

Exhibition Technical Manual

Dear Exhibitor,

This webpage contains important information designed to help you prepare for the **Breakthrough T1D Clinical & Research Congress 2026** Exhibition, which will take place from **October 9, to October 11, 2026, in Philadelphia, U.S.A.**

Venue:

Pennsylvania Convention Center

1201 Arch Street Philadelphia Pennsylvania 19107.

[How to get there](#)

The exhibition floor plan has been designed to maximize the exhibitor's exposure to the delegates.

Please read all the information on this webpage. It will take you very little time now and could save you a great deal of time later.

Please forward this link to everyone who is working on this project, including your stand builder, as it contains useful information about the Congress.

For further support, please do not hesitate to contact us at:

Oana Giurgiu

Exhibitions Manager & Industry Coordinator

E: ogiurgiu@kenes.com



[Exhibitors and Supporters Portal](#)

Each exhibitor/supporter has received an e-mail with login details to access the Portal.

The Portal enables Supporters and Exhibitors to:

- Submit Company logo and profile
- Order exhibitor badges
- Order Lead retrieval (Badge scanners)
- Submit booth drawing (for "Space Only" booths)
- Submit other deliverables as per contract

To access the Portal, please [click here](#).

Important Notes:

- The login details have been sent to the person signing the contract. This person is responsible for passing on the login details to a third party if needed.
- Access to all Portal services will be available only after submission of your company profile and logo.
- Only deliverables as indicated in your contract, should be submitted via the Portal. Items not included in your contract will not be processed.
- It's helpful to keep the Exhibitor's Portal link together with your login information on hand for future reference.

Exhibition – Key Dates & Deadlines

Action Item	Deadline	Contact Person
Hotel reservation for Staff	As soon as possible	BT1DCR26 – Kenes Group or email us to: tvidra@kenes.com
Company logo and profile	As soon as possible and no later than Monday, September 6	
Booth design for approval (For ‘Space Only’ booths)	Friday, September 4	
Text for ID Sign <i>(Pipe&Drape stands only)</i>	Friday, September 11	
Lead Retrieval App (Wireless Barcode Reader App)	Monday, September 21 <i>Onsite rate will be applied for orders received after the deadline</i>	
Extra Exhibitor Badge Order	Friday, September 11	Via Kenes Exhibitor’s Portal https://exhibitorportal.kenes.com
Furniture Rental		
Pipe&Drape booth Extras		
Graphics/Signage		
Telecommunications and AV Equip. <i>(Screens, Desktop, Laptop, etc)</i>		
Display Labor (Installation & Dismantle)		
Daily Booth Cleaning		
Plants & floral decoration		
	Deadline:	Viper
	Tuesday, September 15	Order form & information
	<i>Payment must be made in full to receive discount rates. Refunds cannot be made after this deadline.</i>	or Online orders (online ordering access is limited to primary contact. To grant access to an additional contact, please email us at: ogiurgiu@kenes.com)
		Viper Coordinator: Krista D’Amico Email: krista@vipertradeshows.com P: 847.426.3100

Electricity
(Power, Plugs, Leds etc)

Internet, Wi-Fi

Rigging (*check full
requirements at 'Hall specs'
section below)

Security

Hostesses & Temporary Staff
Hire

In-booth Catering

**Tuesday,
September 15**

[PCCA webshop](#)

[Electricity can also be ordered via PCCA
Order form \(page 22\)](#)

Email: exhibitorservices@paconvention.com

Exhibition Manager

Ms. **Oana Giurgiu**

Email: ogiurgiu@kenes.com

Aramark (exclusive service)

Elija Gatling

Email: gatling-elija@aramark.com

P: 215-418-2233 C: 856-628-9183

Delivery

Transportation/ Shipping
Advance Warehouse
Material Handling

**Please contact
Viper directly**

Viper

[Order form & information](#)

or

[Online orders](#)

Email: krista@vipertradeshow.com

P: 847.426.3100

Important: Please check here the Union Guidelines from Pennsylvania Convention Center:

[Exhibitor FAQs and Exhibitor Work Rules – Pennsylvania Convention Center | Pennsylvania Convention Center](#)

[Exhibition Timetable](#)

EXHIBITION TIMETABLE

Exhibition Hours

Exhibition Set-up	Thursday, Oct 8	10:00AM - 11:00PM Space-only hard set-up
	Friday, Oct 9	06:15AM - 12:00 noon: All booths - decoration only
Exhibition Opening Hours	Friday, Oct 9	1:30PM - 6:30PM (end of welcome reception) 2:10PM Dedicated exhibition Coffee break (30min)
		09:30AM - 4:45PM
	Saturday, Oct 10	10:05AM Dedicated exhibition Coffee break 12:40 noon Lunch break 3:50PM Dedicated exhibition Coffee break
	Sunday, Oct 11	10:00AM - 12:30 noon 10:35AM Dedicated exhibition Coffee break
	Sunday, Oct 11	12:45 noon- 11:00PM dismantling
Dismantling / Breakdown	Sunday, Oct 11	

The timetable is subject to possible changes in accordance with the scientific program.

Important Information

- Empty crates and packaging material must be removed after set-up and no later than **Thursday, Oct 8 at 11:00PM**. All aisles must be clear of exhibits and packaging materials to enable cleaning at all times
- **Please note that participants will be walking through the Exhibition Area to reach the activities area which might be active before and after the Exhibition Opening Hours.**
- Therefore, please do not leave any visible valuable articles at your booth. In addition, **please consider hiring extra security for your booth** after Exhibition Operating Hours. BT1D, the Congress organizer or the venue will not take any responsibility.
- Dismantling of the booths before the official closing of the exhibition is **not permitted**.
- **It is the exhibitor's responsibility to dispose of all materials after dismantling.**
- Any equipment, display aid or other material left behind **after Sunday, Oct 11, at 11:00PM** will be considered discarded and abandoned. **Any charges incurred for waste removal will be sent to the exhibitor.**
- To ensure all exhibitor materials are removed from the exhibit facility by the **Exhibitor Move-Out deadline**, please manage all carriers check-in with Viper in due time.
- The exhibitors and all companies contracted by them are responsible for operating following the regulations on their booth area.
- Construction and dismantling work may only be carried out in compliance with all applicable occupational safety and accident prevention regulation. Exhibitors/ customers and all companies contracted by them must ensure that no other persons present on the site are endangered during construction and dismantling work.

