



# SPRING MEDIA WALKTHROUGH

April 12, 2016

**Democratic National Convention**  
Philadelphia, Pennsylvania  
July 25–28, 2016





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Dear Friend,

As we near 100 days until the Democratic National Convention, I want to welcome you to Philadelphia on behalf of DNC Chair Debbie Wasserman Schultz and the entire Democratic National Convention Committee. Convention planning is on time, on task, on budget and we are pleased to share our progress with you.

In July, we will welcome up to 50,000 participants to Philadelphia as Democrats gather for the historic occasion of nominating the next President of the United States. An estimated 15-20,000 of those visitors will be members of the media, playing a critical role in sharing the convention experience with audiences around the world.

We could not be more pleased that this Convention will be held in the birthplace of our Democracy. There is no better place to highlight the values of the Democratic Party. Philadelphia boasts a dynamic history and a vibrant present. We are honored to have great partners in the 2016 Philadelphia Host Committee, the City of Philadelphia, and the Commonwealth of Pennsylvania. We are all working together to make the 2016 Democratic National Convention the most engaging and forward-looking convention in history.

Thank you for joining us here today. We are all very mindful of the important role all of you play in the Convention and we look forward to working with you as we build towards July.

Warmly,

**Leah D. Daughtry**

Chief Executive Officer, DNCC



## **WE THE PEOPLE**

There is no better backdrop for the 2016 Democratic National Convention than Philadelphia — the birthplace of American Democracy. From Independence Hall to the countless neighborhoods to the Philadelphia Art Museum — the City tells the story of our nation’s diversity, our common values, our determination and our boundless potential.

Working in partnership with the Philadelphia Host Committee, the City of Philadelphia and the Commonwealth of Pennsylvania — our goal is to make this the most engaging, innovative and forward looking convention in history. The 2016 Democratic National Convention hopes to leverage technology to take the convention experience well beyond the hall engaging, more Americans than ever before in the event.

The 2016 Democratic National Convention presents a unique opportunity not only to reaffirm our Party’s values and present our presidential nominee but also to remind all Americans of their role in the Democratic process.

There is no better place to do that than Philadelphia. We hope you will join the Party!

## **Connect With Us**

Website: [www.demconvention.com](http://www.demconvention.com)

Facebook: [www.facebook.com/demconvention](http://www.facebook.com/demconvention)

Instagram: [www.instagram.com/demconvention](http://www.instagram.com/demconvention)

Twitter: [www.twitter.com/demconvention](http://www.twitter.com/demconvention)

Flickr: [www.flickr.com/photos/demconvention](http://www.flickr.com/photos/demconvention)



# ACCESS DATES & DEADLINES

These dates are provided as a guideline to media organizations for planning purposes only and are subject to change. All individual schedules must be approved by the Democratic National Convention Committee. Access dates are also subject to the terms of individual construction management contracts.

## WELLS FARGO CENTER

DNCC Limited Access Period	Now through May 28, 7:59 A.M.
DNCC Unlimited Access Period begins	Saturday, May 28
Pre-Convention Credentials Required for Access	Saturday, May 28
Media Pavilion Occupancy	Thursday, July 14
Mandatory RF Testing	Sunday, July 24
Media Pavilion Move-Out Deadline	Sunday, July 31, 11:59 P.M.

## MEDIA SUITES

Media Skybox Access begins for media organizations that have satisfied all DNCC requirements	Thursday, July 14 (setup) Friday, July 22 (work)
Media Space Construction completed	Thursday, July 21
Final Broadcast	Friday, July 29, Noon

## TRUCK/TRAILER PARKING AREAS

Area Prep Begins	Monday, June 27
Cable Pull Begins	June/Early July
Load-in Access	Wednesday, July 6
Trailer Placement Deadline	Thursday, July 21, Noon

## IMPORTANT DEADLINES

Parking Application Deadline	Friday, June 24
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## VENDOR DEADLINES

Refer to Media Rate Card for Suite, Cabling & Electrical Advance Order Deadlines. All other Hargrove Rate Card Items Advance Order Deadline	Friday, July 1
Comcast Order Deadline	Wednesday, June 1

## ADA REQUESTS

Please contact [medialogistics@demconvention.com](mailto:medialogistics@demconvention.com)



## 2016 DEMOCRATIC NATIONAL CONVENTION COMMITTEE (DNCC)

1900 Market Street  
Suite 300  
Philadelphia, PA 19103  
Phone: 215-645-4744  
[www.demconvention.com](http://www.demconvention.com)

### SENIOR LEADERSHIP TEAM

**Leah Daughtry**, Chief Executive Officer

**Matt Butler**, Chief of Staff

**Andrew Binns**, Chief Innovation Officer

**Brian Bond**, Deputy CEO for Public Engagement

**Danielle Cooper Daughtry**, Chief Counsel

**Travis Dredd**, Deputy CEO for Convention Complex Management

**Zoe Garmendia**, Deputy CEO for Logistics

**April Mellody**, Deputy CEO for Communications

**Dennis O'Brien**, Deputy CEO for Finance and Administration

### COMMUNICATIONS CONTACTS

**Press inquiries and bookings:**

**215-645-4736 or [press@demconvention.com](mailto:press@demconvention.com)**

**April Mellody**, Deputy CEO for Communications  
[amellody@demconvention.com](mailto:amellody@demconvention.com)

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## MEDIA LOGISTICS

**Media Logistics Hotline: 215-398-5353**

**General logistical enquiries: [medialogistics@demconvention.com](mailto:medialogistics@demconvention.com)**

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**Connor Coughlan**, Assistant to the Director of Media Logistics  
[ccoughlan@demconvention.com](mailto:ccoughlan@demconvention.com)

