

MOVE IN/MOVE OUT COMPANY ROSTER REQUEST



THE
POWER
OF **PARKS AND
RECREATION**

For security purposes and to improve your setup and teardown experience at the Pennsylvania Convention Center (PCC), NRPA requests that exhibitors [submit a roster](#) of **full-time company employees** who will be onsite **only during move-in and move-out**. Do not include anyone who is already registered as Booth Staff in the NRPA Online Exhibitor Hub.

- When full-time company employees on the roster arrive onsite, they will be verified and provided a wrist band to enter the exhibit hall.
- Need to make a last-minute addition or update to the roster? No problem. Please have the full-time employee arrive onsite with a business card or company ID and personal identification.

Please note: All setup and teardown employees must be 18 or older.

NEED TO HIRE AN EXHIBITOR APPOINTED CONTRACTOR (EAC)?



For security purposes, and the ease of workflow for setup and teardown at the Pennsylvania Convention Center (PCC), NRPA is requesting that every booth submit the name(s) of the **EAC** hired to supervise the booth setup and/or teardown process.

- When the EAC arrives onsite, they will be verified by security and provided a wrist band to enter the exhibit hall.
- The EAC must then check-in with Hargrove, NRPA's general service contractor.
- Labor will be alerted so the booth setup may begin as soon as possible.

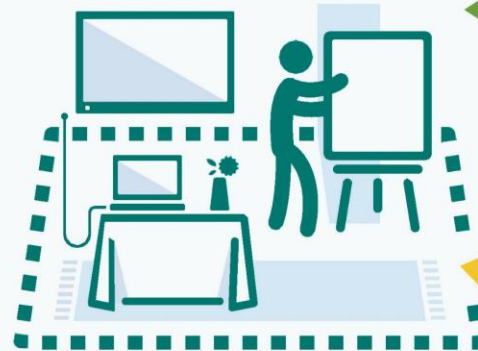
Please note: All setup and teardown EACs must be 18 or older.

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WHAT CAN A FULL-TIME EMPLOYEE DO WITHIN THE BOOTH?

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



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

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



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



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



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

VEHICLES THAT QUALIFY:



SEDAN



SUV



PICKUP



VAN

VEHICLES THAT DO NOT QUALIFY:



TRAILER
INCLUDES
TAG ALONG



RENTALS



BOBTAIL



STAKEBED

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



MARCH 2023



ONSITE RECOMMENDATIONS FOR FULL-TIME EMPLOYEES

- Wear company branded t-shirts or logo attire.
- Bring company business cards and/or a company ID plus a form of personal identification.
- If there is an onsite labor questions at the center, submitting the roster in advance will help identify full-time company employees faster and improve the process to resolve any onsite labor challenges.

Please note: All setup and teardown personnel must be 18 or older.