

# EXHIBITOR MANUAL

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## DEADLINES AND CHECKLIST

### GENERAL INFORMATION

Deadlines and  
Checklist

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ITEM	DUE DATE
<b>NOVEMBER</b>	
Working Exhibitor Information	<b>November 24</b>
Boat Information and Layout	<b>November 24</b>
<b>DECEMBER</b>	
Deco Order Forms (Demers) Advanced rates for Furniture, Carpet, Labor, Material Handling	<b>December 15</b>
Working Exhibitor Information	
HOTELS: Element Boston Seaport District	<b>December 8</b>
Aloft Boston Seaport District	<b>December 8</b>
Omni Boston Hotel at the Seaport	<b>December 14</b>
The Westin Boston Seaport District	<b>December 14</b>
Exhibitor Credentials	<b>December 15</b>
Exhibitor Liability Insurance COI	<b>December 15</b>
Exhibitor Appointed Contractor	<b>December 15</b>
Sign Hanging & Truss Rigging (JCALPRO) Advanced rate	<b>December 15</b>
Facility Order Forms (BCEC) Advanced Rates for electric, plumbing, internet	<b>December 15</b>
Brownell Systems (Crane service, Boat Transport)	<b>December 22</b>
Pressure Washing Service	<b>December 22</b>
Advanced Warehouse Shipments - Start Dec 6 at 9am	<b>December 27</b>
Be My Guest Tickets	<b>Now Through Show</b>

DISCOVER  
BOATING™  
NEW ENGLAND  
BOAT SHOW\*

**PROGRESSIVE®**

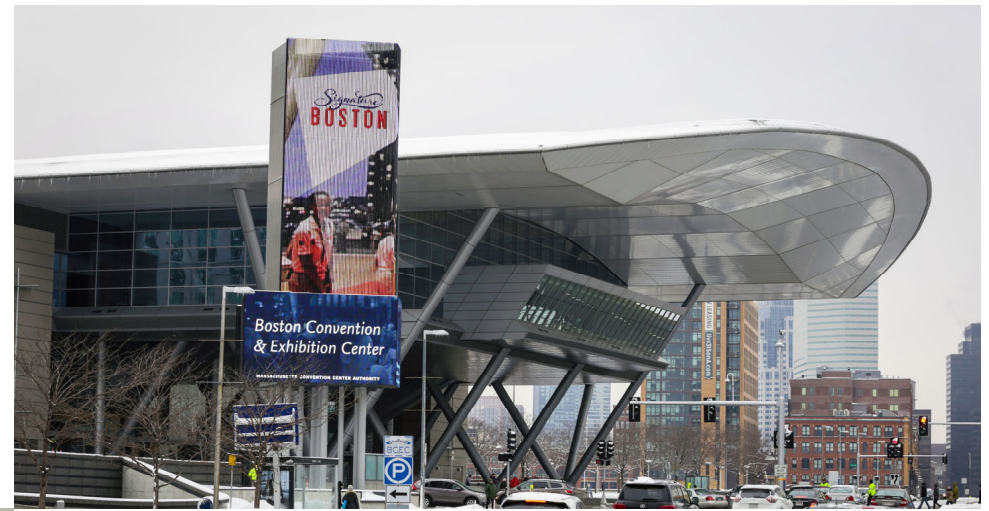
## LOCATION

Boston Convention & Exhibition Center  
415 Summer Street  
Boston MA 02210

Phone: 617-954-2000  
E-mail: [info@massconvention.com](mailto:info@massconvention.com)

## GENERAL INFORMATION

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## DATES & HOURS

Move-in - Sat - Tues January 6 - 9: 8am - 5pm  
Show—Wed – Fri, January 10–12: 12pm – 8pm  
Show—Sat, January 13: 10am - 8pm  
Show—Sun, January 14: 10am - 6pm  
Move-out—Sun, January 14: 6:30pm - 10pm  
Move-out—Mon, January 15: 8am - 5pm  
Move-out—Tues, January 16: 8am - 5pm

## SHOW OFFICE

Location: North Lobby  
Opens: Move in / out: 8am – 6pm  
Show days: 2 hours prior to show opening and closes at show close  
Telephone: 646-370-3660

## REGISTRATION

Location: North Lobby  
Opens: Move in / out: 8am – 5pm  
Show days: 2 hours prior to show opening and closes 1/2 hour prior to show close. Telephone: 646-370-3660

## CONTACTS

NATIONAL MARINE MANUFACTURERS ASSOCIATION

601 Pennsylvania Ave., NW

Suite 320 North

Washington, DC 20004

## GENERAL INFORMATION

Deadlines and  
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**Jon Pritko**

VP of Northeast Shows  
646-370-3645

[Jpritko@nmma.org](mailto:Jpritko@nmma.org)



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Sales Manager—Bulk/  
646-370-3645

[Jpritko@nmma.org](mailto:Jpritko@nmma.org)



**Monica Puentes**

Show Administrator  
646-370-3660

[Mpuentes@nmma.org](mailto:Mpuentes@nmma.org)



**Josh Rosales**

Operations Manager /  
Sales Manager—Booth  
646-370-3679

[Jrosales@nmma.org](mailto:Jrosales@nmma.org)



**Joe Campise**

Sponsorship Sales  
Manager

312-946-6238

[jcampise@nmma.org](mailto:jcampise@nmma.org)

## CREDENTIALS

[newenglandcredentials@nmma.org](mailto:newenglandcredentials@nmma.org)

## BE MY GUEST TICKETS

[newenglandtickets@nmma.org](mailto:newenglandtickets@nmma.org)

## BOSTON CONVENTION CENTER

617.954.2230

[exhibitorservices@SignatureBoston.com](mailto:exhibitorservices@SignatureBoston.com)

## JCALPRO

617-954-2345

## BROWNELL SYSTEMS

800-262-8428

[michelle@brownellsystems.com](mailto:michelle@brownellsystems.com)

## PRESSURE WASHING

WOW FACTOR AUTO DETAILING

Mr. Bill Cavanaugh  
978-604-6664

[wowfactorautodetailing@yahoo.com](mailto:wowfactorautodetailing@yahoo.com)

BOTTOMS UP DETAIL

Mr. Nick Armstrong  
781-837-5500

781-389-6065

[bottomsupdetail@verizon.net](mailto:bottomsupdetail@verizon.net)

# EXHIBIT INSTALLATION - BOAT / BULK SPACE

## BOAT AND BULK EXHIBITORS

### INSTALLATION SCHEDULE

Saturday, January 6	8AM – 6PM	Sunday, January 7	8AM – 6PM
Monday, February 8	8AM – 6PM	Tuesday, February 9	8AM – 6PM

- Exhibit move-in will begin on Saturday, January 6.
- **Complete and return the BOAT INFORMATION form By November 24.**
- Targeted move-in times will be assigned for boat and bulk space exhibitors on December 15.
- Exhibitor Credential are not necessary for accessing the show floor during move-in/out. You should have a government issued ID with you at all times.
- [CLICK HERE FOR ALLOCATION PROCEDURES DISPLAY GUIDELINES](#)



## MOVE IN/OUT & SHIPPING

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### SOUTH LOT **There is no overnight parking allowed at anytime.**

- All vehicles dropping off or picking up at the Boston Convention and Exhibition Center loading dock need to report to the South Lot. South lot is located directly across from loading dock entrance.

### MOVE IN REQUIREMENTS

- Carpet Installation—If you are not using the Demers to install/remove your carpet you must abide by the carpet installation times located on the move-in schedule. ALL CARPET MUST BE LAID IN ADVANCE OF YOUR MOVE IN TIME.
- Shrink wrapping materials must be taken back with the empty trailers.
- All hand-carried items must be brought in through the loading docks; no other doors are to be used.

### BOAT HANDLING

- Exhibitors must inform us of boats which require handling, unloading, setting bridges, etc. on the Boat Information form. Boats to be handled must arrive according to our targeted schedule.
- All exhibiting vehicle's fuel tanks must be less than 1/8th of a tank and free of vapors. All tanks will be subjected to Fire Marshall inspection.
- There is absolutely no tying off or use of the poles, beams or any building supports to unload boats.
- All boats must be accompanied by proper stands, blocks, dollies or trailers.
- **EMERGENCY SITUATIONS** - While at the show, the BCEC security will handle all emergency situations. Dial 2222 on a house phone or alert a security person. DO NOT CALL 911.

# EXHIBIT INSTALLATION - BOOTH / IN-LINE SPACE

## IN LINE BOOTH EXHIBITOR INSTALLATION SCHEDULE

Monday, January 8: 12PM – 6PM

Tuesday, January 9: 8AM – 6PM

## MOVE IN REQUIREMENTS

- [CLICK HERE FOR ALLOCATION PROCEDURES DISPLAY GUIDELINES](#)
- All exhibits, including 10 x 10 booths, must be carpeted.
- All signage must hang over the booth and not encroach on aisle or neighboring exhibitors.
- Exhibitors occupying in-line booth space will be provided with an 8 ft. back drop, 3ft side rails and a standard ID sign 44" x 7". The ID sign will have your company name, booth number, city and state printed on it.



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## SIGNAGE

- All signage displayed on abutting sides must be one-sided with copy facing your booth, and may not interfere with neighboring exhibits.
- For signage hung from or affixed to any part of the BCEC structure (including poles, supports, beams, walls, etc) the service must be contracted through the BCEC. If arrangements have not been made through the BCEC and the exhibitor does it on his or her own, the exhibitor will be liable for damages. **Contact Jcalpro at: 617.954.2345**

## FIRE COLUMNS

- **Any and all fire extinguishers in the building must be accessible, and not covered or obstructed in any way. There are fire extinguishers on each column in the building; please be aware of locations.**

## LABOR

- **Demers Exposition** is the official decorator for the show. Provides furnishing, drayage and labor. Email [info@demersexpo.com](mailto:info@demersexpo.com)
- **Boston Convention & Exhibition Center (BCEC)** provides electrical services, phone services, internet services, cleaning services and parking passes, plumbing services and rigging services. **Phone: 617.954.2230**

## EMERGENCY SITUATIONS

- While at the show, the BCEC security will handle all emergency situations. Dial 2222 on a house phone or alert a security person. DO NOT CALL 911.

## UNION OVERTIME, DOUBLE TIME & HOLIDAYS

The following hours are considered overtime or double time and are subject to higher labor rates.

### **Overtime:**

Monday – Friday: Anytime before 8am and after 4:30pm.  
Arrangements for labor should always be made before 1pm each day.

Please Note: Labor orders placed on show site will be at the standard rates. To save money and time, place your orders before the deadline date listed on the Labor form.

Saturday: All day is overtime.

### **Double time:**

Sunday: All day is double time.

# EXHIBIT REMOVAL

## DISMANTLING SCHEDULE

Sunday, January 14	6:30PM – 10PM
Monday January 15	8AM – 6PM
Tuesday January 16	8AM – 6PM

## BOAT HANDLING

- Exhibitors must inform us of boats which require handling, unloading, setting bridges, etc. on the Boat Information form. Boats to be handled must arrive according to our targeted schedule.
- Crane Schedule: Show floor cranes - Monday, January 8 at 8am to 6pm.  
"IF NEEDED" **Large Cranes for boats 25,000lbs. or more in the South lot will start Tuesday, January 9 at 9am**

**Please contact Brownell Marine Transport to make arrangements for any crane work @ 800 262 8428**

## PROCEDURES

- All cars, trucks and vehicles with trailers will be allowed to stage in the South Parking Lot starting at 6:30 pm Sunday, January 14.
- The move-out schedule will be distributed by email by on December 15.
- A limited amount of move out passes that allow vehicles into the loading dock area on Sunday, January 14, will be distributed to exhibitors that are in front of loading dock doors.
- Staging and moving vehicles into the loading dock will begin shortly after 6:30 pm. Large trucks will be backed into the loading dock. Cars, small trucks and vans will be staged along the fence across from the loading dock. Trucks with boat trailers will be instructed as to when and where they will access the building for load out (more information will be distributed during the show).
- **All large trucks and trucks with boat trailers will not be allowed to park in the main parking lot (South Parking Lot) until 6:30 pm, Sunday, January 14.** You can park large trucks and trucks with boat trailers in the offsite parking lot (you will be charged accordingly) any time prior to 6:30 and take the shuttle bus to the show.
- You will be able to bring the truck or truck and trailer over to the main lot at 6:30pm free of charge.  
  