## CONGRESSIONAL PRESS GALLERIES

### Daily Press Gallery

House Press Gallery

Annie Tin  
 Room H-315, U.S. Capitol, Washington, DC 20515  
 202-225-3945  
[www.pressgallery.house.gov](http://www.pressgallery.house.gov)

### Periodical Press Gallery

Executive Committee of Periodical Correspondents  
 C/O House Periodical Press Gallery  
 Robert Zatkowski, Director  
 U.S. Capitol, Room H-304, Washington, DC 20515  
 202-225-2941  
[www.periodical.house.gov](http://www.periodical.house.gov)

### Photographers Gallery

Standing Committee of Press Photographers  
 Press Photographers' Gallery  
 United States Senate, Washington, DC 20510  
 Attn: Jeff Kent  
[www.pressphotographers.senate.gov](http://www.pressphotographers.senate.gov)  
[press\\_photo@saa.senate.gov](mailto:press_photo@saa.senate.gov)

### Radio TV Gallery

House Radio-TV Gallery  
 Olga Ramirez Kornacki, Director  
 U.S. Capitol, Room H-320, Washington, DC 20515  
 202-225-5214  
[www.radiotv.house.gov/conventions](http://www.radiotv.house.gov/conventions)  
[rtvconventions2016@mail.house.gov](mailto:rtvconventions2016@mail.house.gov)

### DNCC Press Gallery

DNCC Press Gallery  
 1900 Market Street, Philadelphia, PA, 19103  
 215-398-5353  
[dnccpressgallery@demconvention.com](mailto:dnccpressgallery@demconvention.com)  
[www.demconvention.com/media-logistics](http://www.demconvention.com/media-logistics)

## CONVENTION VENUES

### Wells Fargo Center

3601 S Broad Street, Philadelphia, PA 19148  
215-336-3600  
[www.wellsfargocenterphilly.com](http://www.wellsfargocenterphilly.com)

### Pennsylvania Convention Center

1101 Arch Street, Philadelphia, PA 19107  
215-418-4700  
[www.paconventioncenter.com](http://www.paconventioncenter.com)

## MAILING AND SHIPPING INFORMATION

### Addresses

#### Advance Shipments to Hargrove Warehouse

Shipments accepted from June 10 at 8:00 A.M. until July 7 at 4:00 P.M..

(Company Name and Workspace #)

DNC 2016

c/o Hargrove, Inc.

YRC Philadelphia, 2627 State Road, Philadelphia, PA 19020, USA

#### Direct Shipments to Wells Fargo Center

Shipments to the arena will be accepted beginning July 14 at 8:00 A.M.

(Company Name and Workspace #)

DNC 2016

c/o Hargrove, Inc.

Wells Fargo Center, 3601 S Broad Street, Philadelphia, PA 19148, USA

**\*\*\*Address labels will be provided to you in the media services kit.\*\*\***

### Outside Deliveries

All deliveries should be scheduled for overnight arrival. DNCC Security will provide information about clearance of shipments prior to media occupancy.

## VENDORS

Please contact [medialogistics@demconvention.com](mailto:medialogistics@demconvention.com) if you have questions about official vendors for the 2016 Democratic National Convention.

## Aramark

(Catering, Wells Fargo Center)

Jeanette Rolla, Division Manager, Premium Services

[rolla-jeanette@aramark.com](mailto:rolla-jeanette@aramark.com)

p: 215-952-5257 m: 347-426-7237 f: 215-952-5277

Chrissy Flanigan, General Manager

[flanigan-chrissy@aramark.com](mailto:flanigan-chrissy@aramark.com)

215-952-5739

## Hargrove, Inc

301-731-2520

[dncmediahelp@hargroveinc.com](mailto:dncmediahelp@hargroveinc.com)

General Contracting Services

- Arena suite construction modifications
- Staging, platforms, scaffolding for arena suites
- Suite — Supplemental AC
- Temporary wall systems
- Rental furnishings and accessories
- Carpet installation and removal
- State-of-the-art graphics production
- Electrical services
- Cabling services
- Tenting
- Material handling — unloading and distribution of your materials
- Material Handling — Advance Warehouse
- Installation and dismantle labor
- Shipping and logistics services
- Fencing
- Office trailers
- Restrooms
- A/V rentals
- Scaffolding
- Floral
- Standup locations
- Assigned workstations

## Comcast

888-972-1437

[NED\\_DNC2016Orders@comcast.com](mailto:NED_DNC2016Orders@comcast.com)

[business.comcast.com/dnc](http://business.comcast.com/dnc)

## Level 3

(video)

Please contact Comcast.

Additional vendors may be added. For more information and regular news updates on the 2016 Democratic National Convention, please visit [www.demconvention.com](http://www.demconvention.com).



