



PHOENIX
CONVENTION CENTER
& VENUES



Event Planner Manual

This **Event Planner Manual** has been prepared for use as a reference tool when planning your event at the Phoenix Convention Center (PCC). From branding your event to learning about our exclusive service partners, there are several components to consider, to keep on track, and maximize your event's success.

We have not addressed all topics discussed within this manual on a detailed level. Users should contact the Event Manager assigned to your event, with all questions and requests about building services and equipment.

Your assigned Event Manager will be your main point of contact throughout the planning process and will coordinate with internal and external partners to ensure a safe and successful event.

Meet our Event Operations Team



Miguel Munguia
Deputy Director of Venue Operations



Charlie Barker
Event Operations Manager



Doug Schaub
Assistant Event Operations Manager



Penny Allen
Event Manager



Noelle Baddeley
Event Manager



Lexa Black
Event Manager



Lizbeth Peralta
Event Manager



Johnny Sanchez
Event Manager



Roxanne Williams
Event Manager

Table of Contents

Branding Opportunities

Digital Marquees	3
Building Banners	4
Advertising Monitors	11
Meeting Room Monitors	11
Video Walls	12
Elevator Wraps	12
Graphic Clings	12

Equipment Rental Rates	13
-------------------------------------	-----------

Service Partners

Ace Parking	14
AV Concepts	14
Aventura Catering	14
Common Wealth Expo Electric	14
Contemporary Services Corporation.....	14
ETIX	14
Smart City	14

Facility Care

Adhesive Branding or Event Decals (Stickers)	15
Balloons	15
Clean In and Clean Out	15
Clings	15
Confetti / Glitter / Rice	15
Drainage	15
Drilling	15
Facility Inspection	15
Floor Markers / Chalk	16
Floor Outlets	16
Floor Protection	16

Freight and Service Elevator Specifications	16
--	-----------

Planning Considerations

Floor Load Capacities.....	17
Food and Beverage	17
Food and Beverage Sampling	18
Lighting / Energy Conservation	18
Loading Docks /Ramps	18
Marshalling Yard	18
Noise / Volume Levels	18
Shipping / Storage	19
Staging, Bleachers, and Multilevel Booth	19
Street / Full and Partial Lane Closures and Meter Bagging	19
Temperature Control / Energy Conservation	19

Branding Opportunities

Providing direction and branding your event is important to your guest’s experience. This guide will help you understand signage opportunities. On the following pages you will find our banner locations, specifications for sign size and all locations available for branding.

Digital Marquees

Events with daily attendance of more than 500 persons will be displayed on our exterior marquees. If you prefer a customized display, please provide the artwork in JPEG format using the specifications below to your Event Manager. Artwork must be received at least two weeks prior to your event.

Building	Pixel Size & dpi	Orientation
Orpheum Theater 2nd Ave and Monroe	448 x 96 - 96dpi	Landscape
North Building 3rd St and Monroe	315 x 405 - 96dpi	Portrait
North Building 3rd St Entrance	315 x 405 - 96dpi	Portrait
North Building 3rd St and Washington St	675 x 225 - 96dpi	Landscape
North Building 5th St and Washington St	675 x 225 - 96dpi	Landscape
South Building 3rd St and Jefferson St	585 x 270 - 96dpi	Landscape
West Building 2nd St and Adams St	315 x 405 - 96dpi	Portrait



Building Banners

Banners are an excellent way to brand your event and make your guests feel welcome and important. Banner locations have been selected for their excellent visibility from the sidewalks and streets. Banners may be used to advertise your event and may be sponsored, subject to city code requirements. Advertising products or services are not permitted by city code. Banner locations are specific to your event space and are available on a first come, first served basis. Applications for banner locations and branding should be submitted as soon as practical, but no later than 30 days in advance of your event. Your application must include a rendering of your banner. All banners and signs must comply with the City of Phoenix Zoning Ordinances and content must be approved prior to installation, with the final decision being that of the Department Director (or designee).

PCC&V reserves the right to determine the appropriateness of all branding and must approve branding prior to installation. Please submit items for approval here: [PCC&V Branding Approval Form](#).

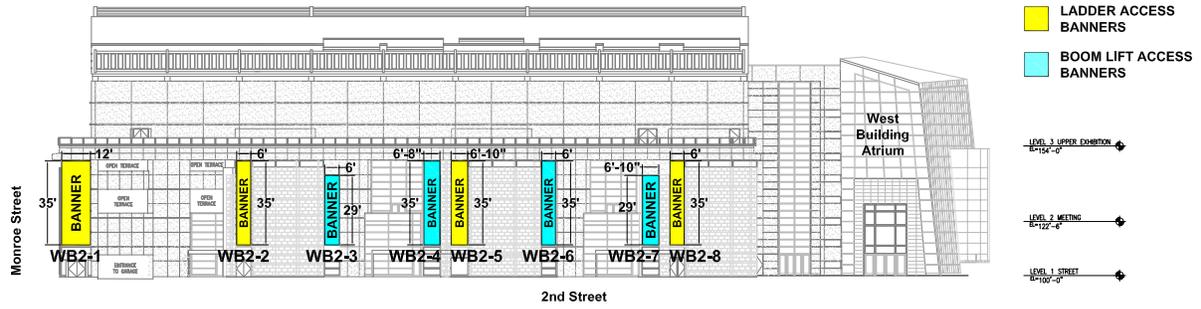
Banners and signs must not:

- Be false, misleading or deceptive.
- Contain non-commercial speech.
- Relate to an illegal activity.
- Advertise or depict the use of tobacco or smoking products, including if the product is advertised or depicted in a non-smoking form.
- Advertise or depict the excessive or irresponsible use of spiritous liquor, as the term is defined in [Section 4-101, Arizona Revised Statutes](#).
- Depict violence or anti-social behavior.
- Include language, gestures, conduct or graphical representations that are obscene, pornographic, vulgar, profane or scatological.
- Display, including graphically, a nude or seminude person as the terms are defined in [Section 11-811 Arizona Revised Statutes](#), or the buttocks for any person.
- Depict, relate to, or reference a website or medium that relates to *specific sexual activities or specific anatomical areas* as the terms are defined in [Section 11-811, Arizona Revised Statutes](#)
- Depict (i) any person in a sexually provocative manner, or (ii) as a condition of his or her employment is dressed in a sexually provocative manner.

