
Exhibitor Cost Saving Measures

- **Order your labor early**
 - If you have an oversized booth (larger than 300 square feet) you have to use the labor supplied by either the Appointed Decorator of the show or your own Exhibitor Appointed Decorator (EAC) to build your booth. **Order your labor early!!** Do not wait until you are in the Pennsylvania Convention Center (PCC). There is always a substantial price difference between early ordering and on site ordering. It will be cheaper for you to order your labor beforehand. Check with the Appointed Decorator for pricing.
 - Ordering your labor early will also increase your efficiencies when in the PCC. By preordering your labor you can schedule the time that you will need the men in your booth. If you wait until you are on site, you will be at the mercy of the availability of the men and may have to wait some time until the men can start in your booth.
 - Order your Electrical needs early. This again will save you in costs and efficiencies. By preordering your Electrical needs, you will not have to wait to start building your booth and its many components (floor coverings, etc...) until the electric is laid. It is also cheaper to order in advance than it is on site.

- **Set the computers**
 - You have the right in the PCC to set the computers, components and all peripherals in your booth. There is no booth size limitation to this rule. You will not need any union labor to set the computers in your booth. If you are renting the computers, components and peripherals you may still set them up.

- **Rent equipment from your Show Appointed Audio/Visual Vendor**
 - If you need to rent computer equipment (monitors, etc...) for your exhibit booth and you are electing to not install it, use the appointed AV vendor for your show. The rental price will be comparable to an outside company but the labor cost will be significantly lower if you use the appointed vendor. When an outside company comes into the building, they are required to use union labor and at a four (4) hour minimum. **Your Show Appointed AV vendor** will be able to utilize his labor in multiple booths thereby **billing you per hour** – not a four (4) hour minimum. When a non-appointed AV vendor comes in, they can not utilize their labor in multiple booths because they are here specifically for you, so they have to include the four (4) hour minimum in their bill. This is for both the set up of the show and the dismantling of it. If you were to need two men to set your equipment, you are facing sixteen (16) hours of labor when you use a non-appointed AV vendor to hang one large plasma screen in your booth.