# COMMUNICATIONS & PUBLIC AFFAIRS

## CONVENTION WEEK OPERATIONS

The DNCC Communications Department will provide a number of resources to service the editorial needs of the media during the Convention. And remember that [www.demconvention.com](http://www.demconvention.com) is always a valuable resource that will offer daily schedules, speech text, speaker biographies, live video streaming ,and much, much more.

## HELP US HELP YOU

Because the U.S. Congressional Press Galleries credential the bulk of media to our Convention, we need your help in ensuring that we have the most up-to-date information for your reporters, producers and other key points of contact who will be on site in Philadelphia during the Convention. This includes emails and cell phone numbers to allow us to service your organization in as timely a fashion as possible and alert you to key opportunities for interviews and unique access availabilities.

Please visit [www.demconvention.com/press-email-sign-up](http://www.demconvention.com/press-email-sign-up) and complete the form.

## DAILY CONVENTION PRESS BRIEFINGS

The DNCC and nominee's campaign will conduct joint briefings for the media each morning during the Convention at the Pennsylvania Convention Center. Any additional convention briefings will take place in the media pavilion located adjacent to the Wells Fargo Center.

## PRESS INFORMATION CENTERS

There will be six Press Information Centers (PICs) inside the Wells Fargo Center, and additional PICs located within the media pavilion. The PICs will operate from approximately 10:00 A.M. to 12:00 A.M. They will be staffed by teams who will be the source for current and archival speech texts, media advisories, press releases, podium schedules and other convention-related documents. PIC teams will also be able to answer (or find answers for) convention – and Philadelphia – related questions.

## PRESS DISTRIBUTION

The press distribution team will work closely with the PICs to ensure that the media receive needed print copies of media materials. Electronic distribution will be facilitated through the official DNCC press list. To sign up, please complete the form at: [www.demconvention.com/press-email-sign-up](http://www.demconvention.com/press-email-sign-up). In an effort to reduce the environmental impact, members of the media are strongly urged

to first use digital copies of all media materials. Schedules, speech text, press releases and all other pertinent information will be available on the website, on the mobile app, and dispersed to the official press list and wire services.

## NETWORK LIAISON TEAMS

The DNCC will designate seasoned communications professionals to facilitate direct and timely communications between the networks covering the Convention and the DNCC.

## SCHEDULES

The DNCC will publish daily an official podium schedule outlining the expected run of show for the evening's program as well as a daily schedule of official public events open to the media, including state delegation meetings, daily convention press briefings, Democratic caucus meetings and other official convention events. Both the official podium schedule and the official daily public events schedule will be available in print at the PICs and available electronically.

## BOOKING OPERATION

The DNCC will facilitate booking requests throughout Convention Week with convention officials, the nominee's campaign team, surrogates, Democratic National Committee officials and other personalities of interest.

## STUDIO 2016

Studio 2016 is a multi-platform studio built within the Wells Fargo Center. The Studio allows for some convention attendees — surrogates, elected officials and candidates at the local, state and national level — to conduct television, radio and online interviews live from the convention site. While the Studio 2016 operation is primarily designed to facilitate interviews with outlets covering the Convention remotely, media on site in Philadelphia may also request that elected officials or campaign surrogates participate in interviews with their local stations to augment on-the-ground convention coverage. Studio 2016 will be operational each day of the Convention, to allow for media across the country to book interviews to meet their individual programming needs.



# ABOUT CONVENTION WEEK

To aid you in planning comprehensive coverage of this historic convention, please find below an overview of some of the key official activities and events announced to date that will provide interesting story opportunities in the lead up to and during Convention Week.

## DAILY CONVENTION SCHEDULE OVERVIEW

Delegates maintain an active schedule during Convention Week. Official convention events will begin in the early morning for delegates, usually with a delegation breakfast meeting. Many delegates then attend caucus and council meetings in the late morning and afternoon at the Pennsylvania Convention Center. The convention program will gavel open each afternoon at the Wells Fargo Center on Monday, July 25; Tuesday, July 26; Wednesday, July 27; and Thursday, July 28.

## DEMOCRATIC CAUCUS MEETINGS

Caucuses and councils will meet over the course of the week. The caucus and council meetings serve as an opportunity for delegates and party leaders to meet, share information on important issues, and discuss voter outreach and future organizing strategy for the party. The following caucuses and councils will meet during the week of July 25-28, 2016:

### Constituency Caucuses

- AAPI Caucus
- Black Caucus
- Hispanic Caucus
- LGBT Caucus
- Women's Caucus

### Councils

- Disability Council
- Ethnic Council
- Faith Council
- Labor Council
- Native American Council
- Rural Council
- Senior Council
- Small Business Owners Council
- Veterans and Military Families Council
- Youth Council





# CREDENTIALS

## CREDENTIAL REQUESTS AND NOTIFICATIONS

The deadline has passed for requesting credentials from the Congressional Press Galleries and from the DNCC Press Gallery. Notifications are sent directly by each press gallery. Please direct any queries to the appropriate gallery. Visit [www.demconvention.com/media-credentialing](http://www.demconvention.com/media-credentialing) for information on contacting your gallery.

## CONVENTION CREDENTIALS

Convention credentials are required for the Wells Fargo Center during the Convention, July 25-28.

Convention credentials are issued for access to the Wells Fargo Center only. Credentials are issued to media organizations, not individuals, and organizations are responsible for tracking them.