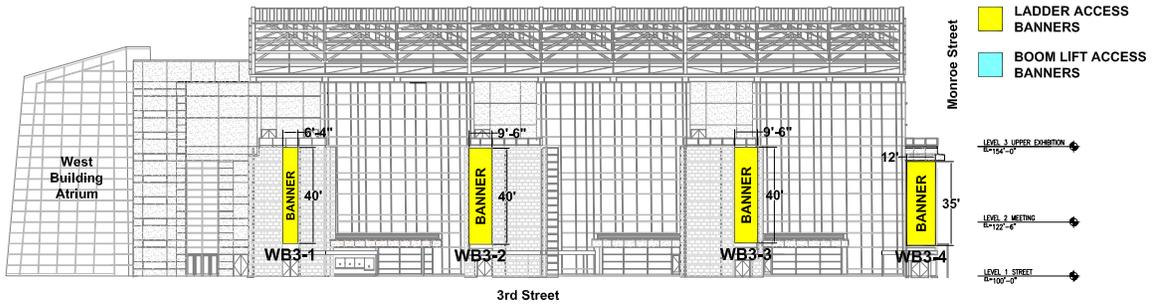
Exterior Branding Guidelines

- Banner designs must display no less than 75% graphic image or logo of the event and no more than 25% of the banner square footage for sponsor credit and/or acknowledgements.
- Up to 25% of the banner space can be allocated to exhibitors or event sponsors for branding purposes.
- Banners must be hung at the stairwell and not from the top of the railing.
- Banner material will conform to the Phoenix Fire and Uniform Building Code regulations. If materials are not approved by the Fire Marshal, there is no guarantee that the banner will be displayed.
- Banners must be vented to ensure they will withstand wind pressure from any direction. (Mesh fabric may be specified).
- Banners must be attached to a solid structure in a secure manner, only in the pre-approved locations.
- Exterior banner(s) must be hung from the top of the stairwells, not attached to railings.
- Motorized and non-motorized lifts that are positioned on the Convention Center's exterior deck must comply with a weight limit of 100 pounds per square foot.

West Building Exterior



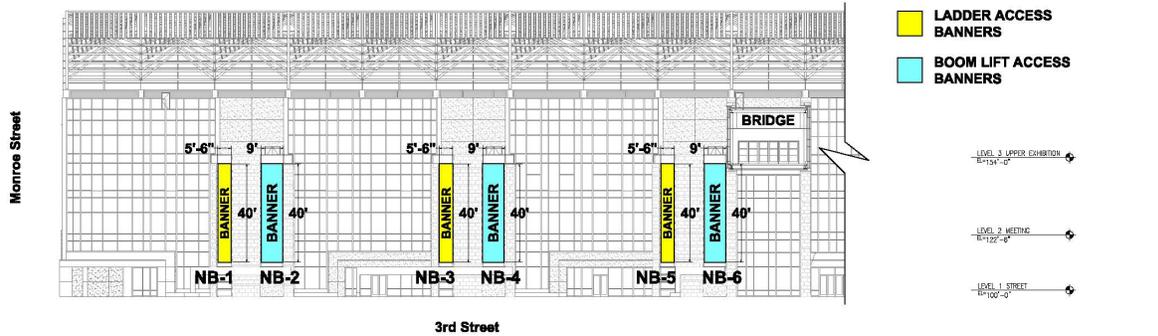
BANNER HANGING SPECS - WEST BUILDING EXTERIOR - 2nd STREET ELEVATION VIEW



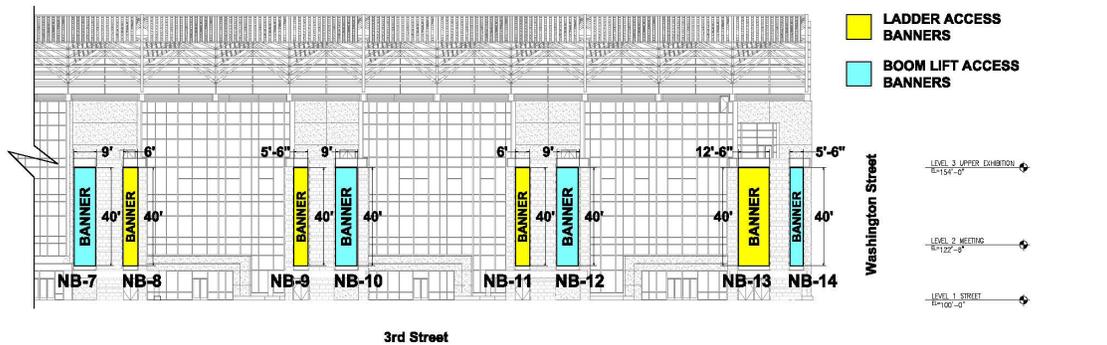
BANNER HANGING SPECS - WEST BUILDING EXTERIOR - 3rd STREET ELEVATION VIEW



North Building Exterior



BANNER HANGING SPECS - NORTH BUILDING EXTERIOR - 3rd STREET ELEVATION VIEW (North Half)



BANNER HANGING SPECS - NORTH BUILDING EXTERIOR - 3rd STREET ELEVATION VIEW (South Half)