Welcome Reception at the Exhibition Area

You are cordially invited to the Welcome Reception that will take place in **the Exhibition Area on Friday, October 9, from 5:45 to 6:30 PM**.

Exhibitors are asked to please attend their booths during this time in the Exhibition Area.

[Exhibition Floor Plan & List of Exhibitors](#)

Exhibition Floor Plan

The floor plan has been designed to maximize the partners' exposure to the delegates. For most updated floor plan and list of partners, please [click here](#).

List of Exhibitors

Please see all the Exhibitors listed [Click here](#)

You can check the congress [Interactive agenda here](#).

[Exhibitor Representative Badge](#)

Exhibitor Representative Badge

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. Please note that the Exhibitor badges will be personalized i.e. they will include the name of the badge holder as well as the company name.

- Each exhibiting company is entitled to free exhibitor badges. The amount of free exhibitor badges **is stated in your contract and determined by your booth size.**
- **You can register your booth staff/name allocation for your free badges via the [Exhibitors Portal](#) no later than Monday, September 14, 2026.**

Additional badges can be ordered via the [Exhibitors Portal](#) at a cost of 300 USD.

If you need any assistance, please contact us at: reg_crc26@kenes.com

All personnel are required to wear badges to access the Exhibition. Company representatives not wearing their badges will not be allowed to access the Exhibition. Company name badges are for the use of company personnel for Booth manning purposes and **should not be used by companies to bring visitors to the Exhibition.**

Information for the exhibitor badges will be mailed in advance and may be printed onsite on the pre-registration stations.

Registration of Stand Personnel

In order to be granted access to the exhibition area, each individual will need to wear a name badge. This includes the regular staff from the exhibitor's company and any hired staff, e.g., hostesses, bar and service personnel, etc. For security reasons, stand personnel must wear their name badges at all times.

[Lead Retrieval Options](#)

K-Lead Application (no device is included)

Lead Retrieval Wireless Barcode Readers can be a helpful tool for receiving contact information about participants who attend your symposium.

We are pleased to offer you the K-Lead Application. Supporters can download the K-Lead app onto *their own* smart phone or tablet and transform their device into an instant, easy lead retrieval system and capture participants' contact information with a quick scan of their badge.

Advantages of the **K-Lead application:**

- **Seamless Integration:** Download directly to your device; no extra hardware needed!
- **Effortless Scanning:** Quickly scan attendee badges to capture leads.
- **Customizable Notes:** Add personal comments to each lead for better follow-up.
- **"Quick Scan" Function:** Ability to quickly scan delegates as they enter the symposium hall.
- **Instant Access:** Get real-time lead information for immediate engagement.
- **Universal Compatibility:** Download from the **Apple Store** or **Google Play** using "Kenes K-Lead App."

Cost per unit: USD 750 (excluding 4% credit card charges fees, excluding VAT if applicable).

Device is NOT included!

Deadline: Monday, September 21

Onsite rate of USD 850 will be applied for order received after above deadline.

Unlock the Power of K-Lead Plus: A completing product to our K-LEAD APP

Boost Leads & Save Time: Upgrade to K-Lead PLUS!

Say goodbye to manual follow up emails: add USD 350 and Upgrade your K-Lead app.

- **Automated Follow-up Emails:** Immediately after scanning, send personalized emails to every lead. Make every connection count without lifting a finger!
- **Tailored Email Customization:** Craft the perfect message with customizable subject lines, email content, and signatures. Attach PDFs to add a polished, personal touch that stands out.
- **Timely Engagement:** Say goodbye to the hassle of manual follow-ups. K-Lead Plus handles it by sending tailored emails right after each scan, keeping your brand top of mind.
- **Trackable Insights:** Monitor how your emails perform with engagement metrics. Learn what works and refine your strategies for maximum impact, ensuring you're always improving.
- **Compatibility:** K-Lead Plus requires at least one K-Lead license purchased.

Cost for K-Lead Plus: USD350

Key Notes for K-Lead and K-Lead Plus:

- **Device Not Included:** The application must be installed on your personal or company device (tablet/smartphone).
- **Reliable Data:** Participant badge barcodes carry contact details as provided by registrants or their agencies. Note: Group registration may contain generalized information.
- **Content Responsibility:** Information content is managed by the registrant or their agency, not Kenes Group or the Organizing Committee.
- **Easy Reservation:** Secure your Wireless Barcode Reader in the Exhibitor's Portal <https://exhibitorportal.kenes.com>.
- **GDPR Compliance:** We've updated our [privacy policy](#) in compliance with GDPR. Your personal data won't be shared without consent. Presenting your badge for scanning implies consent to share your details.
- **By purchasing the K-Lead and K-Lead Plus, Exhibitors and Sponsors agree to [Data Processing Agreement](#).**

API Integration

Do you want to use your own scanning device or app? Need real-time API integration?

We're excited to introduce our new API-sharing service that seamlessly integrates delegate data from our events directly into your CRM. No more manual data entry—just instant, secure, and accurate lead transfer.

How it works:

- **Instant API Access** – Scan delegate badges using your own app and retrieve full attendee details.
- **Real-Time Sync** – Automatically update your CRM.

