



**Pennsylvania  
Convention Center**  
*PHILADELPHIA*

## **ELECTRIC SERVICE CHECK LIST**

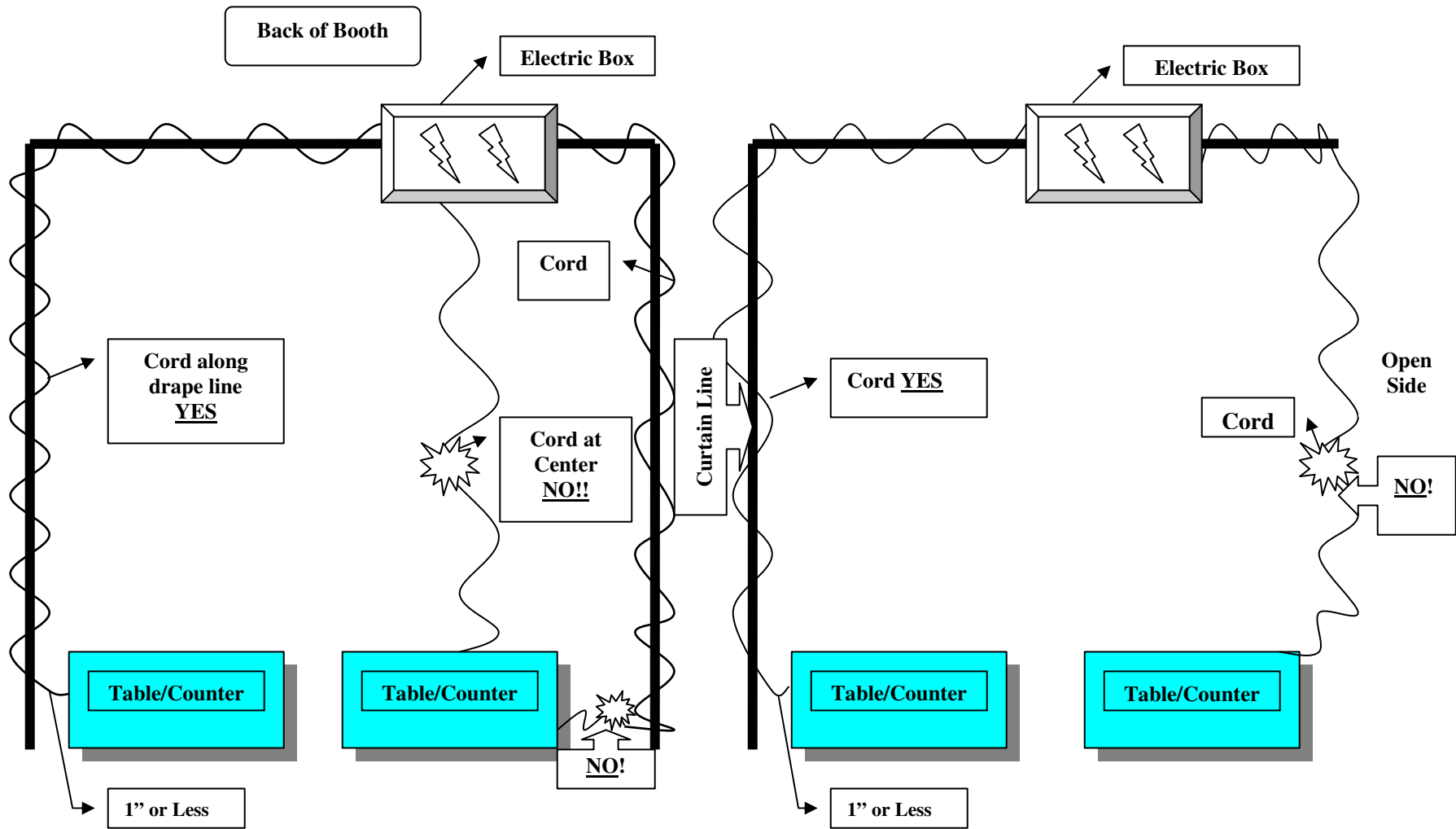
- **ELECTRIC SERVICE IS NOT PROVIDED WITH THE RENTAL OF BOOTH SPACE.**
- Please check your event file to see if you have placed an order for electric. If you have not ordered electric please proceed to the PCC Service Desk to place an order. Our service representative is available to answer any questions you may have.
- Electric is routinely turned on (1) hour before the start of the event AND turned off (1) hour after close of event each day.
- Please take precautions with perishables, refrigeration and programmed electronics; (24) hour electrical service is available upon request. We recommend confirming your request for (24) hour power with our service desk representative.
- A PCC representative will consult with Show Management regarding next steps if you are connected to power that has not been ordered and/or there is a non compliance with regards to our safety regulations.

### **In accordance with PCC Safety Regulations:**

- Electric distribution panels must remain accessible at all times. Exhibitors are prohibited from accessing the electric distribution panels – if there is a short circuit or the power is tripped, exhibitors should immediately report this to the PCC service desk representative.
- Exhibitors are required to turn off items requiring power in the booth at the end of the event each day for safety and to save energy.
- ❖ All distribution of power/extension cords & network data cable under carpet/flooring shall be performed by PCC electricians. A PCC Electric Labor Order must be submitted to facilitate this service.
- ❖ Exhibitors are prohibited from installing extension cords/cables of any kind that are placed within booth space over OR under carpet/floor which will impose trip hazards. Exhibitors may install these cords/cables along a side drape wall to a front corner location that will not impose trip hazards.
- ❖ Any installation of electric cords/cables not considered “back of booth” or “in side drape line” requires an Electric Labor Order.
- Hard wire and/or splicing require an Electric Labor Order.
- All cords within booth must be grounded 3-prong, 12 gauge UL cords. Any household, ungrounded 2-prong cord is prohibited from use in the PCC.
- All electrical equipment and installations are subject to inspection. Equipment presenting a severe safety hazard is subject to removal.

**Thank you in advance for your cooperation,  
PCC Utility Services Department  
Phone: 215-418-4800 | Email: [utilities@paconvention.com](mailto:utilities@paconvention.com)**

# **CORDS - SAFETY FIRST**



**\*\*Please avoid trip hazards!! If you absolutely need cord(s) through the center or along an OPEN side, please come\*\*  
\*\*to the Service Desk to have an electrician provide you with a cord under the carpet.\*\***

**Thank you!**