Displays cannot be broken down until 6pm..
- ALL BOATS MUST BE REMOVED FROM THE BCEC PROPERTY BY: TUESDAY JANUARY 16 AT 6PM.  
Any boats remaining in the South parking lot will receive a citation.

## EMERGENCY SITUATIONS

- While at the show, the BCEC security will handle all emergency situations. Dial 2222 on a house phone or alert a security person. DO NOT CALL 911.



## MOVE IN/OUT & SHIPPING

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# BROWNELL SYSTEMS BOAT SHOW SERVICES

## Crane Services

- Unload/reload boats
- Tower, bridge, arch installs & sailboat mast stepping

## Boat Transport

- To/from show floor with Brownell Hydraulic Trailers

## Boat Stands & Blocking

- Available for preorder with free delivery to show



Email [service@brownellsystems.com](mailto:service@brownellsystems.com)  
or call **1-800-262-8428** to let us know  
how we can help you at the show!



# FREIGHT SHIPPING PROCEDURES

## EXHIBITOR SHIPMENT & FREIGHT

Materials can be shipped in advance to the Demers Warehouse or directly to the Venue. Exhibitor is responsible for making prepaid inbound and outbound shipping arrangements.

### ADVANCED WAREHOUSE

#### TO BE RECEIVED FROM NOV 27 TO DEC 27

TO: Name of Exhibitor & Booth Number

FOR: New England Boat Show

c/o Demers Exposition Services, Inc.  
151A Park Avenue  
East Hartford, CT 06108

Please Note: Shipments may be received weekdays (excluding holidays) between 8:30am – 3:30pm

### ON SITE SHIPMENTS

#### TO BE RECEIVED FROM Jan 9 TO Jan 9

TO: Name of Exhibitor & Booth Number

FOR: New England Boat Show

c/o Demers Exposition Services, Inc.  
Boston Convention & Exhibition Center  
415 Summer Street  
Boston, MA 02210

Demers Exposition will receive shipments beginning at 8:00am on Saturday, Jan 6. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

## MOVE IN/OUT & SHIPPING

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## SHIPPING PROCEDURES

- Review the Material Handling Services Limits of Liability & Responsibility.
- Be sure to get pro numbers which enable a carrier to trace your shipment(s).
- Upon arrival at your exhibit, compare your shipping information with the freight in your space.
- Report any missing freight or damage to the Freight Desk at the Registration Tent immediately.
- Empty labels must be affixed to all empty crates/cartons for storage during the show to assure correct delivery at the close of the event.

## OUTBOUND SHIPPING

- Be sure to properly label all materials for shipping, prepare a bill of lading and contact your carrier.
- Please leave a copy of the bill of lading at the Decorator's desk (Lobby) to ensure packages are picked up properly.
- Extra bills are available at the desk and our freight manager can assist you with outbound shipments.

# GENERAL MOVE IN INFORMATION

## ALL EXHIBITORS

- MOVE IN / OUT BADGES—No Move in Badges. All personnel should carry proper ID at all times.
- Exhibit move-in will begin on Saturday, January 6. You will be notified by email of your specific targeted, move in/out dates & times by November 30, 2023. PLEASE note your specific move-in target.
- Exhibitors must arrive at least 30 minutes prior to their targeted time.
- All vehicles must be removed immediately after unloading.
- Carpet Installation—If you are not using the Decorator to install/remove your carpet you must abide by the carpet installation times located on the move-in schedule.
- ALL CARPET MUST BE LAID IN ADVANCE OF YOUR MOVE IN TIME.

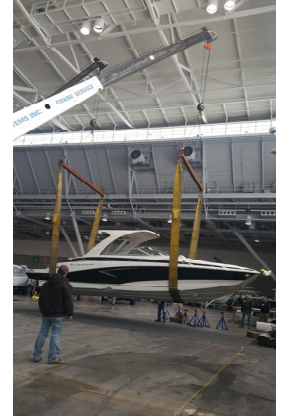
## BOAT/BULK MOVE IN PROCEDURES

- Staging boats—South Parking Lot, Friday, January 5th from 8am – 6pm. (You may only stage boats 24 hours prior to your move in day/time, not before as we have limited space on-site)
- Staging hours for the South Lot for the rest of the week:  
1/6: 7am-6pm, 1/7: 8am-6pm, 1/8: 8am-6pm, 1/9: 8am-6pm
- Exhibitor must be on hand to supervise boat placement within the exhibit space.
- Cranes will be on-site Friday, January 5th 90am – 3:pm to off load boats from drop deck trailers. Crane trucks will begin work on the show floor, installing bridges, stepping masts and unloading small boats Saturday January 5th.

**Please contact Brownell Marine Transport to make arrangements for any crane work @ 800 262 8428**

## BOOTH MOVE IN PROCEDURES

- In Line Booth Exhibitor Installation Schedule— (10 x 10, 20 x 10 or similar size booth)  
Monday, January 8, 12PM – 6PM Tuesday, January 9, 8AM – 6PM
- All exhibits, including 10 x 10 booths, must be carpeted.
- All exhibits must be in place by 6:00pm. Tuesday, January 9.



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# STAGING

## TRUCK MARSHAL YARD

Massachusetts Convention Center Authority

### BCEC South Lot

Clafin St, Boston, MA 02210

Seaport District Boston, MA 02210

- Yard is located directly across from loading dock entrance.  
All vehicles dropping off or picking up at the Boston Convention and Exhibition Center loading dock need to report to the marshaling area.
- Staging boats—South Parking Lot  
(You may only stage boats 24 hours prior to your move in day/time, not before as we have limited space on-site)
- Staging hours  
1/5: 7am-6pm, 1/6: 7am-6pm, 1/7: 7am-6pm, 1/8: 7am-6pm, 1/9: 7am-6pm



## MOVE IN/OUT & SHIPPING

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### PARKING PROCEDURES - South Parking Lot

- The BCEC has agreed to waive the “each separate entrance fee” during the move-in and the move-out only.
- Parking Passes will be available to exhibitors for the duration of the show.  
You may pre-order on the NEBS website or purchase parking passes at the ticket booth at the entrance to the parking lot during the move-in of the show.
- The last day the parking passes will be available to purchase will be Tuesday of the move-in. Passes save money for those exhibitors who need to go in and out during the course of a show days.  
These passes are not valid during the move-in and the move-out.
- During the show, “each separate entrance fee” will be enforced unless you have a parking pass.
- There is no overnight parking allowed at anytime.
- No trailers may be left anywhere on BCEC Property



## SHOW RULES & REGULATIONS

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# DISPLAY REGULATIONS

[CLICK HERE FOR ALLOCATION PROCEDURES DISPLAY GUIDELINES](#)

**CONDUCT:** Booths must be manned during all show hours. Buyers are on the floor until the last minute of the show and expect exhibitors to be present.

**DEMONSTRATIONS:** Any demonstrations must be performed within the exhibitor's space so as not to interfere with aisle traffic flow. Sampling or demonstration tables must be placed a minimum of 2' from the aisle line. Should attendees interfere with the normal flow of traffic or overflow into neighboring exhibits, Management will have no alternative but to request that presentations or samplings be limited or discontinued. All samplings and demonstrations must be approved by BCEC's official Concessionaire.

**SOUND:** Exhibitors must police their own booths to be sure the noise level from presentations is kept to a minimum and does not interfere with others. Show Management reserves the right to determine at what point sound constitutes interference with others and must be limited or discontinued.

**CARPET:** All exhibits, including 10 x 10 booths, must be carpeted.

**SIGNAGE:** All signage must hang over the booth and not encroach on aisle or neighboring exhibitors

Signage displayed on abutting sides must be one-sided with copy facing your booth, and may not interfere with neighboring exhibits. There is no height restriction on signs.

For signage hung from or affixed to any part of the BCEC structure (including poles, supports, beams, walls, etc) the service must be contracted through the BCEC. If arrangements have not been made through the BCEC and the exhibitor does it on his or her own, the exhibitor will be liable for damages.

**FIRE EXTINGUISHERS:** Any and all fire extinguishers in the building must be accessible, and not covered or obstructed in any way. There are fire extinguishers on each column in the building; please be aware of locations.

### PROHIBITED ITEMS

- No Balloons of any kind are allowed.
- No clip-on lights can be used. Only U.L. approved clamp-on types of portable spotlights, with porcelain base and metal guards are allowed. You may plug in your own lights and run extension cords if the light fixtures comply with these guidelines.
- No confetti, glitter, popcorn or simulated snow types of materials can be used.
- No decals or bumper stickers are to be adhered to any part of the building, or given away. You will be billed for the removal of, and/or any damage caused by your decals/bumper stickers.
- No nails, staples, hooks, tacks, screws or the like are to be used on any part of the facility structure.
- No tape or any kind of adhesive is to be used on any part of the facility structure.
- No outside food or drink is allowed in the building in coolers or otherwise.
- No pets allowed in the building (service animals excluded).
- Please leave the facility the way you found it.

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# SECURITY PRECAUTIONS / FIRE SAFETY

## SUGGESTIONS & PRECAUTIONS

- Ship locked trunks or crates. Avoid using small cartons for shipping products and don't label the contents on the outside.
- Furnish your carrier with accurate bills of lading.
- Do not store un-displayed products in empty crates or cartons.
- Report any damaged or lost cartons to the Show Office immediately.
- Secure display product(s) within your exhibit with leaders or cords. This will make it more difficult for someone to "walk off" with your merchandise.
- Do not stow cash boxes under/on tables where they can be easily taken.
- Do not leave briefcases, calculators, cameras, etc. in unattended booths.
- Cover your displays at night.
- Pack quickly upon receiving your empty crates at show break.
- During move-out, have an employee remain with the exhibit until all products have been repacked/loaded.

## FIRE SAFETY REGULATIONS

The following is a summary of fire safety regulations, which will be strictly enforced by the Boston Fire Department:

1. Fuel: All boats entering the building for display must have no more than 3 gallons of fuel in the tank. The batteries must be disconnected and the gas caps taped or locked. (The only exclusion to this rule is if batteries are necessary to operate shore power).
2. Propane: Propane tanks, empty or filled must be removed from all boats before entering the building.
3. Fire Safety Equipment: All fire hoses/extinguishers and fire alarm pull switches must be accessible and visible at all times. If your booth area has a fire hose or fire alarm pull switch within your exhibit, you must lay out your display so as to allow physical access to this equipment.
4. Fire Department Regulations: Everyone must adhere to all Fire Department regulations; exhibitors will be responsible for rectifying any violations, at their own expense.

## PLAYING OF MUSIC

If any copyrighted music is to be played at your display, you must obtain all necessary licenses from the copyright owner or licensing agency representing the copyright owner.

The licensing requirements include the playing of live as well as recorded music (records, tapes, compact discs, radio broadcast, etc.) and also include music whether it is the essence of the presentation or is used only as background on videotapes or other presentations.

To obtain a valid ASCAP or BMI license, simply write a letter to the agencies listed below and tell them of the composition and the names and dates of the show you will be playing it for.

ASCAP Licensing Dept.

BMI Licensing Dept.

1 Lincoln Plaza

320 West 57th Street

New York, NY 10023

New York, NY 10019

(212) 621-6000

(212) 586-2000

Adherence to these federally mandated copyright licensing laws is of critical importance.

Failure to do so is both a violation of federal copyright law and a breach of your contract with NMMA.

Penalties can amount to several thousand dollars.

Please take a few minutes to ensure a hassle-free event by acquiring the proper license.