Most media convention credentials are issued once and remain valid for all four days (i.e. one single credential is honored from Monday through Thursday). Some credentials are issued on a daily basis. In these cases, a separate credential is required for each day.

Media convention credentials will be issued beginning Sunday, July 24. Starting Sunday, convention credentials will be recognized and allow access to the Wells Fargo Center.

Credentials will not be mailed. Once issued, organizations are responsible for safeguarding their own credentials. As at past conventions, lost, stolen or damaged credentials will not be replaced. Due to necessary security features, please DO NOT write on or laminate credentials, as these actions or alterations will invalidate them. Credentials may be placed in a plastic holder no smaller than 4 ½" x 8", so they can be easily removed for inspection.

U.S. Secret Service credentialing information will be the subject of a separate notification.

## CONVENTION CREDENTIAL DISTRIBUTION

Sunday, July 24, 9:00 A.M. – 5:00 P.M. at the Pennsylvania Convention Center.\*

Monday, July 25, 10:00 A.M. – 1:00 P.M. at the Pennsylvania Convention Center.

**For credential pick-up Tuesday, July 26 to Thursday, July 28, please contact your respective gallery.**

*\*Please note that credential pickup for organizations accredited through the Radio-TV Gallery will be by appointment on Sunday.*

## PRE- AND POST-CONVENTION CREDENTIALS

Pre-convention credentials are required for access to the Wells Fargo Center from Saturday, May 28 to Sunday, July 24. Pre-convention credentials are issued on site only to organizations that need early access to prepare workspace at the Wells Fargo Center. Post-convention credentials will be required starting Friday, July 29. Pre- and post-convention credentials are intended for logistical personnel and purposes only.

To request pre- or post-convention access to media workspace, please email [medialogistics@demconvention.com](mailto:medialogistics@demconvention.com) to request the registration form at least one week prior to requested access dates.

## PRINCIPAL CREDENTIAL TYPES

### Wells Fargo Center Site during the Convention Proceedings

Press organizations will be issued the appropriate credentials for access to the Wells Fargo Center, July 25 to 28. Pre-convention credentials will allow access to the arena on Sunday, July 24.

**PERIMETER:** Allows access to the media workspace adjacent to the Wells Fargo Center, but not to the building itself. This includes access to all assigned spaces in the media pavilion, including the unassigned press filing center). This credential also provides access to outside trailer and uplink spaces.

**ARENA:** Allows access to Perimeter areas plus the press facilities inside the Wells Fargo Center, the digital darkroom, the television broadcast suites on the suite level, radio broadcast space in the press box, and other media positions.

**HALL:** Allows access to Perimeter and Arena areas, plus access to the upper bowl of the Wells Fargo Center.

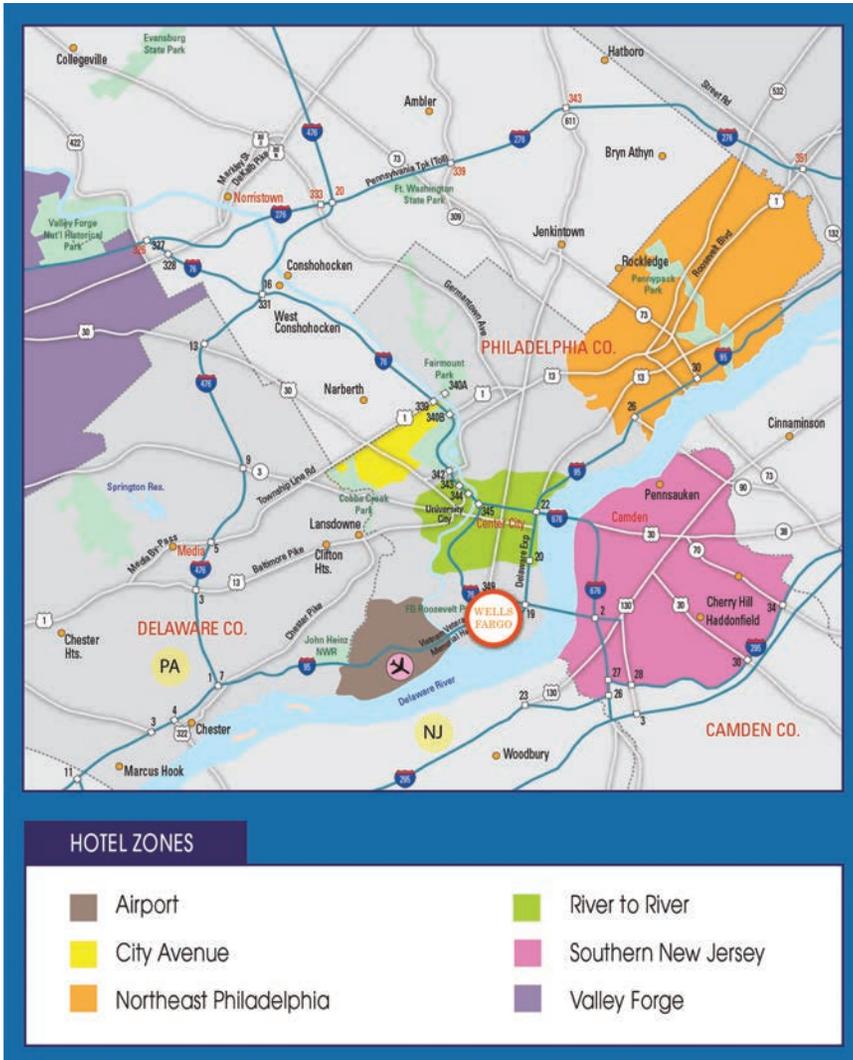
There will also be credentials that allow access to specific areas at the site. Special "Hall" credentials allow access to the press stands. Special "Camera Stand" credentials allow access to assigned camera positions. As always, floor access is limited and will require use of special "Floor" credentials issued on a daily basis, generally for a limited time each night.