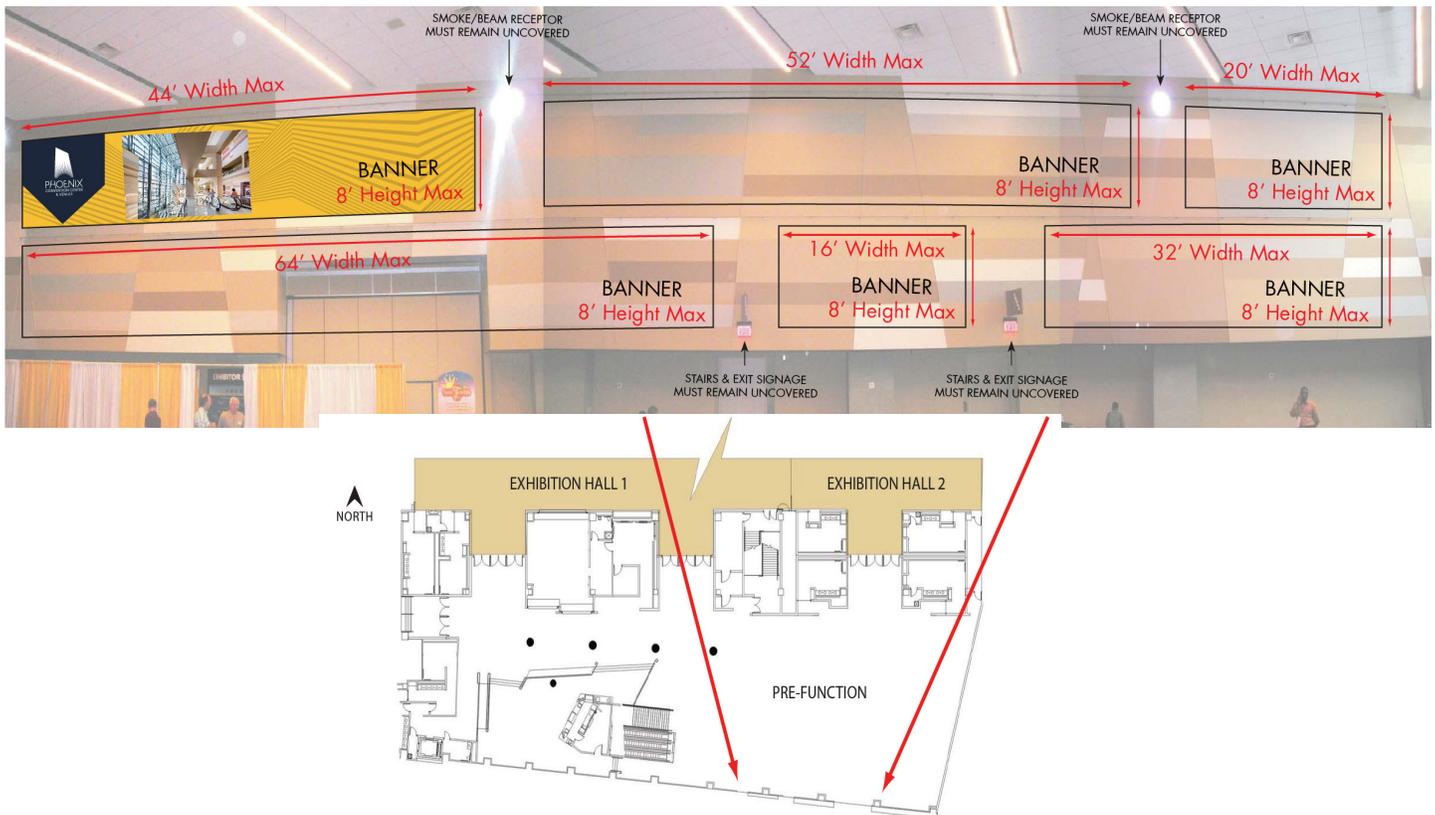
Interior Branding Guidelines

All signs must meet fire codes and Fire Marshal guidelines. Signs may be hung in designated areas, within the following guidelines:

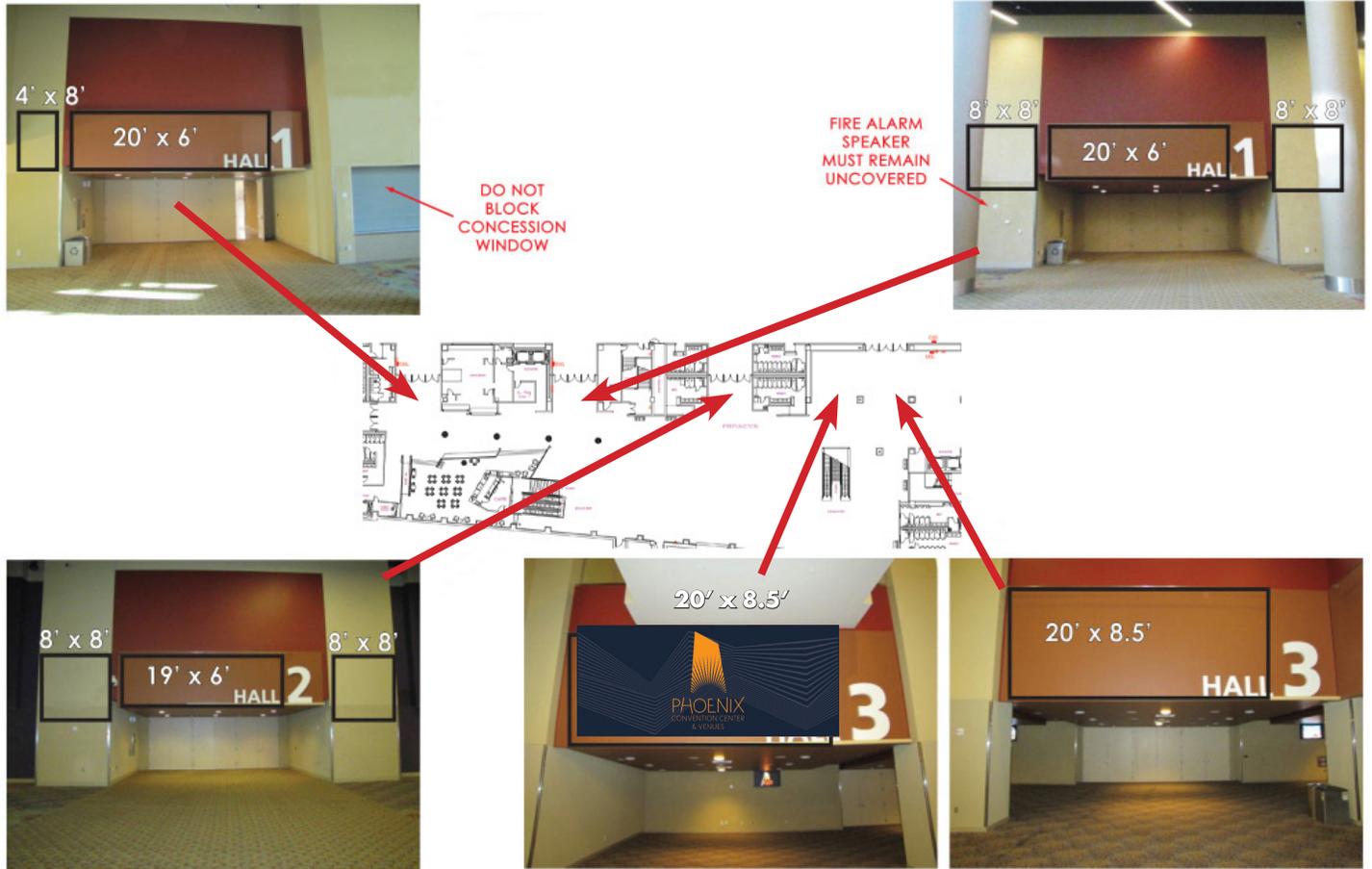
- Signs may not obstruct any sprinkler heads clearance. No less than 18 inches below sprinklers is required.
- Signs that may injure, mar or deface any permanent building structures may not be attached by any means including nails, hooks, adhesive fasteners, staples, tacks, screws or duct tape.
- Signs may be posted on billboards, easels or other means of display.
- The hanging of pictures, banners, clings or any other items on walls, mirrors, railings or draperies, requires approval of the Phoenix Convention Center. Signs must never obstruct infrared smoke detection beams.
- Signs may not be taped or placed over interior monitors.
- Signs, Banners or Graphics cannot cover or obstruct advertising graphics.
- Floor clings on carpet or terrazzo are not permitted.
- Handwritten signs are not permitted.