Other options available to you are:

- Simply don't play music in your display.
- Contact the composer to make your own deal.
- Use the music that is in the public domain.
- Use the music from music libraries that have already obtained their own licenses from ASCAP and BMI or create original work.

Music libraries include:

Associated Production Music – (323) 461-3211

DeWolfe Music Library – (212) 382-0220

Killer Tracks – (2323) 957-4455

Omnimusic, Inc. – (516) 883-0121

TRF Production Music Libraries – (800) 899-6871

Capital Music – (213) 462-6251

FirstCom – (972) 446-8742

Manhattan Production – (800) 227-1954

Promusic, Inc. – (800) 322-7879

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## LIABILITY INSURANCE NOTICE

National Marine Manufacturers Association requires each exhibitor to submit a current version of their Certificate of Insurance as part of the contract requirements.

Please have your insurance agent or broker provide a current Certificate of Insurance within thirty (30) business days to avoid any issues.

**The Certificate of Insurance must meet the highlighted SPECIFIC requirements documented in the [SAMPLE CERTIFICATE](#).** This is the only document we will accept. All other documents will be returned. You will not have access to order Digital Credentials or Be My Guest Tickets until it is corrected.

**You can upload your certificate through the NMMA Portal. If you have not received your individual link to the portal, please contact Monica Puentes at [mpuentes@nmma.org](mailto:mpuentes@nmma.org)**

**NOTE:** Auto coverage is *only required if you are driving into the facility or operating an auto on the show floor.*

Should you have any questions, please contact Monica Puentes at [mpuentes@nmma.org](mailto:mpuentes@nmma.org)

**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)  
**06/26/2023**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER <b>Your Agent or Broker</b> Address City, State, Zip	CONTACT NAME: PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____																					
	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A : ABC Insurance Company</td> <td></td> <td><b>12345</b></td> </tr> <tr> <td>INSURER B : CDE Insurance Company</td> <td></td> <td><b>67890</b></td> </tr> <tr> <td>INSURER C :</td> <td></td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> <td></td> </tr> </table>		INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A : ABC Insurance Company		<b>12345</b>	INSURER B : CDE Insurance Company		<b>67890</b>	INSURER C :			INSURER D :			INSURER E :			INSURER F :	
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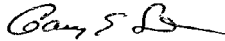
**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<b>A</b>	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			<b>Your Policy No.</b>  <b>Specimen Only</b>	<b>1/1/24</b>	<b>1/1/25</b>	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,000</b> MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>1,000,000</b> \$
<b>B</b>	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			<b>Your Policy No.</b>	<b>1/1/24</b>	<b>1/1/25</b>	COMBINED SINGLE LIMIT (Ea accident) \$ <b>500,000</b>
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

**Policy dates must cover show dates including move-in and move-out**

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
**New England Boat Show - January 5th to January 17th, 2024 including move-in and move-out**  
**National Marine Manufacturers and Boston Convention & Exhibition Center are included as additional insureds under General Liability and auto liability.**

<b>CERTIFICATE HOLDER</b>  National Marine Manufacturers Association 10 S LaSalle Street, Suite 3500 Chicago, IL 60603	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  



# EXHIBITOR CREDENTIALS

## EXHIBITOR SHOW CREDENTIALS ARE NOW DIGITAL!

For your convenience and safety NMMA has transitioned to a contactless digital exhibitor credential.



REGISTRATION

If you have not done so, please order your credentials for the New England Boat Show.

Credential allotment is determined by your company's total square footage of contracted exhibit space.

When your contracted space balance is paid in full, credentials will be emailed.

## REGISTRATION & CREDENTIALS

---

Exhibitor Credential  
& Ticket Info

Exhibitor Credentials

Be My Guest Tickets

Will Call List

### Admittance Protocols

You will be required to show your exhibitor credential on your mobile device each time you enter the show floor.

Benefits of this system:

- Streamlines entry to the show as you will not be required to present a photo ID.
- Ensures your identity cannot be used by someone else.
- Only allows authorized personnel access to the show floor outside of operating hours.

If you have any questions, please contact Monica Puentes at [newenglandcredentials@nmma.org](mailto:newenglandcredentials@nmma.org)

# BE MY GUEST TICKETS

Be My Guest Tickets—Invite Your Best Customers and Prospects to the Show

Redeemed **Electronic Be My Guest tickets** are billed at **50%** off the general admission price.

## How to order:

1. Pay a \$50.00 non-refundable deposit via credit card and order as many tickets as you like:
  - A. A minimum order of 10 tickets is required with your deposit
  - B. Orders of 9 tickets or fewer are paid in full at the time of checkout and are not refundable
2. Customize your e-tickets. **Bold you Company Name—FREE.** At an additional cost:
  - A. Include a company logo
  - B. Add text to your e-ticket—25 words or less (i.e. Visit us in space A1)
  - C. Add your brand logo to the footer
  - D. Attach a preferred e-ticket (Your company campaign/flyer, etc.)
3. Upload a spreadsheet of your customer base for emailing
  - A. Email customers whenever you want in a few easy steps
  - B. To send multiple tickets to your customers at one time, input the quantity you wish to send. They will receive one email with multiple PDF files attached.
4. Order tickets for other NMMA Shows you are exhibiting in without logging out
5. Your credit card will be charged for the total redeemed tickets, less your deposit, within 30 days of the show's closing date
6. New orders originating on site will be charged a \$50 non-refundable deposit
7. The ability to order and send e-tickets and will call tickets is open throughout the show

[CLICK HERE](#) to order your tickets. Please do not share your link with anyone.

## WILL CALL

- **WILL CALL tickets will NOT be mailed to your customers.** The WILL CALL ticket site will prompt you to type in your customer's first and last names; email is optional. If you include an email address your customer will receive an email notifying them that you have left tickets for them at WILL CALL.
- Guests who arrive at WILL CALL onsite will be asked to provide their name, an ID and which company left them the tickets. We will email ticket(s) on demand to your customer.

**This system will** show you who has picked up tickets and on which day. If you have any questions, regarding credentials or tickets please contact Monica Puentes Shows Administrator at [mpuentes@nmma.org](mailto:mpuentes@nmma.org) or call (646) 370-3660

## REGISTRATION & CREDENTIALS

Exhibitor Credential  
& Ticket Info

Exhibitor Credentials

Be My Guest Tickets

Will Call List

Questions:

Email— [newenglandtickets@nmma.org](mailto:newenglandtickets@nmma.org)

# HOTEL & TRAVEL

Click on the links below to view the rates and book your each hotel

## HOTEL & TRAVEL

---

Hotel Reservations

Directions & Parking

Public Transportation

### **Omni Boston Hotel at Seaport**

450 Summer St, Boston, MA 02210

Dates: January 4 - 15, 2024

Cutoff Date: December 14, 2023

Loft Artist

[Single/Double: \\$185\\*](#)

Deluxe Patron

Single/Double: \$215\*

Triple: \$225\*

Quad: \$245\*

*\*does not include taxes or occupancy charges*

[Omni Seaport Online Reservations](#)

### **Aloft Boston Seaport District**

401-403 D Street

Boston, MA 02210

Dates: January 5-17

Cutoff Date: December 8

Standard King: \$149\*

*\*does not include taxes or occupancy charges*

[Aloft Online Reservations](#)

### **Westin Boston Seaport District**

[425 Summer St](#)

Boston, MA 02210

Dates: January 5-16

Cutoff Date: December 14

Single/Double: \$229.00\*

*\*does not include taxes or occupancy charges*

[Westin Seaport Online Reservations](#)

### **Element Boston Seaport District**

391-395 D Street

Boston, MA 02210

Dates: January 5-17

Cutoff Date: December 8

Standard King: \$165\*

*\*does not include taxes or occupancy charges*

[Element Online Reservations](#)

# DIRECTIONS & PARKING

**Boston Convention & Exhibition Center**—415 Summer St, Boston, MA 02210

Phone: 617-954-2000E-mail: [info@massconvention.com](mailto:info@massconvention.com)

## From Logan International Airport and Route 1A South: Take I-90

- West/Ted Williams Tunnel to Exit 25 “South Boston”
- At the top of the ramp, turn right onto Congress Street
- Turn right onto D Street
- After the highway ramp, turn right onto Summer Street
- Go one intersection, turn left onto East Side Drive

## From Western Massachusetts:

- Take I-90 Eastbound to Exit 25 “South Boston”
- At the top of the ramp, turn right onto Congress Street
- Turn right onto D Street
- After the highway ramp, turn right onto Summer Street
- Go one intersection, turn left onto East Side Drive

## PARKING PASSES

Controlled By: Boston Convention & Exhibition Center (BCEC)

Exhibiting Company: The BCEC has agreed to waive the “each separate entrance fee” during the move-in and the move-out only. You will pay once and be able to go in and out as often as you need on a given day.

Parking Passes will be available to exhibitors for the nine days of the show.

You may purchase parking passes at the ticket booth of the parking lot during the move-in of the show. The last day to purchase parking passes will be the Tuesday of the move-in. Once the show has opened, passes will not be available. These passes save money for those exhibitors who need to go in and out during the course of a show day. These passes cannot be used during the move-in and the move-out.

Daily Parking Rate: Parking is \$30.00 per entry. Oversized vehicles are \$36.00 per entry. Available to purchase at the Registration Desk. Pricing subject to change.

Available: On-site at the ticket booth.

## From points North via I-93:

- Take I-93 Southbound to Exit 23 “Purchase Street”
- Continue straight onto Purchase Street
- Turn left onto Seaport Blvd.
- Continue on Seaport Blvd., turn right onto D Street
- After the highway ramp, turn right onto Summer Street
- Go one intersection, turn left onto East Side Drive

## From points South via I-93:

- Take I-93 North to Exit 20 “South Boston”
- Follow the signs to “I-90 East”
- Take the first tunnel exit to “South Boston”
- At the first set of lights, take a right onto Congress Street
- Turn right onto D Street
- After the highway ramp, turn right onto Summer Street
- Go one intersection, turn left onto East Side Drive

## HOTEL & TRAVEL

Hotel Reservations

Directions & Parking

Public Transportation

## HOTEL & TRAVEL

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Hotel Reservations  
Directions & Parking  
Public Transportation

# PUBLIC TRANSPORTATION

## PUBLIC TRANSPORTATION

The BCEC is steps away from the MBTA's Silver Line World Trade Center stop, which is the same subway line that services Logan Airport. It's also a 15-minute walk from South Station, one of Boston's major transportation hubs. South Station provides local services via bus, subway (Red Line), and the regional Commuter Rail, plus service across the country through Amtrak and bus.

### Via the MBTA:

- MBTA Silver Line SL1 route to World Trade Center Station.
- Exit at the World Trade Center Station, and take the elevator up to Level 2. Follow directions to BCEC/World Trade Center Avenue.
- Take a left onto World Trade Center Ave, to the BCEC across Summer Street.

For more information visit: <https://www.mbta.com/>

### From South Station:

- BCEC can be approached from South Station via bus, rapid transit bus, taxi, or by foot.

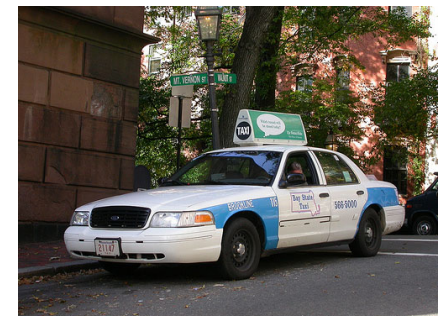
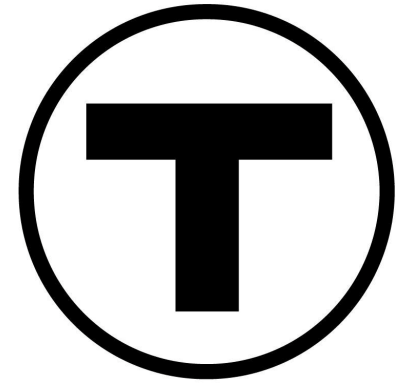
For more information visit: [www.amtrak.com](http://www.amtrak.com)

## TAXIS & RIDESHARING

Boston is ripe with car service options. Let one of our transportation agents hail you a taxi cab, or use a rideshare company such as [Uber](#), [Lyft](#), or [Zipcar](#).