**FLOOR:** These credentials will be handed out by the Congressional Press Galleries on a rotating basis.



The Department of Media Logistics is in the process of assigning hotel rooms. We recommend that media organizations continue to look for hotel rooms on their own, as we are not the primary source of media hotel rooms.

The DNCC has contracted a number of hotels in the greater Philadelphia area during the week of July 25. The hotels are located in six different clusters and concentrations of media hotel rooms will vary among the clusters.



## ROOM BLOCK NOTIFICATION INFORMATION/ DEPOSIT DEADLINE

The DNCC Department of Media Logistics and the Department of Housing will assign hotel and room blocks to media organizations. This is the process:

1. After receiving their housing assignment, the designated media organization point of contact will receive a username and password to a dedicated online reservation management dashboard. This information will allow the POC to manage their room block, including changing names and check-in dates.
2. Media organizations will then have one week to assign and confirm the rooms in their block. A valid credit card must be on file for each room to guarantee the reservation.
3. At the end of the one-week period, any rooms not guaranteed with a valid credit card will be reassigned to other organizations.

All room blocks are managed online. The cancellation policy is outlined in your online reservation management dashboard.

If you forget or lose your password or username to manage your room block online, please contact the Department of Housing. Please do not contact the hotel as they do not have this information. The number and type of rooms allocated to each outlet are non-transferable.

## CONTACTS AND GENERAL QUESTIONS

For more information and the answers to frequently asked questions about media housing, please visit [www.demconvention.com/media-logistics](http://www.demconvention.com/media-logistics).

Please contact the Media Logistics Department at [dncmediahousing@demconvention.com](mailto:dncmediahousing@demconvention.com) for any **general** issues related to media housing.

Amanda Brink is the Housing Department Manager for Media and is available to assist you in the process of reserving the rooms confirmed in your room block notification letter. She can be reached at [abrink@demconvention.com](mailto:abrink@demconvention.com).

## General Housing Guidelines

- A four night minimum stay of Monday, July 25–Thursday, July 28 is required during Convention Week.
- Deposit and cancellation requirements vary among hotels. These policies are clearly noted in your online reservation management dashboard.
- Requests for lodging with state delegations must be directed to each state party.

## HEADQUARTERS HOTEL

DNCC Headquarters Hotel: Sheraton Downtown.

## DELEGATION HOTELS

Alabama • Hilton Garden Inn Valley Forge/Fair Oaks  
 Alaska • Home 2 Suites by Hilton  
 American Samoa • Courtyard by Marriott Lansdale  
 Arizona • Courtyard by Marriott Philadelphia Airport  
 Arkansas • The Franklin Hotel at Independence Park  
 California • Marriott Hotel Philadelphia Downtown  
 Colorado • Embassy Suites Philadelphia Center City  
 Connecticut • Doubletree by Hilton Philadelphia Airport  
 Delaware • Hilton Inn at Penn  
 Democrats Abroad • The Desmond Hotel  
 District of Columbia • Philadelphia Marriott West  
 Florida • Marriott Hotel Philadelphia Downtown  
 Georgia • Doubletree by Hilton Philadelphia Airport  
 Guam • Courtyard by Marriott Lansdale  
 Hawaii • Doubletree by Hilton Valley Forge  
 Idaho • Doubletree by Hilton Valley Forge  
 Illinois • Courtyard by Marriott Downtown  
 Indiana • Doubletree Suites by Hilton Hotel Philadelphia West  
 Iowa • Marriott Hotel Philadelphia Downtown  
 Kansas • Courtyard by Marriott Downtown  
 Kentucky • Windsor Suites Philadelphia  
 Louisiana • Doubletree Hotel by Hilton Center City  
 Maine • Wyndham Garden Philadelphia Airport  
 Maryland • Hilton Inn at Penn  
 Massachusetts • Sheraton Society Hill

