

## ELECTRIC SERVICE CHECKLIST

**ELECTRICAL SERVICE IS NOT INCLUDED WITH THE RENTAL OF YOUR BOOTH SPACE. VIOLATORS WILL HAVE THEIR EQUIPMENT DISCONNECTED, AND NOTICE WILL BE SENT TO THE SHOW MANAGER.**

- Exhibitors are NOT PERMITTED to run cords under carpet.
- Exhibitors are permitted to run cords over the carpet (in booths smaller than 600 square feet) at the Back of Booth (curtain line) or along the drape line.
- All exhibitor extension cords must be grounded 3-wire 12-gauge UL listed approved cords.
- Absolutely NO household un-grounded cords are permitted.
- Exhibits found to be non-compliant will receive notification and are subject to power interruption until corrected. If not corrected, notification will be sent to the Show Manager.
- Each electrical drop within a booth is a minimum of 500 watts. This is for the protection of the equipment getting plugged in, the safety of the people in the booth (both exhibitors and attendees) and to prevent over-current interruption during the show.
- Electrical service will be turned off one hour after the close of show and restored one hour prior to opening of show each day. 24HR service is available upon request for perishables, refrigeration, electronics, pumps, etc. at an additional cost.
- All equipment provided by the exhibitor shall be UL listed and approved. Equipment must be in compliance with the National Electrical Code, Philadelphia Building Codes, Fire Marshall and PCCA/SMG safety standards.
- All electrical equipment and installations are subject to inspection. Any equipment found presenting a hazard will be subject to removal.
- Electrical Distribution panels in the back of booths MUST remain accessible at all times. Exhibitors are PROHIBITED from accessing panels and PCCA electrical connections.
- All hard wiring and/or splicing of lights and electrical equipment requires an Electrical Labor Order and installation by PCCA/SMG electrician.
- Labor calls for PCCA/SMG electricians must be selected as “Under Supervision” OR “Without Supervision” and noted as such on the Electrical Labor Order form.
- If labor will be provided “Under Supervision” a date and time MUST be provided. “Will Calls” are not acceptable.
- It is recommended that you supply the Utilities Department with a rendering and scaled floor plan noting power drop locations in your booth and/or meeting room.
- All on-site orders for electric service and electric labor will be billed at Standard/Show Site Rates and could lead to delays in your booth build.