Taxi Associations in Boston:

- Boston Cab: 617.536.5010
- City Cab: 617.536.5100
- Independent Taxi (ITOA): 617.825.4000
- Metro Cab: 617.782.5500
- Top Cab: 617.266.4800
- Town Taxi: 617.536.5000



DISCOVER  
BOATING™  
NEW ENGLAND  
BOAT SHOW\*

**PROGRESSIVE®**

# BOSTON CONVENTION & EXHIBITION CENTER

**MASSACHUSETTS  
CONVENTION CENTER  
AUTHORITY**

## **Boston Convention & Exhibition Center**

415 Summer St, Boston, MA 02210

Exhibitor Services - 617-954-2230

[exhibitorservices@SignatureBoston.com](mailto:exhibitorservices@SignatureBoston.com),

BOSTON  
CONVENTION &  
EXHIBITION CENTER

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## **PAGING DURING SHOW HOURS**

Once the show is open, we will not page exhibitors. Please do not instruct your guests to have you paged or suggest they go to the show office. Provide them with a phone number to get in touch with you.

Electrical Form

Telephone Service

Internet Services

Rigging Services  
(JCALPRO)

Plumbing Services

Security Services



# Exhibitor Ordering Guide

BOSTON CONVENTION & EXHIBITION CENTER

JANUARY 1, 2024 - DECEMBER 31, 2024

Prepared Exclusively for:



**Bio**  
Biotechnology  
Industry  
Organization

**Bio**

*Signature*  
**BOSTON**<sup>TM</sup>

Remarkable experiences.  
Imagination realized.™

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# Introduction

## **On behalf of the Massachusetts Convention Center Authority, welcome to Boston!**

We are excited to have you exhibit at our state-of-the-art facilities and look forward to working together to help you achieve your most ambitious goals. We are proud to offer the service, technology, and resources that will help you bring your vision to life. Our Exhibitor Services Team is an invaluable resource to assist you with transforming your ideas into an unforgettable event for your guests.

World-class customer service has become our signature as a meetings destination, which is why we have given our meetings and conventions experience a new name: Signature Boston. Unique and personal, a signature represents a promise that defines who we are and what we stand for. It speaks to our unwavering commitment to making every event we host in our city a success beyond your expectations.

This Ordering Guide is designed to make planning and ordering easy for all exhibitors. Each service section contains the following:

- Description of Services & Equipment and Pricing;
- Installation & Connection Information;
- Terms & Conditions, and;
- Frequently Asked Questions.

In addition to the orderable services listed in this guide, the MCCA also offers the following services for you to take advantage of on-site:

- Exhibitor Service Desk with assigned Event Associate
- Internet Support Services
- Free Wireless Internet Service
- FedEx Business Center

If you have any unanswered questions, please contact Exhibitor Services at 1.617.954.2230 or [exhibitorservices@SignatureBoston.com](mailto:exhibitorservices@SignatureBoston.com), and we will be happy to assist you!

# General Information

## ORDERING POLICIES & PROCEDURES

### Pricing

Discount, Standard and On-Site rates are available for most services. To qualify for the discount rate, order requests and payment must be received 21 days prior to the show opening. Standard rates will apply to orders received after this discount cut-off date and be effective until the move-in begins. On-site rates will apply to orders received once move in has begun.

### Ordering

Exhibitors are encouraged to submit orders online at our secure and easy-to-use website, [www.SignatureBoston.com](http://www.SignatureBoston.com). Credit card payment is required for all online orders. Exhibitors who prefer to mail in their orders and pay by check will find our Service Order Forms in the Appendix of this guide. No telephone orders will be accepted.

### Exhibitors should be aware of the following when placing orders:

- All payments must be in US currency;
- The date payment is received determines the applicable rate (see Pricing above);
- Incomplete order or payment information will delay processing;
- Booth number(s) must be identified on all order forms.

### Payments

Payment for services must be received in advance. Service will be delivered only after payment is received. All outstanding charges must be paid before the close of the show. Please note that there will be no additional taxes added to service charges.

### Refunds

Claims for refunds must be submitted by the exhibitor to Exhibitor Services prior to event close. Credit will not be given for services installed and not used. Refunds are issued in the same manner in which payment was received.

### General Terms & Conditions

- All booth number changes must be communicated by the exhibitor to Exhibitor Services prior to exhibitor move-in. Additional charges may result, if services must be moved after initial set-up.
- All equipment and material furnished by the MCCA shall remain the property of the MCCA and shall be removed only by MCCA personnel.
- Standard wall outlets and other permanent building outlets (e.g., electrical, telephone, plumbing, etc.) are not part of the booth space and may not be used by anyone other than MCCA personnel or designated service provider.
- Service connections must be made by MCCA personnel or designated service provider.
- Connection services generally cover the installation of service to the booth area in the most convenient manner to the MCCA.
- All equipment must comply with state and local safety codes. MCCA will refuse connection to any equipment that constitutes a safety hazard.
- Unless otherwise directed, MCCA personnel are authorized to cut floor coverings to permit installation of services.

# Electrical Services

The MCCA offers a variety of electrical services through our experienced in-house team of electricians.

SPECIAL CONNECTIONS (208 volt & 480 volt power)	DISCOUNT	STANDARD	ON-SITE
Unless otherwise indicated in parentheses ( ), all special power connections will be hard-wire connected. To order Three Phase 100 amp service and higher, please contact MCCA exhibitor services for availability.			
208v single phase 30 amp (nema l21-30p)	\$420.00	\$520.00	\$620.00
208v single phase 60 amp	\$800.00	\$985.00	\$1,190.00
208v single phase 100 amp	\$1,225.00	\$1,530.00	\$1,830.00
208v three phase 30 amp (nema l21-30p)	\$750.00	\$940.00	\$1,130.00
208v three phase 60 amp	\$1,140.00	\$1,425.00	\$1,715.00
<b>Note: Any 100+ amp connection must be approved by MCCA Exhibitor Services. Please call 617.954.2230.</b>			
208v three phase 100 amp	\$1,810.00	\$2,270.00	\$2,720.00
208v three phase 200 amp	\$3,455.00	\$4,320.00	\$5,185.00
208v three phase 400 amp	\$6,105.00	\$7,630.00	\$9,155.00
480v three phase 30 amp	\$1,150.00	\$1,435.00	\$1,725.00
480v three phase 60 amp	\$2,000.00	\$2,500.00	\$3,005.00
480v three phase 100 amp	\$3,690.00	\$4,615.00	\$5,540.00
480v three phase 200 amp	\$7,325.00	\$9,155.00	\$10,955.00

STANDARD CONNECTIONS (120 volt power)	DISCOUNT	STANDARD	ON-SITE
<b>500 watt box</b> One 5 amp circuit and one receptacle or plug point	\$150.00	\$185.00	\$215.00
<b>1000 watt box</b> One 10 amp circuit and two receptacles or plug points	\$195.00	\$235.00	\$290.00
<b>2000 watt box</b> One 20 amp circuit and a minimum of three receptacles or plug points	\$235.00	\$295.00	\$355.00
<b>4000 watt box</b> Two 20 amp circuits and a minimum of three receptacles or plug points	\$280.00	\$345.00	\$410.00

ADDITIONAL ELECTRICAL SERVICES & EQUIPMENT	DISCOUNT	STANDARD	ON-SITE
<b>25' round extension cords</b> 25' round, yellow extension cords for use in exhibit booths. Each cord has three, three-prong receptacles on the end.  <i>*Please Note: These extension cords cannot be used to run underneath booth carpeting.</i>	\$40.00	\$45.00	\$60.00
<b>6 Port Power Strip Purchase</b>	\$30.00	\$30.00	\$35.00
<b>24 hour power</b> If booth equipment requires electricity 24 hrs a day (for example, a Refrigerator), then the exhibitor should order 24 hr power.  In general, electrical service begins half an hour before the show and ends one hour after the show closes.	<b>Add 50% to Initial Connection Rate</b>		

## OVERHEAD POWER

Overhead power is available upon approval by the MCCA:

- At the Boston Convention & Exhibition Center, overhead 120v electrical is limited due to the ceiling heights. Overhead service is available under the low mechanical roof on the East and West sides of the Halls.
- If an overhead sign, truss, banner or other rigged item requires overhead 120v power, the MCCA can provide this service in any area of the BCEC.
- If an overhead sign, truss, banner or other rigged item requires overhead 208v or 480v power, the MCCA can provide this service in limited areas of the BCEC. Please contact the MCCA Exhibitor Services team for availability.
- Overhead power must accompany a rigging order.

## Installation & Distribution

- MCCA Electricians will provide the initial electrical power source.
- Electrical Service is brought from the nearest column or floor port into the booth. The electrical outlets or boxes are placed in the rear of the booth along the pipe & drape line.
- Electrical boxes are left accessible inside floor ports for island booths with no pipe and drape lines and no columns in their booth space.
- For 208V & 480V connections, we require floor plans so that we may provide the electrical service in a convenient location within the booth.
- Exhibitors are responsible for distributing their own 120V electrical cords and plugging in their booth equipment. Exhibitors may choose to:
  - » Hire labor from the General Service Contractor;
  - » Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work;
  - » Bring their own company electrician to perform distribution and hardwire connections as long as he/she is a full time employee of the exhibiting company.

## Terms & Conditions

- The MCCA is the exclusive provider of electrical service. All electrical equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA personnel.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional electrical labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
  - » Hourly Rate (All times) \$105.00
- The use of open clip sockets, duplex or triplex attachment plugs, latex or lamp cord is prohibited. All cords must be of the 3 wire grounded type and UL approved. Cords can be no smaller than 12 wire or 12 gauge. Any exposed non-current carrying metal parts of fixed equipment must be grounded.
- Electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
- The MCCA cannot be responsible for voltage variations of the power company.

## FREQUENTLY ASKED QUESTIONS

### **If the MCCA doesn't run my electrical cords, and I can't do it myself, who should I send my electrical layout plan to?**

If you have booth floor plans that include electrical layouts, you should share that information with your preferred setup personnel. If you are working with a third-party exhibit company, they may run the cords for you. If you need to hire labor to run cords for you, the show's General Service Contractor can help you. Typically, the General Service Contractor will include an Electrical Cord Labor Form in the Exhibitor Kit. The MCCA is happy to keep any floor plans on file for reference. In fact, we recommend that you forward your electrical layouts to Exhibitor Services for all 208V and 480V connections so that we may place the initial drop in the most convenient location possible.

**How do I know if I need a 208V or 480V connection?**

Most exhibitors do not require special connections like a 208V or 480V connection. Many times, these types of electrical services are required for heavy equipment and/or specialized machinery. Kindly consult with the equipment manufacturer, name plate rating or installation technician for specific details. Exhibitors who bring their own distribution panels may need one of these special connections.

**How do I know how much power I need to order?**

When determining how much power to order for a booth, it is helpful to know how much total power is required for the equipment in your booth space. Below, we have outlined some standard electrical requirements (requirements may vary).

- Standard Laptop . . . . . 250-550 watts
- Lead Retrieval . . . . . 300-500 watts
- Standard Plasma TV . . . . . 300-400 watts

Items like laptops, standard booth lights, and televisions may be grouped together on one circuit provided they do not exceed the overall limit of the circuit or the surge protection device. There is some equipment that requires its own circuit to run properly. For example, a microwave or refrigerator requires its own dedicated circuit, so a laptop and refrigerator should not use the same power source.

**I am an International Exhibitor and my equipment requires a converter to step down from 220V to 208V. Can I rent a converter from the MCCA?**

The MCCA does not rent or supply power conversion equipment. Exhibitors are required to bring their own to the show.