- CRM Compatibility - Integrates with major CRM systems like Salesforce, HubSpot, and Microsoft Dynamics
- Data Accuracy - Ensure accurate, up-to-date delegate info, reducing manual entry errors.
- Custom Mapping - Adapt data fields to fit your CRM's structure.
- Secure & Compliant - Advanced encryption ensures data protection.
- Analytics & Reporting - Gain insights on leads and engagement.

How to order any of these solutions? -> These services are available to purchase from the Exhibitor's Portal <https://exhibitorportal.kenes.com>

Hall Specifications and Important Technical Information

Venue address

Pennsylvania Convention Center

1101 Arch Street | Philadelphia, PA 19107

Website: www.paconvention.com

Exhibition Area

The Exhibition is being held in **Ballroom AB**, located at level 3.

Floor

The floor is carpeted.

Maximum floor load is 100lbs per square foot.

All floor coverings must be secured and maintained so that they do not cause any hazard. Fixing the floor covering to the hall floor may only be carried out using tape that don't leave any marks on the floor.

Mechanical damage or soiling that cannot be removed during the normal cleaning and maintenance of the floor will be repaired at the expense of the person/company causing the damage. Organizers will invoice the exhibitors for any damages caused by the exhibitors.

Maximum build-up height

The **maximum** build-up height from the ground is **3.5 meters (11,5 ft)**

- **Exhibitors who have stands higher than the maximum permitted height will not be allowed to set up their stands.**
- Pipe & drape stands height is **2.5 meters (8 ft)**

Kindly note:

- Any part facing neighbouring stands that is above **2.5 meters (8 ft)** in height needs to be designed with neutral Surfaces (white or grey).

- Structures installed for specific events, exhibition stands including installations, special structures and exhibits as well as advertising displays must be sufficiently stable that they do not pose a threat to public safety and order and, in particular, that they do not endanger life and health. **Exhibitors are responsible for ensuring the load-bearing capacity and stability of such structures and may be required to furnish the relevant proof.**

Ceiling Rigging

Ceiling hanging is permitted and needs to be **approved by the venue and organizers previously.**

For any detailed information and orders, please visit the PCC webshop here, or directly contact:

tbetteridge@paconvention.com; kmelvin@paconvention.com;

and exhibitorservices@paconvention.com

If rigging is needed at your booth, Pennsylvania Rigging Services should be contacted **as early as possible**. The following information is needed by the **specified deadlines**:

1. A complete inventory list of trussing and motors to be submitted at least **45 days in advance. If 40 points or more will be rigged, then 60 days of notice is required.**
2. A final rigging plot must be signed off by the client's production manager and submitted to the Rigging Services Department no later than **14 days prior** to the first load-in day.
3. All rigging information listed under Proposed Plans/Diagrams must be submitted with the final rigging plot no later than **14 days prior to the first load-in day**. The PCC's Rigging Manager and/or building head rigger will reach out to the show's head rigger to discuss in detail the final plot submitted after receiving all information.
4. The PCC may prohibit the installation of any items not in compliance with the required plan reviewed.

Proposed plans and/or diagrams must include the following information:

- Accurately scaled plan in a DWG file with points labeled and (X-0,Y- 0) location marked on drawing
- Maximum weight load in pounds per point including motor & chain (must complete the motor and weight matrix or submit a similar document with all the same required information)
- All items to be flown and quantities on each truss system must be clearly shown on drawing (i.e., speakers, lighting units, AV, scenic, signs, special effects, automated unites, etc.)
- Trim heights for all trussing
- Measurement for a hard surface to a stick of truss
- Power requirements need to be accurately marked on the plan
- Company, project name or exhibit, designer or draftsman and date of the drawing in addition to date of the event all must be included on drawing

Pennsylvania Convention Center (PCC) is the exclusive provider of Rigging Services. PCC will make all attachments to the building structure of the PCC. No attached equipment shall be moved without PCC riggers present. All rigging must conform to show management rules and regulations, as well as PCC requirements. No hanging item may exceed engineering guidelines. See ceiling plans for these guidelines or basic information listed below under room parameters.

Raised Floor / Platform

Please note that if your booth has a platform/raised floor, you are required to provide a ramp or sloped edging around the entire booth to ensure access for people with disabilities.

- The platform sides must be closed and finished neatly. The platform edges must be safe, secured, and easily visible to avoid trip hazard. The raised floor should have an outer edge/trim in a matte colour which contrasts with the colour of the aisle and any ramp. Sharp edges and corners should be avoided, potentially through the use of beveled edges. Floor connections should have a smooth transition (no high thresholds).
- If a ramp is placed in the corner of a stand, a protection strip (raised edge) of around 4 cm should be placed in the longitudinal direction.
- For your reference, see below examples of raised floor with sloping edges:



- **Before placing the platform, the exhibitor/stand builder must confirm that service(s) provided by the Official Contractor (electricity, cables, Internet, etc.) are in the right place.**
- Access to the service points/electricity trunk are compulsory when a platform is installed (**keep those points accessible!**). Once the platform is installed, no new services that need to go under it will be accepted.

Our team will be conducting inspections onsite to ensure all booths comply with this accessibility policy.

In the event that a raised platform booth lacks a ramp or sloped edging, we regret to inform you that your booth will not be approved for operation until the access issue is rectified.