All branding installation and removal costs and equipment are the sole responsibility of the licensee and/or sponsor. Licensee will be held financially responsible for any damage that may occur during the installation and/or removal of any clings, banners, and/or wraps.

West Building Lower Level Pre-function



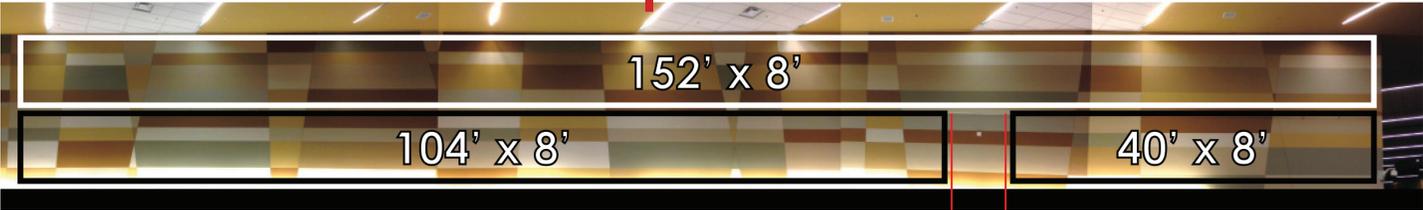
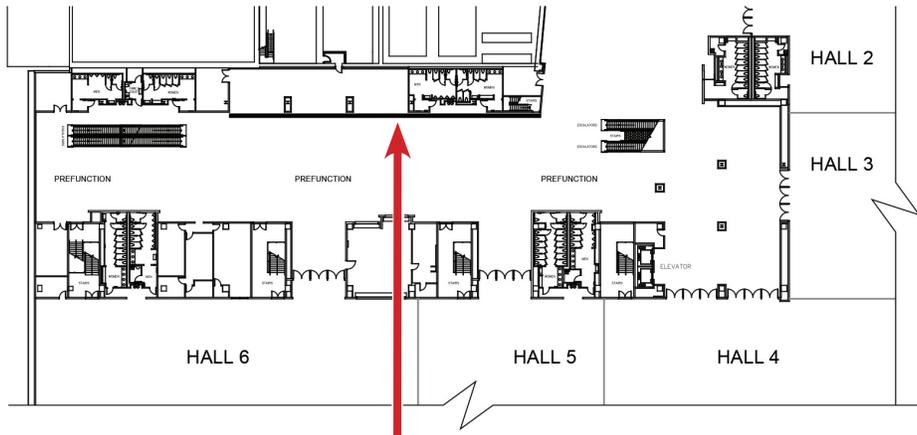
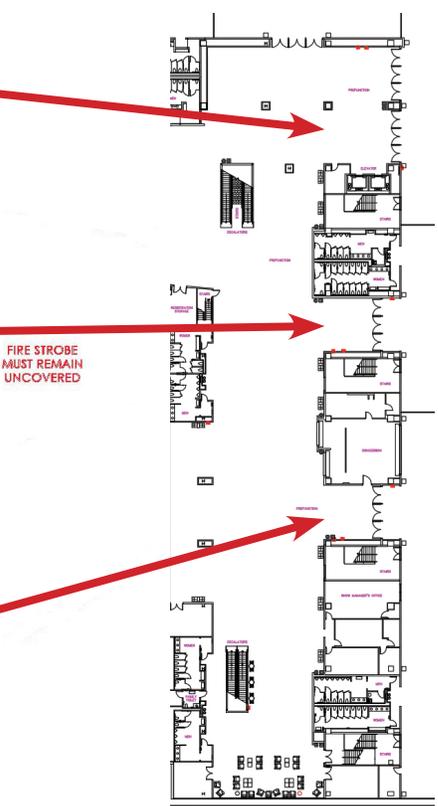
West Building - Lower Level Halls 1-3