**I can't find 208V or 480V overhead service listed on your online ordering site. How can I order this service?**

208V & 480V overhead services are limited in our convention centers. All requests for such connections must be approved by an MCCA electrician; please contact MCCA Exhibitor Services for more information.

# Telephone Services

The MCCA offers a variety of telephone services through our experienced in-house telephone technicians.

STANDARD TELEPHONE SERVICES	DISCOUNT	STANDARD	ON-SITE
<b>Single-Line Phone Service</b> Service includes one phone number and rental of one hard wired digital display phone. Equipment must be returned at the close of show.	\$330.00	\$405.00	\$500.00
<b>Multi-Line Phone Service</b> Service includes one phone number with multiple line appearances and rental of one hard wired digital display phone. Equipment must be returned at the close of show.	\$485.00	\$595.00	\$720.00
<b>Vonage Single Line App Service</b> Service includes one phone number, no handset. This is an app based service available by downloading the Vonage app on a personal mobile device. Available for iPhone and Android	\$200.00	\$250.00	\$300.00
<b>Vonage Multi-Line App Service</b> Service includes one phone number, no handset. This is an app based service available by downloading the Vonage app on a personal mobile device. Available for iPhone and Android	\$280.00	\$360.00	\$410.00

ADDITIONAL TELEPHONE SERVICES AND EQUIPMENT	DISCOUNT	STANDARD	ON-SITE
<b>Call Forward (per phone line)</b> Allows user to send calls to another phone.	\$60.00	\$75.00	\$95.00
<b>Voicemail (per phone line)</b> Allows user to setup a custom greeting and receive messages from incoming callers.	\$55.00	\$70.00	\$85.00
<b>Call Waiting (per phone line)</b>	\$60.00	\$75.00	\$95.00
<b>Unreturned Device Fee</b> Phone device delivered with service. Only charged if not returned post show.	\$185.00	\$185.00	\$185.00

## INSTALLATION & CONNECTIONS

- MCCA technicians typically provide a line that is long enough to run anywhere in your booth. Exhibitors may have their preferred setup personnel run their phone cord(s) under the carpet to desired locations, or they may hire the General Service Contractor to do so.
- All telephone equipment can be picked up at the MCCA Exhibitor Services Desk.

### Terms & Conditions

- The MCCA is the exclusive provider of all telephone services. All telephone equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA personnel.
- The MCCA does not offer any analog phone line services.
- All MCCA telephone equipment must be returned to the Exhibitor Service Desk prior to the close of the show. Failure to return MCCA phones will result in a replacement fee. See pg. 6
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional telephone labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
  - » Telephone Tech Rep (All times) \$105.00

## FREQUENTLY ASKED QUESTIONS

### How do I receive my phone number, dialing instructions, and phone equipment?

Please visit the MCCA Exhibitor Services desk onsite to pick up your equipment. At this time you will receive assigned phone numbers and dialing instructions. This information can also be provided ahead of time if requested through Exhibitor Services.

### How can I place international calls on my phone line?

All phone lines will have the ability to place local, US and International calls.

# Internet & Technical Services

*The MCCA offers a variety of Internet and Technical services through our experienced in-house team of technicians.*

## Wired Internet Connections

Exhibitors who order wired internet drops are provided with one internet connection and assistance, as needed, from our internal IT Support Services staff. All MCCA Internet services include one initial line regardless of how many IPs are ordered with the service. To have more than one computer connected at one time, exhibitors may bring their own switch or hub device and cables, or they may purchase a switch from the MCCA. Exhibitors are asked to read through the following service descriptions closely to ensure that the purchased service level is sufficient to meet their bandwidth requirements during the entirety of the show. Below are basic guidelines for ordering wired Internet services.

All services are delivered DHCP. Public IP addresses are available upon request with all of our managed services listed below. Public IP addresses are not available with our Basic Service Package. Managed Services requesting public IP addresses require manual configuration to each machine.

Custom orders for bandwidth above listed service levels below can be ordered on a case-by-case basis through the MCCA's Exhibitor Services Department at **617-954-2230** or **exhibitorservices@signatureboston.com**.

<b>MANAGED SERVICES</b> Manually configured services require entry of IP addresses into the device before the device may access the internet.	<b>DISCOUNT</b>	<b>STANDARD</b>	<b>ON-SITE</b>
<b>Basic Service Package</b> The Basic Service Package includes a private VLAN and subnet. This level is sufficient if the main use is for a basic internet connection, such as for e-mail or internet browsing. The Basic Service package may not be fast enough for streaming video or multi-purpose use. Public IP addresses are not available with this service.	\$1,095.00	\$1,165.00	\$1,400.00
<b>1.54 Mbps Managed Service</b> The 1.54 Mbps Managed Service Package includes a private VLAN and subnet. This level is sufficient if the main use is for a basic internet connection, such as e-mail, internet browsing, or standard definition video streaming. It may not be fast enough for multi-purpose use. Public IP addresses available upon request.	\$2,220.00	\$2,635.00	\$3,150.00
<b>3 Mbps Managed Service</b> The 3 Mbps has more bandwidth than the 1.54 Mbps service and includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for basic e-mail and web browsing, standard definition video streaming, or can accommodate multiple Internet connections.	\$5,410.00	\$6,205.00	\$7,445.00
<b>6 Mbps Managed Service</b> The 6 Mbps has more bandwidth than the 3 Mbps service and includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 4 standard definition video streams, or a single HD video stream, or can accommodate multiple Internet connections.	\$9,145.00	\$10,530.00	\$12,640.00
<b>10 Mbps Managed Service</b> The 10 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 6 standard definition video streams, a single HD video stream, or can accommodate multiple Internet connections.	\$12,240.00	\$14,050.00	\$16,860.00



<p><b>15 Mbps Managed Service</b> The 15 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 2 HD video streams, or a single 4K stream, or can accommodate multiple Internet connections.</p>	\$18,030.00	\$20,720.00	\$24,865.00
<p><b>20 Mbps Managed Service</b> The 20 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 3 HD video streams, or a single 4K stream, or can accommodate multiple Internet connections.</p>	\$23,950.00	\$27,545.00	\$33,055.00
<p><b>25 Mbps Managed Service</b> The 25 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 4 HD video streams, or a single 4K stream, or can accommodate multiple Internet connections.</p>	\$29,750.00	\$34,240.00	\$41,090.00
<p><b>30 Mbps Managed Service</b> The 30 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 5 HD video streams, or up to two 4K video streams, or can accommodate multiple Internet connections.</p>	\$35,405.00	\$40,740.00	\$48,885.00
<p><b>35 Mbps Managed Service</b> The 35 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 5 HD video streams, or up to two 4K video streams, or can accommodate multiple Internet connections.</p>	\$41,215.00	\$47,415.00	\$56,895.00
<p><b>40 Mbps Managed Service</b> The 40 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 6 HD video streams, or up to two 4K video streams, or can accommodate multiple Internet connections.</p>	\$46,615.00	\$53,615.00	\$64,340.00

ADDITIONAL INTERNET SERVICES & EQUIPMENT	DISCOUNT	STANDARD	ON-SITE
<p><b>Copper Patch/ Booth to Booth Connection</b> Copper Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Copper patches can transmit data, audio, and video. This is not available with the shared service.</p>	\$390.00	\$500.00	\$595.00
<p><b>Fiber Patch/ Booth to Booth Connection</b> Fiber Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Fiber patches can transmit data, audio, and video.</p>	\$550.00	\$685.00	\$825.00
<p><b>Switch-8 Port</b> This switch can connect up to 7 computers or devices together, giving all access to the internet service ordered.</p>	\$115.00	\$165.00	\$195.00
<p><b>Switch-24 Port</b> This switch can connect up to 23 computers or devices together, giving all access to the internet service ordered.</p>	\$405.00	\$525.00	\$625.00
25' CAT 5e Cable	\$55.00	\$70.00	\$80.00
50' CAT 5e Cable	\$75.00	\$95.00	\$110.00
100' CAT 5e Cable	\$115.00	\$140.00	\$170.00
Ethernet Cable Coupler	\$20.00	\$25.00	\$30.00

TECHNICAL SERVICES	DISCOUNT	STANDARD	ON-SITE
<p><b>Cable TV Service</b> Cable TV service is basic business cable service provided by Comcast Cable. Service is provided to booths from floor boxes or columns.</p>	\$290.00	\$355.00	\$430.00
<p><b>CATV Tuner (Only available at the BCEC)</b> For TVs that are not cable-ready (including some plasmas), the CATV tuner interprets the signal and allows you to tune the signal. It functions similar to your cable box at home.</p>	\$70.00	\$85.00	\$105.00

\*For advanced Technical Service offerings, consult the online ordering site or contact MCCA Exhibitor Services.

## INSTALLATION & CONNECTIONS

- MCCA technicians will provide one initial network cable.
- Internet Service is brought from the nearest column or floor port into the booth.
- All MCCA internet services come with one initial line regardless of how many IPs are ordered with the service. To have more than one computer connected at one time, exhibitors may bring their own routing device and cables or may purchase a switch and purchase cables from the MCCA.
- Exhibitors are required to distribute their own internet cables.
- Exhibitors may choose to:
  - » Hire labor from the General Service Contractor or;
  - » Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work.

## Terms & Conditions

- The MCCA is the exclusive provider of internet services.
- All services listed include labor to install and remove said service. Services do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional internet labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
  - » Tech Rep (All times) \$145.00
  - » Network Engineer (All times) \$175.00
- The MCCA will provide an Ethernet connection to a shared data network attachment for the use of Exhibitor's directors, officers, employees and guests during the official dates of specified show.
- Exhibitor will be responsible for providing all hardware, software and other equipment and facilities needed to connect to the Ethernet and to use network attachment.
- The network attachment provided by the MCCA may be used only by the Exhibitor's directors, officers, employees and guest, agents, or consultants. The MCCA network

will facilitate communications between the company's authorized users and entities reachable through the national internet.

- The Exhibitor will promote efficient use of provided networks to minimize and avoid unnecessary network traffic and interference with the work of other users on interconnected networks.
- Users of MCCA networks shall not disrupt any of the MCCA networks or any other MCCA associated networks.
- MCCA networks shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution, would violate any applicable law or regulation or would be highly offensive to the recipient or recipients thereof. Mass distribution of any message, including advertising, may not be broadcast or otherwise sent on an intrusive basis to any user of the MCCA network or any directly or indirectly attached network. When requested by a user of the networks, product information and other commercial messages are permitted to be transmitted. Discussion of a product's relative advantages and disadvantages by users of the product and vendors' response to those who pose questions about their products may be made available over the MCCA networks. Interpretation application and possible modification shall be within the sole discretion of MCCA.
- MCCA does not make any express or implied warranty of any kind specifically. There is no express or implied warranty of merchantability or fitness for a particular purpose for the services to be provided. The protocol used on the MCCA network call for end to end verification of the accuracy of any message and such verification is the sole responsibility of the purchasing company. Similarly, these protocols provide for end to end verification of the receipt of all the data that is transmitted. MCCA will not be responsible for any loss of data from delays, non-deliveries, incorrect deliveries, service interruptions, including those caused by the negligence, errors or omissions of the MCCA, or other losses or damages. Use of information obtained via the services provided hereunder is at purchasing company's own risk. Exhibitor is responsible for (a) the accuracy and/or quality of the information obtained or data transmitted through the MCCA network and (b) assuring that each message purchasing company sends or receives has been received.

- MCCA shall not be liable to Exhibitor for any damage arising from any event that is out of the control of the MCCA. Neither shall the MCCA be liable to Exhibitor for indirect, special, incidental, exemplary, consequential or any other form of money damage, including, but not limited to, lost profits, or of the loss of data or information of any kind, however caused, and arising out of or in connection with the performance of MCCA, or the provision of services or performance hereunder, whether based in contract, tort, or any other legal theory, and whether or not MCCA has been made aware of the possibility of such damages.
- In no event shall liability exceed a refund of amounts actually paid to MCCA by Exhibitor for this network attachment.
- The network attachment shall be made available to Exhibitor by MCCA before the beginning through the end of the specified conference.
- The MCCA will provide a network attachment via an Ethernet connection at the Exhibitor's booth. At its own expense, the Exhibitor is responsible for providing the computer, attachment to Ethernet, electric power and all other hardware and software required to use the network attachment.