[Pipe & Drape Booths - Technical Information and Regulations](#)

Pipe & Drape Booth Pack

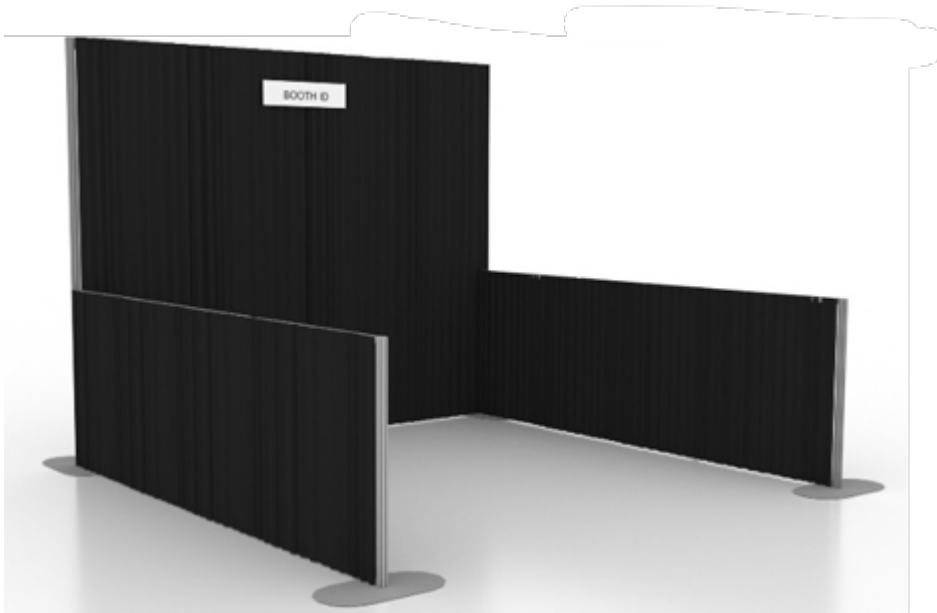
To ensure the smooth and efficient installation and dismantling of your Booth, **Viper** has been nominated as the **official stand contractor for BT1D 2026**.

Pipe & Drape booths, which have been pre-booked with Kenes include the following:

- **Structure** - Black 8' H back & 3' H side drape
- Charcoal booth carpet
- One black & white ID sign

!!Booth Package does not include:

- Furniture
- Stand cleaning
- Electricity
- any other items than mentioned above



*****Image shown is for illustration purposes only***

Additional Booth Fittings Equipment Furniture Rental Graphics and signage Booth cleaning Labor etc. can be ordered here:

Viper [Order form & information](#) or [Online orders](#)

To place online orders you will be required to register for the webshop.

Email: krista@vipertradeshow.com P: 847.426.3100

Electricity can be ordered here:

[PCCA webshop](#) or [PCCA Order form \(page 22\)](#)

Email: exhibitorservices@paconvention.com

Deadline: Tuesday, September 15

Pipe&Drape ID Sign

The standard ID sign lettering is black and white. If you would like to print your company logo on the sign, or have custom graphics printed, you can order it (at an additional cost) through the official **stand contractor: Viper.**

- You can submit your ID name on the Exhibitors' Portal: <https://exhibitorportal.kenes.com> **by Monday, September 21**
- Each exhibitor will be contacted with login details to access the Exhibitor's Portal.
- **If the text for your fascia is not received by this date, we will provide you with a fascia title as per your application form.**

Technical Information and Regulations for Pipe&Drape Booths

- All basic Pipe&Drape booths will be designed and built by **Viper**– the official stand contractor.
- Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors wishing to remove or change the location of any standard equipment within the booth should indicate clearly on the location plan and forward it together with clear instructions to the official stand contractor and the Exhibition Manager before **Tuesday, September 8, 2026**.
- No free-standing stand-fitting or display(s) may exceed a height of **8'** (aprox 2.5 m) or extend beyond the boundaries of your booth. This includes company names, advertising materials, flags, and logos provided by the exhibitor.
- **It is not allowed under any circumstances to cut, nail or drill into or through the walls, fascia, floor, or ceiling.**
- **Please do not use any adhesive products that may leave marks or cause damage to the panels and booth structure. The booth must be returned in the same condition in which it was received. Any damage to the booth structure will be invoiced to the exhibitor.**
- It is possible to use fishing line (nylon) to hang pictures etc.
- A back wall of a booth (any booth type) cannot be used by other exhibitors.
- Pipe&Drape booths will be provided with charcoal carpet. If an exhibitor wishes to have alternative colour of the carpet inside the booth, additional cost will be incurred. You can directly book it via the webshop. The exhibitor will be invoiced directly.
- Excess stock, literature or packing cases **may not be stored on, around or behind booths**, unless contained within a **lockable storeroom**.
- Exhibitors requiring additional equipment may contact **Viper** [Order form & information](#) or [Online orders](#) – as per published deadlines (see section “Deadlines & Key dates”).
- Electrical switchboards have to be reachable and the Exhibitor has to switch off the Booth light at the end of the day.

[Space Only Booths – Technical Information and Regulations](#)

Important: Please check here the Union Guidelines from Pennsylvania Convention

Center: [Exhibitor FAQs and Exhibitor Work Rules – Pennsylvania Convention Center | Pennsylvania Convention Center](#)

Exhibitors using independent contractors are required to submit the following for approval by **Friday, September 4:**

- A scaled **drawing** (scaled 1:200 DWG), including elevation views of the proposed booth to be built.
- Utility connections: **Electrical connections / wired internet** – to be marked and listed on the drawing.
- **Detailed rigging plan** (only applicable for booths with rigging)
- The name and contact details of their construction company (stand builder): [please use this form](#)
- **EAC** (Exhibitor Appointed Contractors) **form**: please sign it and send it to:

Please submit the files through the Kenes Exhibitor's Portal: [Click here](#) or via email to: ogiurgiu@kenes.com

Important Regulations:

