Pittsburgh and Allegheny County, City of Pittsburgh, Allegheny County, and the Commonwealth of Pennsylvania, and SMG including, but not limited to, all of these respective entities' related partnerships, affiliates, subsidiaries corporations and limited liability companies, whether currently existing or hereafter formed, and specifically including all of their respective owners, partners, shareholders, members, officers, directors, managers, employees, and agents (collectively, the "Released Parties").</p>					
<b>CERTIFICATE HOLDER</b>			<b>CANCELLATION</b>		
Levy Restaurants			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.		
David L. Lawrence Convention Center 1000 Fort Duquesne Blvd Pittsburgh, PA 15222			AUTHORIZED REPRESENTATIVE		

## Description of Operations Must Include:

Additionally Insured "Levy Restaurants, Levy Premium Foodservice Limited Partnership, Levy Restaurant Limited Partnership, Levy GP Corp., Levy Holdings GP, Inc., Compass Group USA, Inc., Levy-Compass Group Holdings S.L., Compass Group PLC, Sports & Exhibition Authority of Pittsburgh and Allegheny County, City of Pittsburgh, Allegheny County, and the Commonwealth of Pennsylvania, and SMG including, but not limited to, all of these respective entities' related partnerships, affiliates, subsidiaries corporations and limited liability companies, whether currently existing or hereafter formed, and specifically including all of their respective owners, partners, shareholders, members, officers, directors, managers, employees, and agents (collectively, the "Released Parties")."

# SAMPLE - BOOTH SIGNAGE FOR ALCOHOL

Each vendor/exhibitor is required to visibly post the below document at their booth. This document will be provide to you upon move-in.

**Alcohol purchased  
from this booth  
cannot be opened on  
DLCC property as this  
is a violation of the  
DLCC liquor license  
and prohibited by the  
PLCB.**

Thank you for your  
cooperation.



# Permit Application Temporary & Seasonal Food Facilities



**Mail to:**  
Allegheny County Health Department  
Food Safety Program  
2121 Noblestown Road, Suite 210  
Pittsburgh, PA 15205

**Phone:** (412) 578-8044  
**E-mail:** [foodsafety@alleghenycounty.us](mailto:foodsafety@alleghenycounty.us)

**NEW!** Complete your checklist and payment online by visiting:  
[eapps.alleghenycounty.us/FoodTempPermits/](http://eapps.alleghenycounty.us/FoodTempPermits/)



<b>INSTRUCTIONS:</b> Complete all sections of this application. Please print clearly. If any section of the checklist is not applicable, mark "N/A" in the question box.			
<b>Type of permit requested:</b>			
<input type="checkbox"/> <b>Temporary Permit: \$50</b> (for events or festivals lasting 14 days or less)			
<input type="checkbox"/> <b>Seasonal Permit: \$82</b> (for farmer's markets or other seasonal events lasting more than 14 days)			
<b>Make check/MO payable to:</b> Treasurer of Allegheny County			
NAME OF EVENT:			
LOCATION OF EVENT:			MUNICIPALITY:
DATES OF EVENT/ OPERATIONAL HOURS:			
NAME OF STAND/FACILITY:			NUMBER OF STANDS:
STAND/FACILITY OWNER:		CONTACT:	
MAILING ADDRESS:			
PHONE NUMBER:		E-MAIL:	

## MENU AND PREPARATION

Please list menu items:

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Will any food preparation be done before the event?  Yes  No  
If yes, where will the food be prepared? (Submit copy of permit, registration, or license)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

## POWER SUPPLY

Will electricity be available?  Yes  No    Provided by event?  Yes  No    Generator?  Yes  No  
**Note:** A plan should be in place in case power is disrupted. Lack of power can result in immediate closure.

## WATER & DISPOSAL

Source of water? \_\_\_\_\_ Water disposal location? \_\_\_\_\_

Water storage type during event? \_\_\_\_\_ Heating source? \_\_\_\_\_

**Note:** Minimum of 10 gallons must be available at each stand. Water should be in a closed container and dispensed from a spout. The supply for drinking purposes should be dedicated for "drinking only." Lack of water can result in immediate closure.

## CONTAMINATION PREVENTION

What materials will be used for overhead protection? \_\_\_\_\_

What type of ground cover will be utilized within your stand? \_\_\_\_\_

**Note:** Sufficient coverage must be provided for the entire food prep, display and storage area. Plans should be made for walls in the event there is inclement weather, and to minimize dust, spray, etc.

How will foods be protected from contamination by the public? (check all that apply)

Sneeze guards       Covers       Other, specify \_\_\_\_\_

## TEMPERATURE CONTROL OF FOODS

How will food temperatures be maintained during transport to the event? \_\_\_\_\_

List proposed cooking equipment:

List proposed equipment to hold foods hot (check all that apply):

Steam table       Chafing dish / Sterno fuel       Roaster       Grill

Other, please specify: \_\_\_\_\_

List proposed equipment to hold foods cold during storage, preparation, and display (check all that apply):

Refrigerator       Ice chest       Refrigerated Truck

Other, specify: \_\_\_\_\_

**Note:** Ensure all refrigeration is pre-chilled to  $\leq 41^{\circ}\text{F}$  prior to use

## CLEANING AND SANITIZING

Equipment for cleaning and sanitizing utensils and food-contact surfaces?