## FREQUENTLY ASKED QUESTIONS

### **I ordered a Managed Service that required IP Addresses.**

#### **How and when do I receive this information?**

When you are onsite and ready to configure your computers, please visit the Exhibitor Services desk to retrieve your IP Information.

### **Do you have wireless internet?**

The MCCA offers free wireless internet service throughout meeting rooms, lobbies, and expo halls; just open your internet browser and look for the BCEC Wireless Network. This service is designed for casual users and not guaranteed. If you are relying on the internet to showcase your product or services we strongly recommend a wired internet connection for guaranteed service.

### **I see that you don't offer hubs for sale. What is the difference between a hub and a switch? Can I bring my own hub or switch?**

The MCCA offers switch devices for sale instead of hubs because switches are known to provide better performance with a lower failure rate. Exhibitors are welcome to provide their own hub or switch for all internet services.

### **What is bandwidth and how do I know how much I need?**

Bandwidth is the "size of the pipe" that data can traverse. The bigger the bandwidth, the faster data can be transferred. To find out how much bandwidth you require, please consult with a technical representative in your company or look for program specifications listed with any demonstrations or downloads you plan to run.

### **I need to access my company's network while I'm exhibiting at your facility. Which service will allow me to do this?**

Exhibitors who need to connect remotely to their company's network using a VPN (Virtual Private Network) with authentication information like passwords, certificates, or "tokens" can do so with any of our services, however they should confirm with their IT department for the use of DHCP or public IP address requirements.

### **What is a VLAN?**

A VLAN (Virtual Local Area Network) allows a network of computers to behave as if they are connected to the same service even though they may actually be physically located in different areas around the facility. One of the biggest advantages of a VLAN is that when a computer is physically moved to a different location, it can stay on the same VLAN without any hardware reconfiguration.

### **I ordered a switch and cables, how and when do I get them?**

When you are ready for your switch and internet cables, please visit the Exhibitor Services Desk.

# Rigging Services

The MCCA provides overhead and ground supported rigging and lighting services through our service contractor, JCALPRO. All overhead rigging and ground supported truss are provided by and installed by JCALPRO.

## Planning Ahead for Rigging & Lighting Services

Diagrams and booth layouts are essential for planning rigging and lighting services. In order to ensure efficient delivery of required services, Exhibitors must submit rigging plots, drawings, blueprints, or engineers' certification with their orders. Diagrams must include the location, dimensions and weight, and the height from the floor to the top of the suspended item. Diagrams must also show booth outline with aisles or neighboring booths marked for reference and orientation.

<b>PACKAGE RIGGING SOLUTIONS</b> The MCCA offers package rigging solutions for exhibitors with basic and straight forward sign hanging needs. To qualify for the packages, exhibitors must be flexible with regards to days and times of load-in and take-down.	DISCOUNT	STANDARD	ON-SITE
<b>Basic Rigging Package</b> This package includes all lifts, labor, and rigging equipment (cables, pipes, and hardware) necessary to install and take down one sign/banner weighing less than 150 lbs, measuring less than 20' in length, less than 15' diameter, and less than 175 square feet.	\$2,005.00	\$2,505.00	\$3,005.00
<b>Electrical Rigging Package</b> This package includes the Basic Rigging Package plus labor to connect electrical service to an Exhibitor sign/banner. Overhead electrical service for rotator, motor or lighted sign must be ordered separately. Please see Electrical services section for details.	\$2,300.00	\$2,875.00	\$3,450.00
<b>Cable Bridge Package</b> This package includes all lifts, labor, and equipment for a truss cable bridge for overhead power orders 60 amps and above, and for all 480 v overhead power. This package does <b>NOT</b> include the electrical service. Service must be added separately. The package service is provided during standard service hours, Monday-Saturday 7am – 12am, except holidays.	\$3,660.00	\$4,350.00	\$5,220.00
<b>Overtime Charges</b> Exhibitors may request rigging services on weekends, holidays or outside the package service hours (Monday-Friday 8AM – 5PM). In this case, an Overtime Charge must be added for each rigging package ordered.		\$458.00	

## Custom Rigging & Lighting Solutions

The MCCA/JCALPRO also offers customized rigging and lighting solutions for Exhibitors with more complex or unique requirements. This option is best suited for Exhibitors with larger signs, multiple signs, and/or overhead lighting needs.

Custom Rigging and Lighting Solutions still require flexibility in load in and load out time. If you require a specific load in or load out day and/or time, hourly rates may apply (see Terms and Conditions – Page 15).

Custom Rigging & Lighting solutions may only be ordered with a pre-arranged quote.

Please contact JCALPRO at EXHIBITS@JCALPRO.COM or 1.617.954.2345 to initiate this process as these services are not available for online ordering.

CUSTOM RIGGING SOLUTIONS	DISCOUNT	STANDARD	ON-SITE
<b>Truss</b> A truss is an aluminum structure used to create a lower “ceiling” to hang lighting or other suspended items. Additional lengths available as needed.			
Truss 5’ Section – Silver 12”x12” Box	\$35.00	\$45.00	\$50.00
Truss 8’ Section – Silver 12”x12” Box	\$55.00	\$70.00	\$85.00
Truss 10’ Section – Silver 12”x12” Box	\$70.00	\$85.00	\$105.00
Truss 5’ Section – Black 12”x12” Box	\$45.00	\$55.00	\$65.00
Truss 8’ Section – Black 12”x12” Box	\$70.00	\$85.00	\$105.00
Truss 10’ Section – Black 12”x12” Box	\$90.00	\$110.00	\$130.00
Truss 5’ Section – Silver 20.5”x20.5” Box	\$60.00	\$70.00	\$85.00
Truss 8’ Section – Silver 20.5”x20.5” Box	\$95.00	\$110.00	\$130.00
Truss 10’ Section – Silver 20.5”x20.5” Box	\$115.00	\$140.00	\$165.00
<b>Corner Block</b> A corner block is an aluminum piece that attaches to truss to create a right angle.			
Corner Block – Silver 12”x12” Box	\$65.00	\$75.00	\$95.00
Corner Block – Black 12”x12” Box	\$85.00	\$100.00	\$120.00
Corner Block – Silver 20.5”x20.5” Box	\$90.00	\$110.00	\$130.00
<b>Base Plate</b> A base plate is used as a stand for ground supported truss or poles.			
	\$43.00	\$52.00	\$61.00
<b>Rotator</b> A rotator is a motor used to rotate a hanging sign.			
	\$190.00	\$230.00	\$280.00
<b>Motor</b> A motor is a motorized hoist that is rigged to the ceiling and attached to truss to achieve a desired height. Motors are also used to safely suspend heavier items that cannot be supported by cables alone. Motors are available in ¼ ton, ½ ton, and 1 ton capacities.			
	\$190.00	\$230.00	\$280.00

<b>Cheeseboro - Silver</b> A cheeseboro is a clamp used to attach two pieces of truss or pipe together.	\$7.00	\$8.00	\$10.00
<b>Cheeseboro - Black</b> A cheeseboro is a clamp used to attach two pieces of truss or pipe together.	\$10.00	\$15.00	\$15.00
<b>Grapple</b> A grapple is a connector that allows you to make a 90 degree connection between trusses.	\$13.00	\$16.00	\$20.00

<b>CUSTOM LIGHTING SOLUTIONS</b> Lighting kits include a combination of Lekos, and Source 4 Pars based on layout and design requirements. Price includes fixtures, fixture accessories and all necessary cables. Dimmer/control and labor are not included and must be ordered separately. Special Orders for larger kits including moving lights and LEDs are available upon request.	DISCOUNT	STANDARD	ON-SITE
Small Lighting Kit (4-6 lights). Requires truss and motors	\$235.00	\$290.00	\$340.00
Medium Lighting Kit (7-11 lights) Requires truss and motors	\$415.00	\$505.00	\$600.00
Large Lighting Kit (12-15 lights) Requires truss and motors	\$580.00	\$695.00	\$835.00
X-Large Lighting Kit (16-20 lights) Requires truss and motors	\$710.00	\$850.00	\$1,020.00

<b>DIMMER RACKS &amp; LIGHTING CONTROLS</b> These items are optional with small lighting kits, but mandatory with larger lighting kits. The dimmer rack is a large “outlet” that all lights plug into to create a central control location. A dimmer rack, depending upon size, can be placed in a booth or attached to the truss and kept in the air. The lighting console/control plugs into the dimmer rack to dim or control individual lights, groups of lights, or all lights at once.  Electrical service is not included and must be ordered separately.	DISCOUNT	STANDARD	ON-SITE
Dimmer Control 1.2 x 4	\$105.00	\$125.00	\$150.00
Dimmer Control 2.4 x 12	\$190.00	\$230.00	\$280.00
Dimmer Control 2.4 x 24	\$410.00	\$495.00	\$595.00

### Terms & Conditions

- JCALPRO is the exclusive rigging vendor at the Boston Convention & Exhibition Center (BCEC). If an exhibitor is exhibiting at the BCEC and requires rigging services for the booth, JCALPRO is the only vendor authorized to hang signs, banners, or lighting in the booth space.
- If an Exhibitor requires specific load-in/load-out dates and/or times, then a basic rigging package may not be applicable. In this case, a special quote for required crew and lift equipment will be prepared using the following hourly labor and weekly lift rental rates:

HOURLY LABOR ITEMS	MON-FRI 7AM-5PM (EXCEPT HOLIDAYS)	WEEKENDS & HOLIDAYS 7AM-5PM MON-FRI 5PM-12AM	WEEKENDS AFTER 5PM EVERYDAY 12AM-7AM
Crew Chief	\$122.00	\$183.00	\$244.00
Head Rigger	\$122.00	\$183.00	\$244.00
Rigger	\$107.00	\$160.50	\$214.00
Dept Head	\$94.00	\$141.00	\$188.00
Stagehand	\$86.00	\$129.00	\$172.00

WEEKLY LIFT RENTAL ITEMS	RATE
24'- 32' Scissor Lift	\$935.00
40'- 45' Boom Lift	\$1,350.00
60' Boom Lift	\$1,870.00

- All rigging must conform to the rules, regulations, and facility limitations of the MCCA and any show management regulations.
- All equipment, signs, products, etc. must be designed to suspend safely. Care must be taken to use only rated rigging hardware when designing, constructing or purchasing such items. Any equipment, signs, products etc. deemed to be unsafe for overhead suspension by MCCA/JCALPRO will be substituted or denied.
- The use of any type of tape/adhesive for attaching signs, banners, or decorations to the building walls or decorative surfaces is not permitted.
- All assembly of equipment, signs, products necessary prior to hanging, etc., will be the responsibility of the Exhibitor.
- Failure by Exhibitor to submit accurate diagrams prior to load-in will delay set-up and could incur additional cost.

## FREQUENTLY ASKED QUESTIONS

### How do I know if I qualify for the Basic Rigging Package Rate?

Find out the dimensions and weight of your sign. If your sign weighs less than 150 pounds and is less than 15' in diameter, is less than 20" in length, and less than 175 square feet and does not require electrical rigging, truss, or motors, you will qualify for the Basic Rigging Package. If your sign fits within the basic package and is motorized or needs electrical rigging (for example a rotating sign or a sign with lights), you qualify for the Electrical Rigging Package.

### Can I order lighting to be suspended from the ceiling?

If you would like to order lights to brighten up your booth or illuminate specific objects, you will need to get a **quote** from JCALPRO. Lights cannot be attached to our ceilings. Instead we can provide you with truss, using motors, to create a lower "ceiling" and then hang lights from that truss. We will require a diagram showing your booth layout and exactly what you want illuminated in order to put together a quote.