- The **maximum** build-up height from the ground is **3.5 meters (11,5 ft)**
- **Ceiling Rigging** is **permitted** and must be authorized in advance by the **venue and organizers**. For detailed information regarding heights and measuring, please contact PCC at: tbetteridge@paconvention.com; kmelvin@paconvention.com; and exhibitorservices@paconvention.com as they will **analyze each case in particular**.
- Any part facing neighbouring stands that is above **8 ft (2.5 m)** in height, needs to be designed with neutral surfaces (white or grey).
- All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining stands, or damaging the premises.
- Exhibitors are kindly requested to **allow sufficient see-through areas** that ensure clear views of surrounding exhibits. **Entire sideways walls will not be approved.**
- **Island Booths** should be partly accessible on all "open" sides. We try to keep the exhibition as open and inviting as possible. **That is why we recommend to build walls that covers up to 30% of each side.** We try to keep the exhibition as open and inviting as possible. Wall construction alongside aisle must be approved by Kenes, **maximum 30% of side to side may be covered.**
- **Construction finish must be perfect in all the stand's visible areas, including the rear sides.**
- **Raised Floor/Platform:** Please note that if your booth has a platform/raised floor, **you are required to provide sloped edging around the entire booth or a ramp or** to ensure access for people with disabilities. The platform sides must be closed and finished neatly. The platform edges must be safe, secured, and easily visible to avoid trip hazard.

* The organizers and **Pennsylvania Convention Center** must be informed if the booth has a platform (when submitting the drawings for approval), as well as the scheduled set-up (day and time). Without this information, the Official Contractor will not be able to provide the requested service(s), and the prepayment will not be refunded.

Before placing the rised platform, the exhibitor/stand builder must confirm that service(s) provided by the Official Contractor (electricity, cables, Internet, etc.) are in the right place. Access to the service points/electricity tramp are compulsory when a platform is installed (**keep those points accessible!**). Once the platform is installed, no new services that need to go under it will be accepted.

- Advertising on the boundary with other stands **is prohibited.**
- **Multilevel** structures are **not permitted.**
- Arches, bridges, or similar constructions connecting two or more Booths are not permitted.
- Screens or any kind of equipment to be shown or demonstrated may **not** be placed **directly on the edge** of the stand contracted in order to ensure that the visitor viewing the screens/equipment will be inside the booth and not blocking aisle traffic.
- Any counter, desk etc. or device (i-pads, touch screens etc.) which attract visitors may not be placed immediately at the borders of the booth facing the aisles (there should be a reasonable distance from the edge of the booth).
- All structural back walls of neighbouring booths must be properly decorated. Back Walls

(reversed side) over 8' (2.5m) in height must be finished in white: no wiring, no graphics, no logo. Advertising on the boundary with other booths is prohibited.

- A back wall of a booth (including pipe&drape booth) cannot be used by other exhibitors.
- Structures installed for specific events, exhibition stands including installations, special structures and exhibits as well as advertising displays must be sufficiently stable that they do not pose a threat to public safety and order and that they do not endanger life and health.
- Exhibitors / customers are responsible for ensuring the load-bearing capacity and stability of such structures and may be required to furnish the relevant proof.
- Coffee bars or other F&B-stations (**catering exclusive to the venue**) have to be inside the booth area to ensure that the visitors are standing and queuing up **inside** the booth area and not standing in the aisle.

Kindly note:

- The organizers will not approve booths that do not comply with the accepted standards until the necessary changes have been made.
- **Work cannot commence until the booth drawings are approved by the organizers.**
- The used spaces must be returned to **PCC** completely clear of all items and the Exhibition areas restored to their original state.
- We recommend Exhibitors using independent booth contractors to include **a site visit** in the planning process to assure a smooth and well planned set up. Please contact the Exhibition Manager.

[Electricity and Electrical Installations for all booths](#)

The Electricity is exclusive to PCC (**Pennsylvania Convention Center**); every exhibitor should order electricity from the venue and pay **according to its power needs**.

According to the regulations, the electrical installations for the exhibition will only be connected to the power supply after being checked and approved by the official contractor. Only the official contractor is authorized to provide the electrical switchboard for the power points.

PCC Electrical Service Checklist

- ☐ Each electrical drop within the booth must be a minimum of 500 watts. This requirement is in place to protect all equipment being connected, ensure the safety of exhibitors and attendees within the booth, and prevent over-current interruptions during the show.
- ☐ Electrical service will be turned off one hour after the close of show and restored one hour prior to show opening each day. 24HR service is available upon request for perishables, refrigeration, electronics, pumps, etc. at an additional cost.
- ☐ Exhibitors are NOT PERMITTED to run cords under carpet.
- ☐ Exhibitors are permitted to run cords along the drape line ONLY.
- ☐ All exhibitor extension cords must be grounded 3-wire 12-gauge UL listed approved cords. (household un-grounded cords are NOT permitted).
- ☐ All equipment provided by the exhibitor shall be UL listed and approved. Equipment must be compliant with the National Electrical Code, Philadelphia Building Codes, Fire Marshal, and PCCA/PCC Global safety standards.
- ☐ Exhibits found to be non-compliant will receive notification and be expected to correct the

infraction. If not corrected, additional charges may be incurred.

☐ In all booths where an Exhibitor Appointed Contractor (EAC) or decorator is utilized, PCC electricians must install all light fixtures, lit signage, hardwiring, and all other work deemed as electrical jurisdiction.

☐ All electrical equipment and installations are subject to inspections. Any installed equipment found presenting a hazard will be subject to removal or the exhibitor will be responsible for any charges incurred due to corrections.

☐ Electrical distribution panels in the back of booths MUST remain accessible at all times. Exhibitors are PROHIBITED from accessing panels and PCCA electrical connections.

☐ Labor calls for PCC electricians must be selected as "Under Supervision" or "Without Supervision" and noted as such on the Electrical Installation & Labor Order Form. "Will Calls" are not acceptable.

☐ It is recommended that you supply the Utilities Department with a rendering and scaled floorplan noting power drop locations in your booth.

☐ 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.

☐ Separately derived electrical systems are NOT PERMITTED to be used in the building.