West Building - Lower Level Pre-function

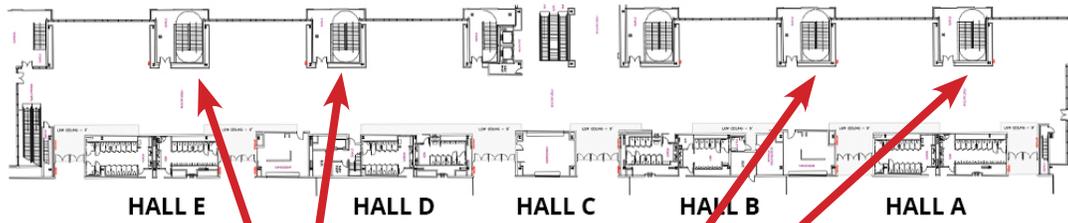


North Building - Lower Level Halls 4 - 6



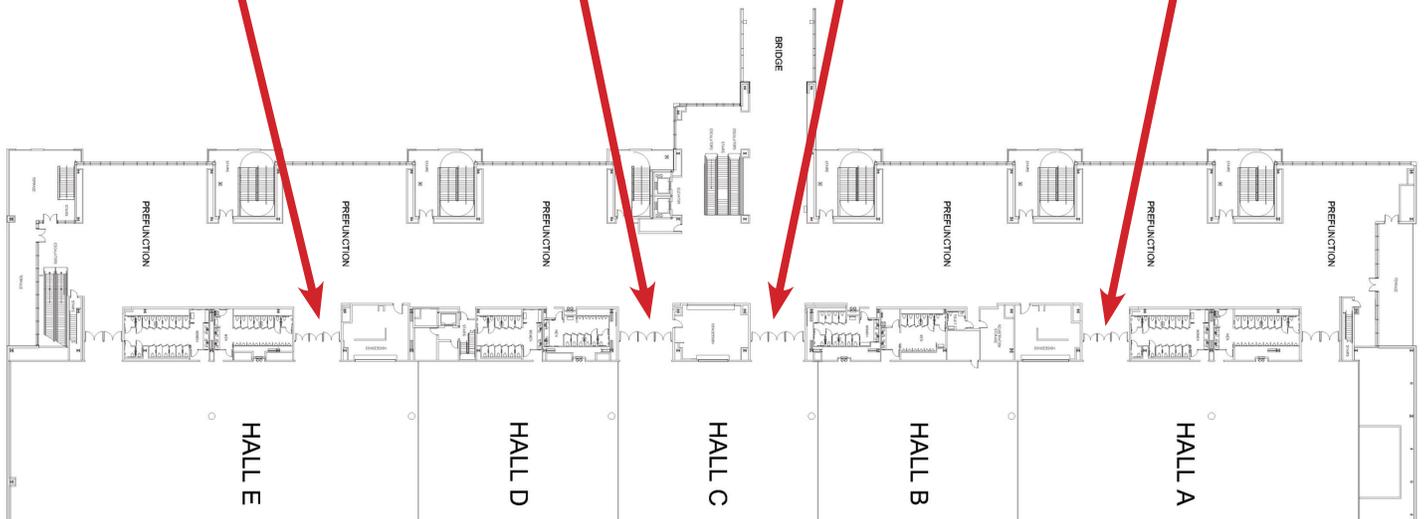
8' CLEARANCE REQUIRED FOR FIRE STROBE

North Building - 300 Level Pre-function West Wall

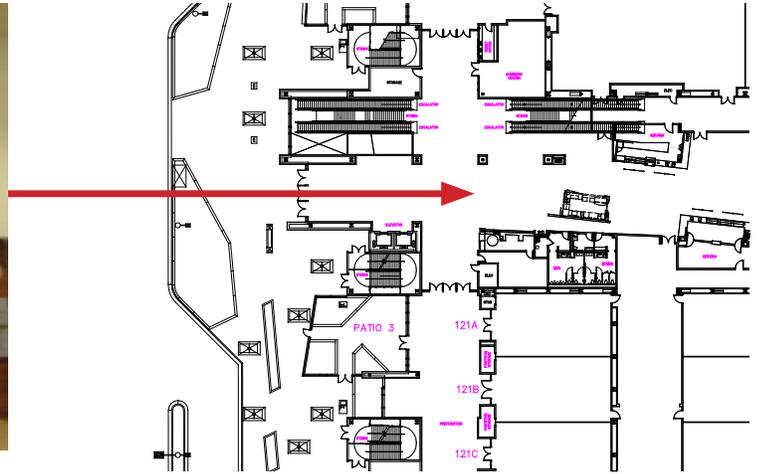


(SPECIFICATIONS ARE THE SAME FOR ALL 4 BANNER LOCATIONS)

North Building - 300 Level Exhibit Halls A, C, E



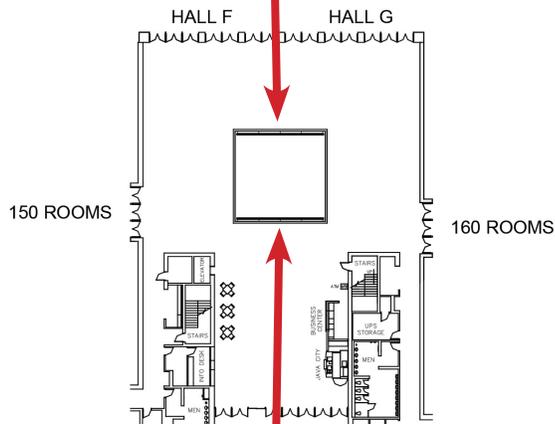
North Building - Street Level



South Building Halls F & G Lobby - Skylight Opening



(BANNER CANNOT BE HUNG FROM BOTTOM RAIL)



(BANNER CANNOT BE HUNG FROM BOTTOM RAIL)

Advertising Monitors

Monitors are available at a rate of \$200 per day, per screen. Requests and graphics must be received at least two weeks prior to the first day of your move-in. 50% of advertising monitors may be used for exclusive licensee content; remaining inventory reserved for paid PCC advertisers.

Specifications

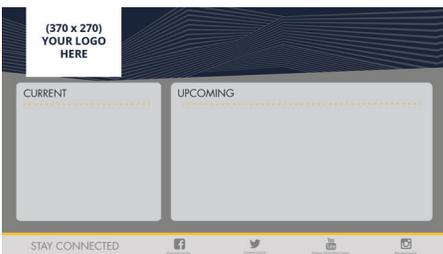
- 1920w x 1080h
- Artwork must be submitted in JPEG format
- Please note that full screen logos will prevent event listing information from appearing.