### Do I ship my sign to you to put it together?

No. Although JCALPRO provides labor to hang the sign, the General Service Contractor (GSC) handles all shipments. You may build your sign or hire the GSC to put it together for you. When the sign has arrived at the building and has been assembled, we will hang it for you. Be sure to keep this in mind when making your time and day requests for sign hanging.

### Can I request load in and load out times?

Yes, the Rigging Order Form has a space for you to indicate your preferred up and down times. Please note that your preferred timing is not guaranteed; however, we do try our best to cater to your requests. If you absolutely need a specific install or take down time, additional charges will apply. If you do not provide a diagram or layout prior to load-in, then you may experience set-up delays and additional cost.

### What type of diagrams should I send?

The most useful diagrams are on a proportioned grid to show the dimensions of the booth, the exact desired placement of hanging items, and orientation of the booths around yours. As a general rule, pictures from previous shows and pictures of the sign only are not as helpful as current diagrams of the entire booth space with the placement, height, and weight of the sign(s) or hanging item(s).



# Plumbing Services

The MCCA offers a variety of plumbing services through our experienced in-house team of plumbers.

WATER AND DRAIN SERVICES	DISCOUNT	STANDARD	ON-SITE
<b>Water – Individual Connection</b> Water service is available at approximately 75 PSI with up to ¾” supply line. Water flows at five gallons per minute. Please note that this is cold water.	\$380.00	\$490.00	\$585.00
<b>Additional Water Connections</b> Clients requiring more than an individual water connection should order each additional connection as needed.	\$225.00	\$285.00	\$335.00
<b>Drain – Individual Connection</b> The MCCA can provide waste drain connections up to ¾” line size.	\$380.00	\$490.00	\$585.00
<b>Additional Drain Connections</b> Clients requiring more than an individual drain connection should order each additional connection as needed.	\$210.00	\$255.00	\$310.00
<b>Fill and Drain 0-100 Gallons</b> Clients that need equipment to be filled with water at the beginning of a show and emptied at the end of a show should order a Fill and Drain service. Please contact your MCCA Event Services Manager when equipment is ready to be filled.	\$200.00	\$240.00	\$295.00
<b>Each Additional 500 Gallons</b>	\$125.00	\$175.00	\$205.00

SINK RENTALS	DISCOUNT	STANDARD	ON-SITE
<b>Cold Water Sink Rental</b> Cold water sink rental includes a single-tub basin (20”L x 24”W x 34”H), one water connection, and one drain connection. Legs allow the units to sit 34” above the floor.	\$760.00	\$940.00	\$1,130.00
<b>Small Hot &amp; Cold Water Sink Rental</b> Small Hot & Cold water sink rental includes a single-tub basin (20”L x 24”W x 34”H), a hot water heater (6 gallon capacity), dedicated power, two water connections, and one drain connection.	\$1,040.00	\$1,285.00	\$1,550.00
<b>Large Hot &amp; Cold Water Sink Rental</b> Large Hot & Cold water sink rental includes a 3-tub basin (57”L x 24.5”W x 43”H), a hot water heater (6 gallon capacity), dedicated power, two water connections, and one drain connection. This service is available in specific areas of the exhibition hall. Please contact your MCCA Event Services Manager for more information.	\$1,285.00	\$1,615.00	\$1,945.00

COMPRESSED AIR AND GASSES	DISCOUNT	STANDARD	ON-SITE
<b>Compressed Air – Individual Connection</b> Compressed Air is delivered at approximately 110 psi and a dew point of 35 degrees F (medical instrument quality).	\$480.00	\$585.00	\$705.00
<b>Additional Connection</b> Clients who require more than an individual connection should order additional connections as needed.	\$240.00	\$305.00	\$360.00
<b>Other Compressed Gases</b> The MCCA provides a variety of bottled gases. The most commonly ordered gases are listed below. If other gases not listed are required, the client should contact their MCCA Event Services Manager. Flammable gases are not permitted in MCCA facilities.			
20 Lbs Dry or Liquid CO <sub>2</sub>	\$200.00	\$235.00	\$290.00
50 Lbs Dry or Liquid CO <sub>2</sub>	\$225.00	\$260.00	\$310.00
Dry Nitrogen 300 ft <sup>3</sup>	\$265.00	\$320.00	\$385.00

## INSTALLATION & CONNECTIONS

- Plumbing Service is brought from the nearest column or floor port into the booth.
- Air and Water connections are available in limited locations on the exhibit floor. Connection sizes and booth locations all factor into planning to supply air and water to exhibitors. Please provide a floor plan of the exhibit space indicating locations that require air or water service as well as connection requirements well in advance of exhibitor move-in.

### Terms & Conditions

- The MCCA is the exclusive provider of all plumbing services. All plumbing equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA Personnel.
- Exhibitors are not permitted to fill or drain their own equipment, use individual air compressors, or bring their own compressed gases from an outside vendor.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an

exhibitor requires additional plumbing labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:

» Hourly Rate (All times) \$105.00

## FREQUENTLY ASKED QUESTIONS

### Do all water connections need a drain?

While most water connections do require a drain service, there are some cases where the drain is unnecessary. When the water provided is being consumed or evaporated, a drain is not needed. For example, exhibitors using water service for a coffee machine do not need to order a drain because the water is being consumed.

### Will you provide the fittings and hoses for my water and drain connections?

To ensure that your booth’s equipment runs properly we ask that you supply your own regulators, filters, and hoses.

**When would I need to order a Fill and Drain Service?**

Some of the most common reasons exhibitors order fill and drain are for items like fish tanks, pools, tubs for display, or running water displays. We use large hoses to fill vessels requiring water and then use existing drains in the floor to remove the water at the end of the show. Exhibitors are not permitted to bring their own water or use MCCA sinks to fill their own equipment.

**My booth requires a sprinkler system. What plumbing service should I order?**

If your booth requires a sprinkler system, you will need to order an individual water connection specifically for this purpose.

**My exhibitor kit says I need to order a hand washing unit because I am planning to prepare food in my booth. Do you provide these units?**

Levy Restaurants, our exclusive in-house catering company, can provide a hand washing unit that includes a small hand washing sink, paper towels, soap, and a discard bucket. Please consult your exhibitor kit for Levy Restaurants information or contact them directly at the BCEC (617.954.2382).

**Do you allow Exhibitors to bring Helium balloons into your buildings?**

No, unfortunately we do not allow exhibitors to bring helium balloons into the buildings.

# Security Services

*The MCCA is the “preferred” provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event’s preferred provider as detailed in your exhibitor kit.*

SECURITY GUARD (BOOTH)	DISCOUNT	STANDARD	ON-SITE
<p><b>Per Hour Per Officer</b> The MCCA offers uniformed public safety officers to cover shows and events. Officers are scheduled at a 4-hour minimum and are available from move-in to move-out, around the clock. Orders need to be placed 21 days in advance of the show/event opening in order to guarantee your requested coverage. Any orders received after the 21 day cut-off are subject to approval and are not guaranteed.</p>	\$38.00	\$45.75	\$55.00
<p><b>Per Hour Per Supervisor</b></p>	\$47.00	\$56.50	\$68.50

## FREQUENTLY ASKED QUESTIONS

### When do you recommend ordering security for an exhibitor booth?

Our public safety department strongly suggests ordering security for booths planning to have VIP celebrity appearances, book signings etc., to monitor crowd control and escort as needed. Also, exhibitors with expensive or rare equipment in their booths may consider security for the overnight hours between show end and the next day’s show start.

### Is there general overnight security in the exhibit hall?

The MCCA provides 24 hour security coverage for the facility; however, security coverage for the exhibit hall is determined by the show organizer and may vary from event to event.

## **APPENDIX – SERVICE ORDER FORMS**

Request for Exhibitor Electrical Services	22
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## **APPENDIX –**

Exhibitor Guidelines, Information and Regulations	30
Levy Restaurants Sample Food and/or Beverage Distribution Request	41


**Exhibitor Order Form  
Electrical Services**

Effective January 1, 2024

 By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <https://www.signatureboston.com/exhibit/exhibitor-services>.

**To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.**
**\*Overhead electrical services must accompany a rigging order.**
*Incomplete information will delay processing.*

Event or Show:		Booth no. (s)			
Event or show date(s):		Exhibiting firm:			
Billing address:	City:	State:	Zip:	Country:	
Phone:		Email:			
Ordered by/title:		Show site contact:			
Date:		Contact phone:			

**STANDARD ELECTRICAL CONNECTIONS: 120 VOLT**

Description	Regular Service			Additional Services Available as Add-Ons					Total Due: \$	
	QTY	Discount Rate	Standard Rate	QTY	24-Hour Service	QTY	Overhead Service*	QTY		Combined 24-hour & Overhead*
500 Watt Box (5 amps)		\$150.00	\$185.00		+50% rate		\$185.00		\$280.00	
1000 Watt Box (10 amps)		\$195.00	\$235.00		+50% rate		\$235.00		\$355.00	
2000 Watt Box (20 amps)		\$235.00	\$295.00		+50% rate		\$295.00		\$435.00	
4000 Watt Box (20 amps x 2)		\$280.00	\$345.00		+50% rate		\$345.00		\$515.00	

**STANDARD ELECTRICAL CONNECTIONS: 208 VOLT & 480 VOLT**

Description	Regular Service			Additional Services Available as Add-Ons					Total Due: \$	
	QTY	Discount Rate	Standard Rate	QTY	24-Hour Service	QTY	Overhead Service*	QTY		Combined 24-hour & Overhead*
208V Single Phase 30 Amp		\$420.00	\$520.00		+50% rate		\$520.00		\$780.00	
208V Single Phase 60 Amp		\$800.00	\$985.00		+50% rate		\$985.00		\$1,415.00	
208V Single Phase 100 Amp		\$1,225.00	\$1,530.00		+50% rate		\$1,530.00		\$2,185.00	
208V Three Phase 30 Amp		\$750.00	\$940.00		+50% rate		\$940.00		\$1,410.00	
208V Three Phase 60 Amp		\$1,140.00	\$1,425.00		+50% rate		\$1,425.00		\$2,135.00	
208V Three Phase 100 Amp		\$1,810.00	\$2,270.00		+50% rate		\$2,270.00		\$3,400.00	
208V Three Phase 200 Amp		\$3,455.00	\$4,320.00		+50% rate		\$4,320.00		\$6,485.00	
208V Three Phase 400 Amp		\$6,105.00	\$7,630.00		+50% rate		\$7,630.00		\$10,905.00	
480V Three Phase 30 Amp		\$1,150.00	\$1,435.00		+50% rate		\$1,435.00		\$2,155.00	
480V Three Phase 60 Amp		\$2,000.00	\$2,500.00		+50% rate		\$2,500.00		\$3,570.00	
480V Three Phase 100 Amp		\$3,690.00	\$4,615.00		+50% rate		\$4,615.00		\$6,585.00	
480V Three Phase 200 Amp		\$7,325.00	\$9,155.00		+50% rate		\$9,155.00		\$13,080.00	
25' Round Extension Cord		\$40.00	\$45.00							
6 Port Power Strip Purchase			\$30.00							

**Total Due: \$**

SIGNATURE \_\_\_\_\_

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**Exhibitor Order Form  
Telephone Services**

Effective January 1, 2024

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <https://www.signatureboston.com/exhibit/exhibitor-services>.  
**To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.**

*Incomplete information will delay processing.*

Event or Show:		Booth no. (s)		
Event or show date(s):		Exhibiting firm:		
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by/title:		Show site contact:		
Date:		Contact phone:		

STANDARD TELEPHONE SERVICES	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Single-Line Phone Service		\$330.00	\$405.00	
Multi-Line Phone Service		\$485.00	\$595.00	
Vonage Single Line App Service		\$200.00	\$250.00	
Vonage Multi-Line App Service		\$280.00	\$360.00	

ADDITIONAL TELEPHONE SERVICES & EQUIPMENT	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Call Forward (per phone line)		\$60.00	\$75.00	
Voicemail (per phone line)		\$55.00	\$70.00	
Call Waiting (per phone line)		\$60.00	\$75.00	

Total Due: \$

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## Exhibitor Order Form Internet & Technical Services

Effective January 1, 2024

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <https://www.signatureboston.com/exhibit/exhibitor-services>.