All exhibitors must use hard or extra hard cords as per National Electrical Code Standards. Cords must be UL listed, 12 AWG, and grounded. Exhibitors can run the cord along the drape line of their booth. An electrician is needed to distribute the power under the floor or to a certain location other than the drape line. Any cords that are smaller than 12 gauge or ungrounded along with ramps or cord coverings of any sort are prohibited within the booth.

Cords are available to rent through our Exhibitor Services Department.

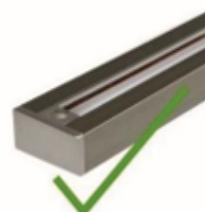


Any/all wiring that may need to be spliced onsite must be done by a PCC electrician. These connections must also be in a box per the National Electrical Codes standards.



All track lights **must** have a capped end. An Opened-ended track is considered a live wire and a hazard, especially when attached to metal booth pipe & drape. All lighting fixtures must be UL listed and listed/labelled for its intended use as per National Electrical Code standards.

Caps are available for purchase through our Exhibitor Services Department.



Separately derived power systems are **PROHIBITED** to be used in the building.



It is essential that exhibitor give the power needed in the stand. Damage caused to the mains or to the specific point by these connections is the sole responsibility of the exhibitors.

- Electrical switchboards provide by the venue cannot be manipulated, adjusted, or damaged. The cost of a damaged Electrical box will be charge to the company who has ordered it.
- The PCC staff is authorized to unplug the whole booth electrical installation if they detected that it is not properly done, with a possible danger.

Important information for International/Eurpean Exhibitors: please be reminded that Canadian electrical sockets are Type B. European plugs are not compatible with Canadian electrical sockets, so you will need a plug adapter or converter in order to use your electrical appliances. The Venue does not rent or supply power conversion equipment, the exhibitors are required to bring their own, in case needed.

You can order Electricity from the Venue:

[PCCA webshop](#) or [PCCA Order form \(page 22\)](#)

Email: exhibitorservices@paconvention.com

To place online orders you will be required to register first.

[Booth Services](#)

Important: Please check here the Union Guidelines from Pennsylvania Convention Center: [Exhibitor FAQs and Exhibitor Work Rules – Pennsylvania Convention Center](#)

Booth Cleaning

The organiser will arrange for general cleaning of the exhibition premises prior to the opening of the exhibition and daily prior to opening thereafter (excluding exhibit booths and displays). Additional inside booth/ special cleaning can be ordered via **Viper** [Order form & information](#) or [Online orders](#)

Viper Coordinator: Krista D'Amico

Email: krista@vipertradeshow.com P: 847.426.3100

Internet

Please be advised that **Private Wi-Fi network installations in the stand are not allowed**. The Venue and the organizers reserve the right to discontinue any activity which interferes with the hall Wi-Fi coverage.

Complimentary Wi-Fi will be provided by the Congress during official Congress days at most areas. This public Wi-Fi connection is limited for basic web browsing or checking emails.

Should you have any internet-based feature/device/activity at your stand (for example: product demonstrations), we strongly recommend ordering a dedicated wired internet connection for your stand to guarantee a consistent internet connection, inclusive of technical support.

Kindly specify what kind of internet-based activities are planned, how much Bandwidth will be required for your stand.

The Venue and the organizers must be informed in advance when the stand has a platform, as well as the scheduled set-up day and time, due to internet foundation.

For internet orders, please submit your request in advance via [PCCA webshop](#)

Email: exhibitorservices@paconvention.com

Security

Please do not leave any bags, boxes, suitcases, or any type of product unattended at any time, whether inside or outside the exhibition area.

Neither the **venue** nor the organizers can accept responsibility for the security of the stands and their contents. The **PCC** as well as the organizers are not liable for any possible loss, theft and/or

damage occurred during the rental period of any private property or goods. Exhibitors are fully responsible for the security of their stand and equipment.

Individual stand security may be ordered via email to: ogiurgiu@kenes.com

In-Booth Catering

Aramark is the exclusive provider for food, beverage and catering services at the venue.

Exhibitors who wish to order food and beverages for their booth are welcome to do so directly via email to: Elija Gatling at gatling-elija@aramark.com

Important:

- Aramark is the venue's exclusive provider for food, beverage and catering services.
- **Outside F&B, including branded snacks is subject to sampling/corkage guidelines and approval from the venue.**
- The exhibitor must consider the space available in the booth to store and display the requested deliveries.

Hostesses & Temporary Staff Hire

In case hostess and temporary staff hire needed, please send an email to: ogiurgiu@kenes.com

Waste Removal

Please note that you may NOT leave any material, waste etc. behind you!

In case waste removal service needed, please send an email to: exhibitorservices@paconvention.com

Storage

We don't count with storage facilities. Storage of empties (empty boxes, crates, cases, palettes etc.) should be coordinated with Viper team (payable service, see Section Shipping Instructions).

Under no circumstances may packed materials of any kind be left in the aisles, on the stands, around or behind the stands.

Please contact Viper with information on sizes and number of parcels, size, and storage period.

Once the event & dismantling are over, the venue shall not be held responsible for the safekeeping and/or storage of any items left in the building. **If the venue takes care of the removal of these items, it will be charged to the exhibitor.**

For access to the goods/lorry entrance/lifts

For loading and unloading, Hall F/F Dock will be used.

- **Dock F:** (entrance on Race Street between 12th and 11th). Proceed to 2nd light and make a left onto Vine St. East. Take Vine Street to 12th St. make a right on to 12th. Drive straight ahead one block make a left onto Race Street the loading dock entrance is located half way down the block on the right side.
- **GPS Address:** 1140 Race Street Philadelphia Pennsylvania 19107

Freight elevator

1.

Elevator	Type	Length	Width	Height of Doorway	Inside of Elevator Height	Capacity	Levels Served	Phone #
#15-Front Freight	Traction/Freight	238"	92"	95"	95"	12,000 lbs	Hall F to Ballroom (East)	5404

Access for deliveries

The delivery and removal of materials and goods for the exhibition booths is allowed only by the official freight forwarder – Viper.