Michigan • Valley Forge Casino Resort/Radisson Hotel  
 Minnesota • Valley Forge Casino Resort/Radisson Hotel  
 Mississippi • Philadelphia Marriott West  
 Missouri • Courtyard by Marriott Downtown  
 Montana • Home 2 Suites by Hilton  
 Nebraska • Embassy Suites Philadelphia Center City  
 Nevada • Embassy Suites Philadelphia Center City  
 New Hampshire • Wyndham Garden Philadelphia Airport  
 New Jersey • Renaissance Philadelphia Airport  
 New Mexico • The Franklin Hotel at Independence Park  
 New York • Loews Philadelphia Hotel  
 North Carolina • Holiday Inn Lansdale  
 North Dakota • Doubletree by Hilton Valley Forge  
 Northern Mariana Islands • Courtyard by Marriott Lansdale  
 Ohio • Embassy Suites Philadelphia Airport  
 Oklahoma • Courtyard by Marriott Valley Forge/Collegeville  
 Oregon • Crowne Plaza – King of Prussia  
 Pennsylvania • Doubletree Hotel by Hilton Center City  
 Puerto Rico • The Desmond Hotel  
 Rhode Island • Wyndham Garden Philadelphia Airport  
 South Carolina • Doubletree Hotel by Hilton Center City  
 South Dakota • Doubletree by Hilton Valley Forge  
 Tennessee • Valley Forge Casino Resort/Radisson Hotel  
 Texas • Marriott Hotel Philadelphia Airport  
 U.S. Virgin Islands • Embassy Suites Philadelphia Airport  
 Utah • Doubletree by Hilton Valley Forge  
 Vermont • Wyndham Garden Philadelphia Airport  
 Virginia • Loews Philadelphia Hotel  
 Washington • Sheraton Society Hill  
 West Virginia • Doubletree by Hilton Valley Forge  
 Wisconsin • Home 2 Suites by Hilton  
 Wyoming • Hilton Inn at Penn



## **MEDIA PARKING**

A dedicated media parking lot has been designated near the Wells Fargo Center. Parking will be available Sunday, July 24 to Thursday, July 28. Parking for the week will be \$125. Single-day parking passes will not be issued. We will work to accommodate everyone's request; however, it is possible that fewer spaces than requested will be provided to an organization. Media organizations must apply by June 25. Information on how to pay for parking passes will be provided before the Convention.

## **MEDIA DESIGNATED PERSONNEL DROP-OFF/PICKUP**

The designated point for media organizations to drop off and pick up personnel without parking vehicles during Convention Week will be provided at a later date. Media organizations will request drop off vehicle access permits with their parking application.

## **APPLYING FOR MEDIA PARKING OR MEDIA DROP-OFF CREDENTIALS**

To request a parking pass or a dropoff/pickup pass, please complete the online registration form at [www.demconvention.com/media-parking](http://www.demconvention.com/media-parking) by June 25. Passes will be allocated to credentialed media organizations only. Passes will be available for pickup with convention credentials.

Questions should be directed to [medialogistics@demconvention.com](mailto:medialogistics@demconvention.com).

## **TRAILERS/WORK VEHICLES INSIDE PERIMETER**

(All trailers/vehicles inside the perimeter except network lots)

All trailers, production trailers, workspaces, satellite trucks, microwave vans, mobile unit or any vehicle inside the perimeter must be scheduled through Media Logistics before entering the perimeter. Each individual media organization will be responsible for blocking their trailers. Please contact Lauren Mackevich at [lmackevich@demconvention.com](mailto:lmackevich@demconvention.com) to make arrangements. All trailers/work vehicles must be in place by Thursday, July 21, at noon, and remain in place for the duration of the Convention.

## GOLF CARTS

There will be provisions for the use of golf carts within the perimeter, provided that organizations have a plan for storing and securing those vehicles. Please contact the Media Logistics Department at [medialogistics@demconvention.com](mailto:medialogistics@demconvention.com) with questions.

## SHUTTLE BUS SYSTEM FOR CONVENTION SESSION DAYS

The DNCC will operate its shuttle service beginning on Monday, July 25. The shuttle service from the hotels will begin two hours before opening gavel and continue until one and a half hours after closing gavel. In addition, there will be an overnight shuttle to the media hotels. Shuttle schedules will be posted in all DNCC contracted hotels and online at [www.demconvention.com](http://www.demconvention.com).

## SEPTA

Information on public transportation can be found at [www.septa.org](http://www.septa.org). The station closest to Wells Fargo Center is the AT&T Station on the Broad Street Line.

## STREET CLOSURES

Areas around the secured perimeter will be closed to vehicle traffic according to a schedule carefully coordinated by city agencies and law enforcement. This information will be announced by the City of Philadelphia at a later date.

## TAXI AND RIDESHARING SERVICES

Taxis and shared-ride services are plentiful in Philadelphia. There are designated taxi cab stands outside the hotels, and taxi companies can also be called directly for pickup. There will be designated taxi and ride share stands at the Wells Fargo Center outside of the hard perimeter.

## AIRPORT INFORMATION

Philadelphia International Airport (PHL) is 5 miles from the Wells Fargo Center and 12 miles from the Pennsylvania Convention Center. Estimated nonpeak travel time is 10 minutes to the Wells Fargo Center and 20 minutes to the Pennsylvania Convention Center.



## SECURITY CLEARANCE AND IDENTIFICATION

A DNCC-issued media credential will be required to enter the media workspace within any of the official DNCC venues. All media personnel credentialed through the Congressional Press Galleries will be required to carry at least one photo ID with the name of the news organization, such as a White House press pass, Congressional press pass or local police press pass. All media personnel credentialed through the DNCC Press Gallery must carry similar ID or a government-issued photo ID. U.S. Secret Service credentialing information will be the subject of a separate notification.

## WORKSPACE SECURITY

All media organizations are responsible for the security of their own workspace and equipment. Although general security will be provided at the Convention, the DNCC is not responsible for the security and

storage of private equipment. Organizations interested in hiring private security should contact Hargrove for vendor information. (Please see the “Vendor” section of this guide.)