Locations

Room monitors are located at the entrance of each meeting room, eliminating the need for printed signs.



Full Screen Logo



Small Logo



Video Walls

PCC's Video Walls offer several options for the display of information. Each Wall consists of four 75-inch screens grouped together to provide 150 inches of viewing space with full sound, cable TV or video playback. Pricing is \$500 per wall, for the run of the show. Information and graphics must be sent to the Event Manager a minimum of two weeks prior to your event.

Specifications

Video must be 1920x1080 Mpeg2 or Mpeg 4 files.

Static images must be 1920x1080 96 dpi.

Our video boards can display logos on one screen while the remaining run video images.



Locations

Two video walls are in the Lower Level near Hall 3 and Hall 5.

Graphic Clings

Graphic clings may be utilized for purposes of branding and event sponsorship. Clings are permitted on stair risers, glass surfaces, elevator doors and other stainless-steel surfaces. Clings are not permitted on stair steps, Terazzo flooring, carpet or sidewalks.



PCC requires a sample of the proposed cling material for approval and reserves the right to limit the number of clings per event based on the utilization of space and building activity. Additionally, a street closure will be required for the installation and removal of bridge clings.

Elevator Wraps

Elevator wraps are permitted for event advertising, including wayfinding. As with all signage, sponsor information may not exceed 25% of the surface area. PCC reserves the right to limit the number of wraps per event based on the utilization of space and building activity.

All installation and removal costs and equipment are the sole responsibility of the client and/or sponsor. Please also note that clients will be held financially responsible for any damage that may occur during the installation and/or removal of any clings, banners, and/or wraps.

Equipment Rental Rates

Standard rate applies to orders received prior to the Licensee's first contracted day. On-site rates apply to orders received once the contracted space has been occupied. In certain situations, equipment availability and inventory may be limited. Rates are subject to change; client will pay prevailing rate at time of order.

<u>Equipment</u>	<u>Standard</u>	<u>On-site</u>
Bike Barricade:	\$5	\$10
Chairs:	No charge	\$2
Dance Floor (with trim): *Per 3' x 3' section	\$5 per section	\$10 per section
Dumpsters:		
• Open top 40 yd. – initial delivery	\$250	\$500
• Open top 40 yd. – recycling – initial delivery	\$100	\$200
• Open top 40 yd. – additional pulls	\$200	\$200
Exhibition Hall / Meeting Room Clean Up: \$.07 cents/sq. ft.	Excessive trash removal	
Keys / Access Cards:		
• Key Core Changes	\$50/room	\$50/room
• Lost Key / Access Cards	\$50/ key / room	\$50/ key / room
Lane / Street Closure:	\$100 / day	\$200 / day
Lecterns: 1 per meeting room set included at no charge		
• Standing	No charge	\$15
• Table Top	No charge	\$15
• ADA	No charge	\$15
• Presidential	No charge	\$50
Overnight Meeting Room Change:	\$140 each	\$180 each
Pre-function Furniture Removal:	\$45 per piece	
Stages:		
• Meeting Room Standard size 8' x 12' (height = 16" or 24")	No charge	\$1 / sq. ft
• Performance Standard size 28' x 40' (height = 40" -54")	No charge	\$1 / sq. ft
Stanchions:	\$5	\$30
Tables:		
• Head and Additional Tables – clothes / draped: 6' x 30"	\$15	\$30
8' x 30"	\$15	\$30
• Bare Tables:		
6' x 18"	No charge	\$15
8' x 18"	No charge	\$15
72" Rounds	No charge	\$15
Cocktail Tables	No charge	\$15
Table Cloths:	\$10	\$15
Trash Compacting / Cleaning:	\$45 per hour/per person	
Telescopic Rising Seating:	\$1,200	
Wheelchair Lifts: PCC has two (2) in inventory		
Wheelchair Ramps: Limited to 16" to 48" high	No charge	

Service Partners



Ace Parking

There are over 4,300 covered parking spaces available at the PCC and five garages that provide accessible parking spaces for people with disabilities. For over 60 years, Ace Parking has made it a priority to exceed the financial objectives set forth by clients and to deliver the highest possible level of service. It's these two principles that have defined Ace Parking's reputation as the premier parking management company in the industry. Visit our [parking page](#) for more information.



AV Concepts

Our preferred audio-visual service provider, AV Concepts, is a nationally recognized full-service staging company that provides a complete inventory and full-time staff on site to service your event. An industry leader, advanced audio-visual inventory and creativity accommodates several large complex events simultaneously. AV Concepts is the exclusive rigging service provider for the PCC. Visit [AV Concepts](#) to learn more about their audio-visual and rigging services.



a v e n t u r a
A PREMIER CATERING COMPANY

Aventura Catering

Our exclusive caterer, Aventura Catering, takes great pride in handling every detail of your food service needs, providing the utmost in quality, flavor, presentation and variety, while consistently exceeding expectations. For more than three decades, they have hosted groups and events from around the world providing practical, innovative and personalized client care with award winning customer service in an incomparable setting. Visit [Aventura Catering](#) to view the online menus and services.



Commonwealth Expo Electric

Since 1995, Commonwealth Electric Company has been the exclusive provider of utility services in the PCC. The Commonwealth team consistently receives accolades from clients for dedication and customer service commitment to events, both large and small. Visit [Commonwealth Expo](#) to learn more about their production services.



ETIX

Etix is an international, web-based ticketing service provider, processing more than 55 million tickets per year in 40 countries. As the largest independent ticketing company in North America, Etix provides flexible and secure ticketing solutions, digital marketing services, and robust e-commerce fulfillment. Contact the Event Manager assigned to your event to learn more about our ticket policies and procedures and visit [PCC Ticketing](#) to learn more about our Ticket Office.