Important note: companies which are bringing their own goods should contact the official freight forwarder to coordinate their arrival and the use of the loading bay, the service entrance and the lifts.

Please be advised that neither the Organizers nor the **venue** can accept deliveries on an exhibitor's behalf and arrangements must be made for a stand/company representative to be available when deliveries are made.

Please refer to the **Shipping Instructions for the deliveries details**.

Accommodation

Kenes International is offering exhibitors specially reduced rates for various hotels around the Congress venue.

Information, pictures, location and rates are available on the hotel accommodation page: [BT1DCR26 - Kenes Group](#)

For **group booking** please contact **Ms. Tami Vidra**. Email: tvidra@kenes.com. Different payment and cancellation conditions apply.

[Rules and Regulations](#)

Rules and Regulations –*Binding for all exhibitors and their subcontractors*

Venue Technical Guidelines can be found [online here](#).

Animals

It is not permitted to bring animals into the PCC..

Build-Up & Dismantling Period

- During the period of build-up and dismantling, it is prohibited to consume **alcoholic beverages** in the working area as well as to perform work under the influence of alcohol, drugs or any other type of substances that could alter the perception of risk.
- The Partners and contractors are required to wear the necessary **personal protective equipment** (PPE) such as protective helmets, eye protection, and hand protection required by the specific work activity.
- The use of cutting machines, welding machines, sanders and a spray gun is **strictly**

forbidden.

Health & Safety

- It is the responsibility of the booth holder to ensure the health, safety and welfare of all employees, contractors and visitors as far as is reasonably practicable throughout the event.
- It is recommended that the booth holders appoint a supervisor for the booth, with the specific responsibility for ensuring the health & safety of their staff and stand builders.

Children

No person under the age of 18 years can be admitted to the Exhibition Area, either during build-up, opening days or breakdown. This rule also applies to Exhibitors' children and must be strictly enforced to comply with the safety regulations of the Exhibition Area.

Compressed Gases

Use of compressed gases is not allowed.

Damage to the Building

Boring, screwing, nailing, or the use of paint, glue, adhesive stickers, fixtures of any kind or anything that can damage the structural elements of the building (floor, walls, ceiling, pillars, etc.) are **not allowed**. In case of damage of the facilities, the cost of repair or replacement will be charged to the exhibitor.

Disposal of Material

It is obligatory to collect and dispose of all material during the build-up or dismantling of the event. When the dismantling period is over, the exhibitor loses any right to claim losses or damage to property left behind.

Any costs incurred by the builder and venue in removing this property will be charged to the exhibitor.

Fire Regulations

- Material and fittings must be non-flammable or impregnated with fire-retardant chemicals.
- As a general rule, easily inflammable synthetic substances, foam polyester, and no fireproof straw and reeds **are prohibited**.
- Storage paint liquids, gas or other inflammable substances in the booth space **is forbidden**.
- The use/storage of inflammable substances is forbidden (liquids, gas or other). For any doubt for these substances contact the organizers, or the venue.
- Exhibitors are prohibited from covering displays with drop cloths, sheets, table cloths or other non-flame resistant material.
- Please also check Venue's Guidelines for fire regulations [here](#).

Fire Insurance (compulsory)

Partners must be insured against fire.

Smoke

It is not permitted the operation of any machine in the Engagement Area that emanate fumes, gases or steam, or any item or device that generates or contains flame.

Hanging of Posters, Banners etc.

Hanging of posters, banners or decals, stickers, or similar items, on the walls, floors, ceilings, or pillars within or outside the installations of the PCC **are not allowed**.

Insurance (compulsory)

- **Exhibitors are required to take out appropriate Insurance.** Third part liability insurance is obligatory. It remains the Exhibitors full responsibility to insure themselves appropriately.
- Neither the organizers nor the PCC, their representatives or agents will be held responsible for any loss or damage to exhibitor's property. Exhibitors must take precautions to protect their property against pilferage.
- The organizers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance and shall hold harmless the organizers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy. Therefore, you are obliged to have a **public liability insurance** that covers all injuries to persons and damages that might cover in connection with the exhibition.
- Exhibitors are personally liable for all expenses incurred by the organizers or by third parties in regard to technical services provide.
- We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer.

Liability

- Exhibitors are responsible for all property damage as well as any loss or injury caused by their property, agents or employees. Companies will indemnify the organizers against all claims and expenses arising from any damages.
- If for any reason whatsoever the Exhibition needs to be abandoned, postponed, or altered in any way, either in whole or part, or if the organizers find it necessary to change the dates of the Exhibition, the organizers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition.
- The organizers shall further not be liable for any loss which the Exhibition or Exhibition contractors may incur due to the intervention of any authority which prevents or restricts the use of the venue or any part thereof in any manner whatsoever.

Sound equipment and Music

In general, the use of sound equipment/music in booths is permitted as long as the noise level does not disrupt the activities of neighboring exhibitors.

Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths).

It is difficult to establish decibel level restrictions. If an exhibitor or attendee is standing within ~3 meters (10 ft.) of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud.

Further guidelines:

- Live music is not allowed.
- The organizers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is too loud
- The organizers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.

- Exhibitors are reminded that third party copyrights should not be infringed. The organizers have no copyright responsibility in respect of any exhibiting company. Proper dispensation must be obtained and any royalties due, paid prior to the use of materials.
- Should any copyright dispute arise, the organizers will not be liable for any resulting loss or damages, sustained by any exhibitor or third party.