## PROHIBITED ITEMS LIST

The prohibited items list has not yet been defined. Below is a list of items that have been prohibited during previous National Special Security Events. A final list of prohibited items will be published closer to the Convention.

- Firearm of any type
- Weapon of any type
- Hazardous materials
  - Chemical materials
  - Radiological materials
  - Biological materials
- Knives (of any kind)
- Toy guns / toy weapons
- Fireworks
- Pepper spray / mace
- Scissors
- Razor blades
- Needles
- Leatherman brand tools (or similar)
- Screwdrivers (or similar)\*\*
- Glass bottles
- Metal thermoses
- Soda cans
- Tripods\*\*
- Coolers
- Air-horns
- Laser pointers
- Aerosol containers
- Sticks / poles
- Baseballs, softballs, etc.
- Produce (whole fruit)
- Animals (except guide dogs)
- Umbrellas
- Plastic bottles
- Chairs of any kind
- Banners, signs, or placards
- Voice enhancement devices, such as bullhorns\*\*
- Whistles or drums, unless authorized by DNCC officials
- Flashlights, unless authorized by the DNCC Departments of Production or Security
- No unopened envelopes or packages will be permitted inside the 2016 Democratic National Convention perimeter. All items must be opened and available for inspection and screening.

This list may not be inclusive. Law enforcement personnel reserve the right to prohibit any other items determined to be a potential public safety hazard.

\*\* Did not apply to media



## TECHNOLOGY

The DNCC has secured agreements with various telecommunications providers for the 2016 Democratic National Convention. The telecommunication vendors will provide:

- Wireline voice (local and long distance)
- Wired high-speed data/Internet connectivity
- Inside wiring for such services
- Cable television
- Video circuits
- Dark fiber

The DNCC is working with providers to ensure ample circuits, redundancy and diversity for transmission to and from the Wells Fargo Center and the Pennsylvania Convention Center. The DNCC will provide points of demarcation (DEMARC) for these services inside and outside the Wells Fargo Center.

The DNCC worked with providers to publish rate cards, which are available through each company individually or through the DNCC.

The DNCC has met with interested wireless service providers and neutral Host DAS Systems are being installed and upgraded at the venues to make sure that sufficient coverage is available. However, the DNCC recommends that all mission-critical communications be transmitted over a wired connection.

The DNCC is dedicated to making this Convention available and viewable in as many formats as possible, including High Definition (HD). The DNCC is working with a cable television service provider and has designed a package for media organizations to secure service for their suite, trailer or workspace during Convention Week and the pre-/ post-convention period.

## SERVICE OFFERINGS

Services	Vendors
Wireline voice	Comcast
High Speed Internet/Data	Comcast
Video Circuits and Long Haul Video	Comcast/Level 3
Cable television	Comcast
Dark fiber	Comcast/Level 3

## WIRELESS COORDINATOR

Louis Libin has been assigned as the Wireless Coordinator and will provide radio frequency (RF) coordination for broadcasters and other media covering the convention.

Contact: Louis Libin: Office/Cell 516-374-6700  
or [louis@broadcastingalliance.org](mailto:louis@broadcastingalliance.org).

All electronic equipment, including television, radio, communication, data transmission and reception must have their associated frequencies cleared and approved by the Democratic National Convention Frequency Coordination Committee (PolComm2016). The FCC will monitor operation of all wireless equipment. FCC Rules and Committee Guidelines for operation will be strictly enforced during the convention. This includes the use of any and all equipment utilizing

radio frequencies in their operation. The application form to apply for frequency should be completed by all organizations wishing to use wireless at the 2016 Democratic National Convention (request by above email). Because of recent changes in FCC Rules, there is less operational spectrum. It is strongly recommended that wires be used instead of wireless microphones in all but extreme situations. Wireless mic channels will be shared.

## Mandatory RF Testing

Prior to the Convention, the Enforcement Committee of PolComm2016 will conduct an RF Test. This test will ensure that every organization using wireless transmitters will operate correctly and interference-free in the heavy RF environment that we anticipate. The Enforcement Committee will organize the test from a central location inside the Wells Fargo Center, just under the podium. At the "Test Event" every transmitter scheduled to be used in the venue compound will be powered up in a pre-determined order. The test is scheduled for Sunday, July 24, from 10:00 A.M. until noon.

Please contact Louis Libin with any questions.

## Network Pool

Five major broadcast networks (ABC, CBS, CNN, FOX and NBC) are all contributing members of the network pool. CNN is managing the Network Pool.

To subscribe to the Network Pool contact:

Emily Rust, DNC TV Pool Producer  
C/O CNN  
820 First St NE,  
Washington, DC 20002  
202-222-5286 • [emily.rust@cnn.com](mailto:emily.rust@cnn.com)

For all questions regarding the Pool Feed contact:

Harold Wheeler, DNC TV Pool Engineer  
404-455-0893 • [harold.wheeler@cnn.com](mailto:harold.wheeler@cnn.com)



# WORKSPACE

The deadline to request workspace has passed. Notifications about workspace assignments will be sent directly by the appropriate Gallery. General unassigned filing center space is available at the media pavilion. It will be open to all media with a DNCC credential.