Contemporary Services Corporation (CSC)

CSC is the event security and crowd management provider for the Phoenix Convention Center & Venues. The professionals at CSC are experienced and dedicated individuals committed to providing excellent customer service and are committed to the safety and security of all events in the facility. CSC is responsible for the general security and safety oversight of all event-related activities from move-in through move-out. Visit [CSC](#) for more information.



Smart City

Smart City Networks is the nation's leading provider of quality advanced technology and telecommunications services to the tradeshow and event industry. As the exclusive telecommunications service provider for the Phoenix Convention Center, the team will ensure that your event is productive and successful. Visit [Smart City](#) with your advanced technology and telecommunication needs.

Facility Care

Many of the following items pertain directly to your Exposition Service Contractor. However, as Licensee, it is ultimately your responsibility to ensure adherence to all facility rules and regulations. Should you have any questions regarding the following policies, please contact your Event Manager.

Adhesive Branding or Event Decals (Stickers): No adhesive-backed decals are permitted for use inside or outside the venues or for distribution. All cleaning and repair costs incurred will be billed.

Balloons: Air-filled balloons may be used for decoration purposes; however, helium balloons will not be allowed in any Phoenix Convention Center facilities. A fee will be assessed for each balloon retrieved by staff.

Clean In and Clean Out: At the time of move-in, the PCC will provide clean exhibition hall floors, meeting rooms, ballrooms, pre-function areas, loading docks and support areas. Licensees are required to return all contracted facility space to the same condition.

Your Exposition Service Contractor is responsible for cleaning and maintaining the booths and carpeted areas furnished by their company. This includes all hall space, as well as exhibition and dock space, meeting rooms, and ballrooms. The PCC will set and service all PCC trash receptacles. However, exposition service contractors and all other vendors are responsible for servicing and compacting their own trash and removing their products and/or materials.

Licensee will be required and responsible for post-event cleaning that is necessary after the Use Agreement period expires. Additional charges will be assessed for removing tape residue on floors and for bulk trash (pallets, crates, carpet scraps, etc.) left after the Use Agreement period expires. Contact your Event Manager for prevailing rates. Event Services staff are available for a required post-show inspection and cleaning release to confirm that the space is in a clean condition and that no additional charges will be invoiced. Have your cleaning contractor contact the Operations Center when they are ready to be released.

Clings: Clings and wraps are approved on a case-by-case basis. Clings on carpet or terrazzo flooring are not permitted. Contact your Event Manager for more information. A fee will be assessed for the removal of clings remaining at the end of your Use Agreement. Fees for damages may also be assessed.

Confetti / Glitter / Rice: The use or throwing of confetti, glitter, or rice is prohibited without the prior approval of your Event Manager. A cleaning fee will be assessed.

Drainage: Drains for the disposal of water are available. The disposal of liquids other than water using a drain is not permitted.

Drilling: No holes may be drilled, cored, or punched in Phoenix Convention Center facilities.

Facility Inspection: A facility inspection will be scheduled for all exhibit hall and ballroom space and conducted prior to your move-in and after your move-out. The inspection will be conducted by PCC staff and in-house security. We recommend that you, or your exposition contractor, are present during these inspections. Please contact the Event Manager assigned to your event for more information.

Floor Chalk: Floor chalk is permitted when marking floors for layout or other purposes. No chalk is to be used on carpeted areas. Chalk marks must be removed prior to move out. Exhibition floors are scored on a 10' x 10' grid. A fee may be assessed for chalk removal or cleaning.

Floor Outlets: Floor outlets are managed by our exclusive utility provider. Vehicles, forklifts, pallet jacks, and/or man-lifts shall not be driven over extension cords or cabling connected to electrical outlets in the floor.

Floor Protection: Complete protection of ALL carpeted and terrazzo floor throughout the PCC is required prior to the moving or setting of any equipment. Visqueen (minimum 6 mm), drip pans and scrap buckets must be provided for operating machinery to prevent lubricants, paint, etc., from staining the floor and/or causing a safety hazard. Use of forklifts on the meeting room levels is prohibited. Appropriate protective covering, visqueen (minimum 6 mm), plywood, or masonite will be required when using rock, dirt, gravel, bark or other materials for display purposes. Fees will be assessed for any special clean up, damages or proper environmental disposal. Please note that construction type materials will require the rental of open top dumpsters. Please contact the Event Manager assigned to your event to order.

Freight and Service Elevator Specifications

Elevator	Width		Length		Height		Weight Limit
	Interior Cab Dimension	Entrance Restriction	Interior Cab Dimension	Entrance Restriction	Interior Cab Dimension	Entrance Restriction	
West Building							
Freight Elevator #1	9'-8"	-----	19'-2"	-----	9'-11"	8'-11"	10,000 lbs
Freight Elevator #2	9'-8"	-----	19'-2"	-----	9'-11"	8'-11"	20,000 lbs
Service Elevator #3	5'-4"	4'-5"	9'-4"	-----	10'	8'	6,000 lbs
Service Elevator #4	5'-4"	4'-5"	9'-4"	-----	10'	8'	6,000 lbs
North Building							
Service Elevator #12	5'-10"	4'-6"	10'-6"	-----	10'	8'	6,000 lbs
Service Elevator #13	5'-10"	4'-6"	10'-6"	-----	8'	7'	6,000 lbs

Planning Considerations

Floor Load Capacities:

North Building		South Building		West Building	
Upper Exhibition Halls	300 lbs. /sq. ft.	All Exhibition Halls	600 lbs. /sq. ft.	Lower Exhibition Halls	350 lbs. /sq. ft.
Lower Exhibition Halls	350 lbs. /sq. ft.	South Ballroom	600 lbs. /sq. ft.	West Ballroom	250 lbs. /sq. ft.
North Ballroom	150 lbs. /sq. ft.	Ballroom Stage Floor	150 lbs. /sq. ft.	Meeting Rooms	125 lbs. /sq. ft.
Meeting Rooms/ Lobbies	100 lbs. /sq. ft.	Meeting Rooms/Lobbies	100 lbs. /sq. ft.	Pre-Function Areas	100 lbs. /sq. ft.
Patios	100 lbs. /sq. ft.	Exterior Decks	250 lbs. /sq. ft.		