Security

- Please do not leave any bags, boxes, suitcases, or any type of product unattended at any time, whether inside or outside the exhibition area. The organizers and the PCC cannot accept liability for loss of or damage to private property or goods.
- Neither the PCC, nor the organizers can accept responsibility for the security of the booths and their contents. The **PCC**, as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any goods. Exhibitors are fully responsible for the security of their booth and equipment.
- Please consider hiring extra security for your booth if needed. This can be done via email to ogiurgiu@kenes.com

Personal Transportation Vehicles

Bikes, skates, electric scooter, and any personal transport by wheels are not permitted inside the building.

Promotional Activities

- All demonstrations or instructional activities must be confined to the limits of the Exhibition booth.
- Advertising material and signs may not be distributed or displayed outside the exhibitor's booths.
- Advertising activities must not cause obstructions or disturbances in the gangways or at neighboring booths.
- The Exhibition Manager reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- Exhibitors are allowed to film on their own booth, staff and material, but all equipment and camera crew must stay within the exhibition booth. Filming of other exhibitors and their materials, Meeting features or any sessions is expressly forbidden unless permission has been given by the exhibitor or the organizer respectively.
- The photographing of booths is not permitted during the setup/breakdown of the exhibition unless the photographer is hired by the exhibitor to take photographs of his/her own stand and can avoid inclusion of neighboring booths. Photography during the opening times of the exhibition of all aspects of the event is allowable in all instances except in cases where the photographer or photography equipment would cause an obstruction or danger to delegates / staff visiting or working in the exhibition hall.

Smoking Policy

The PCC operates a **NO SMOKING** policy anywhere inside the building.

Special Effects

Special effects lighting, live music, smoke and laser projection can't be used in the booths. No permission will be given for projection in the aisles or on the walls of the booths.

Waste Removal

- Exhibitors are responsible for the removal of all refuse/waste from the exhibition area. The used space must be returned completely clear of all items and restored to its original state.
- In case that exhibitors wish to leave any kind of waste material during set-up/dismantling, they should order a waste container in advance.
- Any discarded waste, including promotional material, left behind will be removed by the venue and/or the organizers at the expense of the exhibitor concerned.

The PCC reserves the right to access inside the booth in order to check the compliance with the venue regulations.

Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.

IMPORTANT:

Please read thoroughly the **Venue's Technical Guidelines** (can be found [online here](#))

Please note that these regulations are in addition to the exhibition Rules and Regulations found above.

Exhibitors must comply with **PCC** technical guidelines including operation, fire safety, construction and other security regulations.

These technical guidelines are contractually binding and are to be followed by the Organizers and exhibitors, including the exhibition service and stand construction companies commissioned by them to perform work on site.

[Shipping Instructions](#)

Viper Transportation is the Official Carrier for this show.

All carriers must check in at Pennsylvania Convention Center, 1101 Arch Street, Philadelphia, PA 19107, no later than 5:00 PM on Sunday, October 11, 2026 to avoid freight force (reconsolidation of shipment).

Exhibitors and Booth Builders/EACs are allowed to hand carry items in/out of Pennsylvania Convention Center.

Any activity via the dock during published exhibitor move-in, Viper Tradeshow will assist and material handling fees will apply.

Insurance of Goods

All cargo should be insured from point of origin.

Exhibition Goods and Display Materials

Please Note: All advanced shipments and deliveries to the warehouse, including by courier, must be coordinated with Viper.

Shipping instructions and tariff, please check **Viper's [Order form & information](#)** or the **[Online orders](#)** (online ordering access is limited to primary contact. To grant access to an additional contact, please email us at: ogiurgiu@kenes.com)

Viper contact: Krista D'Amico

Email: krista@vipertradeshow.com

P: 847.426.3100

[Contact information - General](#)

Meeting Organizer

Kenés Group

Rue François-Versonnex 7

1207 Geneva, Switzerland

Tel: +41 22 908 0488

Fax: +41 22 906 9140

Venue Address

Pennsylvania Convention Center

1201 Arch Street, Philadelphia, PA. 19107.

[How to get there](#)

Exhibition Manager

Oana Giurgiu

E-mail: ogiurgiu@kenes.com

Industry Liaison and Sales

Raul de Miguel

E-mail: rdemiguel@kenes.com

Registration Specialist

Nerea Esteban

E-mail: neesteban@kenes.com

Hotels BT1D: [BT1DCR26 - Kenes Group](#)

E-mail: tvidra@kenes.com

[Contractor Web shop & Contact information](#)

Pipe&Drape booth Extras Additional Booth Fittings Equipment Furniture Rental Booth AV

Graphics and signage Display Labor (Installation & Dismantle) Daily Booth Cleaning Plants etc.

Official contractor: Viper

[Order form & information](#)

[Online orders](#) (online ordering access is limited to primary contact. To grant access to an additional contact, please email us at: ogiurgiu@kenes.com)

Viper Coordinator: **Krista D'Amico**

Email: krista@vipertradeshow.com

P: 847.426.3100

Venue services: Electricity, Internet, Rigging:

[PCCA webshop](#)

[PCCA Order form](#) (electricity at page 22)

Email: exhibitorservices@paconvention.com

To place online orders you will be required to register first.

Important: Please check here the Union Guidelines from Pennsylvania Convention Center:

[Exhibitor FAQs and Exhibitor Work Rules – Pennsylvania Convention Center | Pennsylvania Convention Center](#)

In-booth Catering

Aramark (*exclusive service*)

Elija Gatling

Email: gatling-elija@aramark.com

P: 215-418-2233 **C:** 856-628-9183

Security Hostesses

Exhibition Manager: **Oana Giurgiu**

Email: ogiurgiu@kenes.com

[Sustainability -Tips & Tricks for Exhibitors](#)

We are committed to sustainability and we encourage all of our exhibitors to do the same. [CLICK HERE](#) for some practical tips and tricks that you can implement right away.

In order to allow us to learn more about exhibition booth materials, logistics, and waste management by the industry Please fill the following [form](#)