There will also be assigned spaces unique to specific media needs. These are limited and will be handled by each Gallery in conjunction with the Department of Media Logistics. All assigned space will be allocated and assigned by the Galleries.

## ACCESS PROCESS FOR ASSIGNED WORKSPACE INSIDE THE PERIMETER

Please review the **ACCESS DATES** at the front of this guide.

**Move-In:** Assigned workspace users must include a proposed access schedule as part of their submitted user plan. Proposed move-in and move-out dates must be cleared and scheduled by the DNCC and in agreement with the access dates listed in this guide. After the security

sweep, the space will function as secure workspace 24 hours a day. All access will require passing through magnetometers.

**Move-Out:** Organizations should no longer consider their workspace in the Wells Fargo Center offices as of July 29 at noon. Demolition will begin immediately in the hall after the final gavel of the Convention. Demolition will include disconnection of telephones, cable and electrical services. The DNCC strongly recommends organizations use space in the media pavilion after the close of the Convention until 11:59 P.M. EST on Friday, July 29, at which point breakdown must begin. All organizations must work with the Construction Manager to return their space to its original condition.

## PRESS FILING CENTERS

A limited number of general unassigned workspace is available on a first-come, first-serve basis in the in the media pavilion. The spaces will include tables, chairs, local phones, wireless internet access and basic power. The unassigned file will also serve as a press briefing room on an as-needed basis. Spaces will be available beginning Sunday, July 24.

## DIGITAL DARK ROOM

Located on the event level of the Wells Fargo Center. Available to photographers assigned by the Congressional Photo Gallery only.

## TALK SHOW ROW

Located in the media pavilion. Positions are assigned by the Congressional Radio-Television Gallery.

## RADIO BROADCAST SUITES AND SEATS

Located in the press box on the balcony level of the Wells Fargo Center. Positions are assigned by the Congressional Radio-Television Gallery.

## BACK-UP POWER

Media workspaces come equipped with a single feed of power. Technical power may be available at an additional cost. For more information contact Hargrove at [www.dncc.hargroveinc.com/](http://www.dncc.hargroveinc.com/).



# SIGNAGE

## SIGNAGE — WELLS FARGO CENTER

Signs are not required. Media outlets that want signage as part of their suite or work space must submit plans as part of the user agreement and are subject to approval by the DNCC and the Wells Fargo Center. No fabrication should be initiated until written approval of the design is received via the user agreement review and approval process. For Wells Fargo Center suites, signage plans must include calculations of the load, the load-bearing capacity and the strength of connectors for the structural element if the suite is going to bear the load of the sign. Equally important, these plans must include details for removal and restoration.

There is no letter or logo size limit within the specified sign specs. In addition, a sign may be in a shape other than rectangular. As a general guideline, an organization's signage should not exceed the area of a 4 foot x 11 foot space (about 44 square feet) per suite.

Subject to approval by DNCC, signs may be displayed: on the top, bottom or sides of the suite space or hung and illuminated from the inside of the space. An organization may display more than one sign within the available square footage. Organizations may choose to cover the electronic "ribbon" displays immediately above their suite. Signs may not extend above the top edge of the ribbon above the suite, and may not obstruct the view from seats above the suites. In addition, the sign may not be attached to the ribbon display. The upper ribbon display will not be operated during Convention Week above any media suites. The ribbon display below the suites will be operated and may not be covered. Signs must be installed by Hargrove.

Among the applicable limitations are the following:

- Banners are not allowed.
- Signs must be rear-illuminated and non-flashing.
- Signs are not permitted at floor drops or platforms.
- Signs are not permitted at stand-up positions.
- Signs are not permitted at camera positions (apart from unobtrusive

symbols needed by “spotters” and subject to approval by the DNCC).

- Signs may not impede the sight lines of the suites or seats above, below, or to either side of the organization’s booth.

### Electronic Display Signage

Organizations may choose to display electronic signs or screens, subject to the following limitations:

- Electronic signs may only display static images or graphics — animation and video will not be permitted.
- The display image may not be changed more than once every five minutes during the Convention period.
- The display image may not be changed at any time during evening primetime hours during the convention period, as defined by the DNCC.
- Organizations must submit any images planned for display along with a proposed display schedule as part of the User Agreement approval process.

### Backlighting

The placement of backlighting might effectively thrust some portion of the suite structure forward at the top. All such backlighting schemes must be designed carefully with respect to usable sight lines above the suite and must fit aesthetically with the overall look of the arena.

### SIGNAGE — MEDIA WORKSPACE PAVILIONS

All signage inside the media pavilion is subject to approval by the DNCC. Signs must not encroach on the wall space of other organizations.



Organizations with assigned workspace inside the Wells Fargo Center and perimeter (including work vehicles) must complete a user packet which includes an agreement, vendor information, scheduling forms, billing information, informational surveys and a map of the assigned space. User agreements are due to the DNCC on May 8.

### CONSTRUCTION PLANS

To streamline all media costs and processes, all user plans for improvements, whether or not construction work is required, must be submitted to the DNCC Media Logistics Department. The Construction Manager will finalize all plans for construction and process these plans through the City permitting process. Media organizations will NOT be charged plan-check fees by the DNCC architect, but may be charged for any variances required. All construction is contingent on its payment schedule with the Construction Manager. Access to particular areas may be subject to periodic construction, rehearsal and security interruptions.