Heavy loads, such as cranes, must have advance approval to ensure the integrity of the utility tunnel grid system under the exhibition hall floors. The PCC weight load formula is determined as length x width = area ($L \times W = A$), and area/weight = per square foot load ($W/A = \text{per sq. ft. load}$). Please contact your Event Manager for more information.

Food and Beverage: In accordance with the contract between the PCC and our exclusive food and beverage provider, the following activities are not permitted:

- Outside food and beverage, including deliveries.
- Food and beverages served from show manager's office, other than those provided by our caterer.
- Alcoholic beverages unless served by our caterer.
- Ice chest/coolers containing food or beverage products.
- Relative to Exhibitors and/or Show Promoters, outside individual beverages (whether single bottles or in cases), including private-labeled water bottles for distribution to attendees. Such service is available through PCC's in-house food and beverage provider.

Exceptions

- Food used for show demonstration, covered under Food and Beverage Sampling Guidelines.
- Individuals with special food needs due to medical reasons.
- Individual bottled water or other non-alcoholic drinks for personal consumption.

Food and Beverage Sampling: Sampling of food and beverages at your event is allowed with prior written authorization from our exclusive food and beverage provider and within the general guidelines below. Please contact your Catering Sales Manager for requirements and forms. Food and beverage industry shows or events containing significant food and beverage elements may conduct sampling. Items dispensed are limited to products manufactured, processed, or distributed by exhibiting firm in the trade show. Items may be sampled only and cannot be sold. Beverages are limited to a maximum four (4) ounce container and three (3) fluid ounces of product. Food items are limited to 1"x1" bite-size portions. Food and/or beverage items used as traffic promoters [i.e. popcorn, coffee, bar service] must be purchased from the Phoenix Convention Center's in-house food and beverage provider. The vendor distributing sample items must have a valid Maricopa County Temporary Food Service Establishment permit issued by the Maricopa County Environmental Services Department. A copy of the permit must be submitted to Phoenix Convention Center in-house food and beverage division no less than seven (7) days prior to the event. Alcoholic beverage sampling will be strictly monitored in accordance with Arizona Liquor Commission regulations.

Lighting: Your PCC Use Agreement includes general house lighting in exhibition areas, public areas and meeting rooms during move-in, show and move-out. During move-in and move-out, work lighting (50% lighting level) will be provided at no charge in the exhibition halls. Show lights (100% lighting level) will be provided during show hours, beginning one (1) hour prior to published show hours. Additional exhibition hall lighting must be scheduled through your Event Manager. Each meeting room has independent lighting controls, either on wall units or using remote control units. Lighting levels in our meeting rooms can be dimmed in 25% increments.

Loading Docks / Ramps: The loading dock areas are designed for the sole purpose of facilitating vehicles associated with the loading and unloading of event-related equipment. For that and other safety-related reasons, general parking for attendees or staff is strictly prohibited. Dock space assignments will be provided by your Event Manager. The PCC reserves the right for access to at least one (1) dock space per building to support in-house and service provider deliveries. Storage of crates and empty trailers in or on the dock is permitted in certain situations [excluding combustibles] but will be closely monitored. Your exposition service contractor may need to stage various delivery vehicles while awaiting dock space during move-in or move-out. Marshalling facilities are available for this use. The use of streets adjacent to the PCC is prohibited without permits. A Dock Master to facilitate vehicle movement is recommended during move-in and move-out days.

Marshalling Yard: A marshalling yard with office space is available for parking of oversized vehicles, tractors, and trailers during contracted event move-in and move-out dates. The Tonto Marshalling Yard is located at 1102 E. Tonto Street, approximately 1.5 miles south of the PCC. When utilizing the Tonto Marshalling Yard an event security guard must be present, coordinate with our event security provider to schedule a guard. A limited number of spaces are available for short term marshalling at the East Garage, located at 601 E. Washington Street. Please contact your Event Manager for availability.

Noise / Volume Levels: The PCC retains the right to regulate the volume of any audio signals that interfere with any other Licensee's use of contracted space within the property boundaries or may be determined to be offensive or otherwise violates the terms and regulations of your Use Agreement.

Shipping / Storage: The PCC will not accept any goods shipped to our venues for show management or any exhibiting companies. Any equipment remaining after the Use Agreement period may be deemed abandoned and will be disposed of and additional costs may occur. The PCC assumes no liability for items remaining past the Use Agreement period. Exposition Service Contractors may not leave any equipment on the premises without prior approval. All leased equipment (forklifts, golf carts, sign frames, etc.) provided by a third-party contractor must be picked up within the Licensee’s Use Agreement time frame.

Staging, Bleachers, and Multilevel Booths: A building permit and inspection will be required for stages/risers, bleacher seating, and/or multilevel booths prior to their use. Please contact the Event Manager for more information.

Street / Full & Partial Lane Closures and Meter Bagging: Contact your Event Manager if your event requires closures for bus shuttles, pedestrian assistance or other activities that may impact traffic flow or safety. All requests for “Temporary Use of Right-of-Way” are subject to additional charges and will require an off-duty Police Officer(s). In certain circumstances, PCC will require a lane closure at Licensee’s sole cost.

Temperature Control / Energy Conservation: Efficient and cost-effective energy management is a priority. When freight doors are open to the outside temperatures, fans are maintained to provide air movement when needed. Cooling or heating resumes once the freight doors are closed. One hour is required to return the space to normal temperatures. Requests for services beyond minimal levels on move in/out days may be subject to additional charges. Generally, ventilation, heating or air conditioning is maintained from one (1) hour prior to event until close of event. Please contact your Event Manager for specific details.

Temperature Setpoints:

Exhibit Halls, Ballrooms and Meeting Rooms	Summer – Set Points	Winter – Set Points
Move In / Out – Non-Event Day	78 Degrees	65 Degrees
During Event Hours	75 Degrees	69 Degrees

This is not an exhaustive list of all relevant code requirements, rules and regulations of our facility. If you have any questions, please contact your Event Manager.

The Director reserves the right to alter and/or amend these Operational Policies and Procedures at any time and shall have sole authority to make decisions concerning any issue not addressed herein.



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