Three compartment Sink       Three Large Containers       Other, specify \_\_\_\_\_

Sanitizer Type?  Quaternary Ammonium Compound       Chlorine

Other, specify: \_\_\_\_\_

**HANDWASHING**

Handwashing facilities are required in all permitted temporary and seasonal food facilities where there will be direct handling or preparation of food. How will you wash your hands?

- Water dispensing unit with soap/ paper towels and collection container
- Self-contained hand washing station
- All food is prepackaged and no unpackaged samples will be offered. A handwashing station is not required.

**GARBAGE/REFUSE**

How will you store garbage? \_\_\_\_\_

Who is responsible for disposal? \_\_\_\_\_



# Allegheny County Health Department

## Food Safety Program

2121 Noblestown Road, Suite 210, Pittsburgh, PA 15205-3956  
 phone: 412.578.8044 • fax: 412.578.8190 • [AlleghenyCounty.us/FoodSafety](http://AlleghenyCounty.us/FoodSafety)

### Fee Schedule

(Effective January 1, 2024)

Application and Plan Review Fees:			
Change of Ownership Application Review – \$85			
Change of Mobile Commissary Application Review – \$85			
New Construction/ Remodel & Shared Kitchen User	Classification	Permanent Food Facility & Shared Kitchen User	
		Standard	Non-Profit*
	Class I	No fee required	
	Class II	\$85	\$42.50
	Class III	\$122	\$61
Class IV	\$202	\$101	

Annual Permit Fees by Classification:		
Classification	Permanent Food Facilities & Shared Kitchen User	
	Standard Fee	Non-Profit Fee*
Class I (yearly registration)	\$128	\$64
Class II	\$170	\$85
Class III	\$244	\$122
Class IV	\$404	\$202

Mobile Food Facility Operations					
	Classification	Mobile Food Facility		Commissary Use Permit**	
		Standard Fee	Non-Profit Fee*	Standard Fee	Non-Profit Fee*
Application Review Fees	Class I (yearly registration)	No fee required		No fee required	
	Class II	\$55	\$27.50	\$27.50	\$13.75
	Class III	\$75	\$37.50	\$42.50	\$21.25
	Class IV	\$75	\$37.50	\$42.50	\$21.25
	Classification	Mobile Food Facility		Commissary Use Permit**	
		Standard Fee	Non-Profit Fee*	Standard Fee	Non-Profit Fee*
Annual Permit Fees	Class I (yearly registration)	\$110	\$55	\$55	\$27.50
	Class II	\$110	\$55	\$55	\$27.50
	Class III	\$150	\$75	\$85	\$42.50
	Class IV	\$150	\$75	\$85	\$42.50

\*\* The commissary use permit only applies to mobile food facilities based/operating out of a space that is already permitted as a fixed food facility or a commissary space that is only used for filling the water supply tank, disposing of wastewater, and storing supplies (serving ware, food, etc.).

Annual permit fees received after the due date are subject to a 25% late fee.

\*Requires verification of non-profit status as described in Article III, Section 302.3 (D)



# Allegheny County Health Department

## Food Safety Program

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 phone: 412.578.8044 • fax: 412.578.8190 • [AlleghenyCounty.us/FoodSafety](http://AlleghenyCounty.us/FoodSafety)

### Fee Schedule

(Effective January 1, 2024)

<b>Temporary, Seasonal, &amp; Event Fees:</b>			
	<b>Number of Events</b>	<b>Standard Fee</b>	<b>Non-Profit Fee*</b>
<b>Temporary Food Facility (Vendor)</b>	1	\$50	\$45
	2	\$85	\$80
	3	\$110	\$105
	4	\$130	\$125
	5 or more	\$30 per event	\$28 per event

	<b>Standard Fee</b>	<b>Non-Profit Fee*</b>
<b>Seasonal Food Facility (Vendor)</b>	\$82	\$77

	<b>Number of Food Vendors</b>	<b>Registration Fee</b>
<b>Event &amp; Farmer's Market Organizer Registration Fees:</b>	0-4	No registration required
	5-10	\$20
	11-20	\$30
	21-30	\$40
	31-40	\$50
	41 +	\$1.50 per Food Vendor

<b>Inspection Fees:</b>	
<b>Second Pre-operational Inspection</b>	– \$100
<b>Second Placarding Upgrade Inspection</b>	– \$200
<b>Second Permit Reinstatement Inspection</b>	– \$200

\*Requires verification of non-profit status as described in Article III, Section 302.3 (D)