**To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.**

*Incomplete information will delay processing.*

Event or Show:		Booth no. (s)		
Event or show date(s):		Exhibiting firm:		
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by/title:		Show site contact:		
Date:		Contact phone:		

WIRED INTERNET CONNECTIONS: MANUAL CONFIGURATION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
<b>Basic Service Package</b> (includes a private VLAN and subnet, public IP addresses not available)		\$1,095.00	\$1,165.00	
<b>1.54 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$2,220.00	\$2,635.00	
<b>3 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$5,410.00	\$6,205.00	
<b>6 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$9,145.00	\$10,530.00	
<b>10 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$12,240.00	\$14,050.00	
<b>15 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$18,030.00	\$20,720.00	
<b>20 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$23,950.00	\$27,545.00	
<b>25 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$29,750.00	\$34,240.00	
<b>30 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$35,405.00	\$40,740.00	
<b>35 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$41,215.00	\$47,415.00	
<b>40 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$46,615.00	\$53,615.00	

CONTINUED ON PAGE 25



ADDITIONAL SERVICES & EQUIPMENT		QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Copper Patch / Booth to Booth Connection			\$390.00	\$500.00	
Fiber Patch/ Booth to Booth Connection			\$550.00	\$685.00	
Switch	8 port		\$115.00	\$165.00	
	24 port		\$405.00	\$525.00	
25' CAT 5e Cable			\$55.00	\$70.00	
50' CAT 5e Cable			\$75.00	\$95.00	
100' CAT 5e Cable			\$115.00	\$140.00	
Ethernet Cable Coupler			\$20.00	\$25.00	

TECHNICAL SERVICES		QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Cable TV Service			\$290.00	\$355.00	
CATV Tuner Rental (Only available at the BCEC)			\$70.00	\$85.00	
					Total Due: \$

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**Exhibitor Order Form  
Rigging Services**

Effective January 1, 2024

 By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <https://www.signatureboston.com/exhibit/exhibitor-services>.

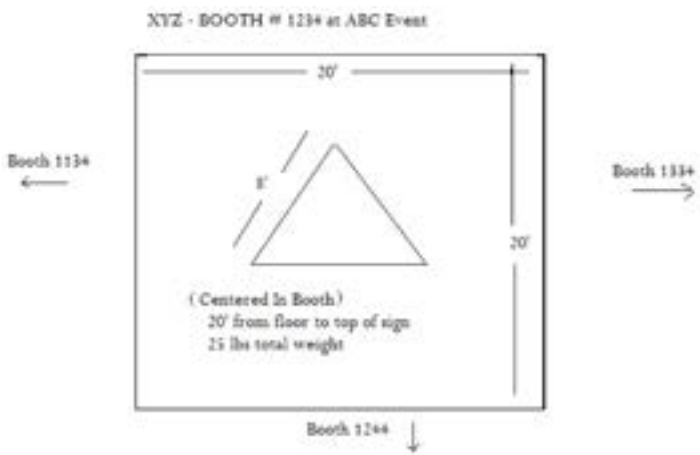
**To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.**
*Incomplete information will delay processing.*

Event or Show:		Booth no. (s)		
Event or show date(s):		Exhibiting firm:		
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by/title:		Show site contact:		
Date:		Contact phone:		

ITEM DESCRIPTION & INFORMATION				
**Description of Item (Sign, Banner, Truss, etc.)				
Quantity:	Size:	Weight:	Height desired from floor to top of suspended item:	
Do any items require Electrical service (circle one)? <b>yes no</b>		Indicate Service Ordered on Electrical Form:		
Date When Your Item Will Be Ready for Hanging:		Preferred Move-Out Date:		
PACKAGE RIGGING SOLUTIONS				
Service Description	QTY	Discount Rate	Standard Rate	Total Due: \$
Basic Rigging Package (Per Sign/Banner)		\$2,005.00	\$2,505.00	
Electrical Rigging Package (Per Sign/Banner)		\$2,300.00	\$2,875.00	
Cable Bridge Package		\$3,660.00	\$4,350.00	
CUSTOM RIGGING SOLUTIONS - RIGGING EQUIPMENT RENTAL (REQUIRES QUOTE*)				
*For any of the services below, please contact JCALPRO at 617.954.2345.				
Equipment Description	QTY	Discount Rate	Standard Rate	Total Due: \$
Silver 12" x 12" Box Truss	5' Section		\$35.00	\$45.00
	8' Section		\$55.00	\$70.00
	10' Section		\$70.00	\$85.00
Black 12" x 12" Box Truss	5' Section		\$45.00	\$55.00
	8' Section		\$70.00	\$85.00
	10' Section		\$90.00	\$110.00
Silver 20.5" x 20.5" Box Truss	5' Section		\$60.00	\$70.00
	8' Section		\$95.00	\$110.00
	10' Section		\$115.00	\$140.00
Corner Block	Silver 12" x 12" box		\$65.00	\$75.00
	Black 12" x 12" box		\$85.00	\$100.00
	Silver 20.5" x 20.5" box		\$90.00	\$110.00
Base Plate		\$43.00	\$52.00	
Rotator		\$190.00	\$230.00	
Motor		\$190.00	\$230.00	
Cheeseboro - Silver		\$7.00	\$8.00	
Cheeseboro - Black		\$10.00	\$15.00	
Grapple		\$15.00	\$15.00	

CONTINUED ON PAGE 27

CUSTOM LIGHTING SOLUTIONS – LIGHTING EQUIPMENT RENTAL (REQUIRES QUOTE*)				
*For any of the services below, please contact JCALPRO at 617.954.2345.				
Lighting Kits	QTY	Discount Rate	Standard Rate	Total Due: \$
Small Lighting Kit		\$235.00	\$290.00	
Medium Lighting Kit		\$415.00	\$505.00	
Large Lighting Kit		\$580.00	\$695.00	
X-Large Lighting Kit		\$710.00	\$850.00	
Dimmer Racks & Lighting Controls	QTY	Discount Rate	Standard Rate	Total Due: \$
Dimmer Control 1.2 x 4		\$105.00	\$125.00	
Dimmer Control 2.4 x 12		\$190.00	\$230.00	
Dimmer Control 2.4 x 24		\$410.00	\$495.00	
<b>Total Due: \$</b>				



We require diagrams and booth layouts for all rigging and lighting orders. See sample on left.

SIGNATURE \_\_\_\_\_

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**Exhibitor Order Form  
Plumbing Services**

Effective January 1, 2024

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <https://www.signatureboston.com/exhibit/exhibitor-services>.  
**To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.**

*Incomplete information will delay processing.*

Event or Show:		Booth no. (s)				
Event or show date(s):		Exhibiting firm:				
Billing address:	City:	State:	Zip:	Country:		
Phone:		Email:				
Ordered by/title:		Show site contact:				
Date:		Contact phone:				

**WATER AND DRAIN SERVICES**

Service	Description	QTY	Size	Discount Rate	Standard Rate	Total Due: \$
Water Approx 75 PSI Up to 3/4" line	Individual Connection			\$380.00	\$490.00	
	Additional Connection			\$225.00	\$285.00	
Drain Up to 3/4" line	Individual Connection			\$380.00	\$490.00	
	Additional Connection			\$210.00	\$255.00	
Fill & Drain	0-100 Gallons			\$200.00	\$240.00	
	Each additional 500 gallons			\$125.00	\$175.00	

**SINK RENTALS**

Service	Description	QTY	Size	Discount Rate	Standard Rate	Total Due: \$
Cold Water Sink Rental	Includes: sink, one water and one drain connection			\$760.00	\$940.00	
Small Hot & Cold Water Sink Rental	Includes: sink, hot water heater (6 gallon cap.), dedicated power, 2 water and one drain connection			\$1,040.00	\$1,285.00	
Large Hot & Cold Water Sink Rental	Includes: 3-tub basin, hot water heater (6 gallon cap.), dedicated power, 2 water and one drain connection			\$1,285.00	\$1,615.00	

**COMPRESSED AIR AND GASSES\***

Service	Description	QTY	Size	Discount Rate	Standard Rate	Total Due: \$
Air Approx 110 PSI	Individual Connection			\$480.00	\$585.00	
	Additional Connection			\$240.00	\$305.00	
CO2	20 lb Cylinder (Dry or Liquid)			\$200.00	\$235.00	
	50 lb Cylinder (Dry or Liquid)			\$210.00	\$245.00	
Nitrogen	300 ft3 Tank (Dry)			\$265.00	\$320.00	

SIGNATURE \_\_\_\_\_

Total Due: \$

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**Exhibitor Order Form  
Security Services**

Effective January 1, 2024

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <https://www.signatureboston.com/exhibit/exhibitor-services>.  
**To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.**

*Incomplete information will delay processing.*

Event or Show:		Booth no. (s)			
Event or show date(s):		Exhibiting firm:			
Billing address:	City:	State:	Zip:	Country:	
Phone:		Email:			
Ordered by/title:		Show site contact:			
Date:		Contact phone:			

SECURITY SERVICES						
Date	# Of Officers	Scheduled hrs. (4 hr. min.)	Total Man hrs.	Discount Rate (per man hrs.)	Standard Rate (per man hrs.)	Total Due: \$
				\$38.00	\$45.75	
				\$38.00	\$45.75	
				\$38.00	\$45.75	
				\$38.00	\$45.75	
				\$38.00	\$45.75	
				\$38.00	\$45.75	
				\$38.00	\$45.75	
				\$38.00	\$45.75	
				\$38.00	\$45.75	
				\$38.00	\$45.75	
				\$38.00	\$45.75	
				\$38.00	\$45.75	
				\$38.00	\$45.75	
				\$38.00	\$45.75	
			<b>Total Man Hours:</b>			<b>Total Due: \$</b>

SIGNATURE \_\_\_\_\_

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# Exhibitor Guidelines, Information and Regulations

## EXHIBITOR PARTICIPATION REGULATIONS

### ACCESS CONTROL AND CREDENTIALING

Exhibitors accessing the BCEC – including exhibitors traveling to the BCEC, unloading exhibitor-related cargo and parking at the BCEC – must be credentialed by the BCEC Public Safety Department before entering the facility. Issued Exhibitor Credentials must be worn on the outermost garment (or on the right wrist if an ID band is issued) of the exhibitor (employees and contractors) at all times while inside the facility.

Exhibitors should check in with the General Service Contractor (GSC) Marshalling Lot Trailer, or go directly to the South Parking Lot if directed by the GSC or Licensee, before proceeding into the building at Southwest Badging. Upon request and as a requirement to be issued a MCCA ID, all employees and contractors working within an MCCA facility must identify themselves with a current and valid, government-issued photo identification (preferably a valid state-issued motor vehicle operator's license). Once positively identified by MCCA Public Safety, the exhibitor will be referred to the Licensee in order to register and receive event credentials.

ESCA identification badges are required for all General Service Contractors (GSC). Temporary MCCA credentials will not be issued to GSC employees and they will be turned away.

Lost/missing credentials must be reported to, and recorded by, MCCA Public Safety. The MCCA, in its sole discretion, reserves the right to revoke credentials for violations of law, facility policies and procedures, and/or injuries against persons or property, and/or when the revocation of those credentials is in the best interests of the MCCA.

### AFFIXING TO THE FACILITY STRUCTURE

The MCCA does not allow exhibitors to:

- Rig cable/hanging devices or affix any materials to the ceiling, electrical buss ducts and conduits, sprinkler pipes, ventilation equipment, windows, columns or any other physical structure at the BCEC
- Cause or permit any nails, staples, hooks, tacks, screws, or the like to be driven into the facility structure (including, but not limited to, any wall, ceiling, column, stone, window, drape, painted, carpeted or concrete surfaces of the premises)
- Erect any decorations or use adhesive materials, including tape that can deface the walls, ceilings, floors, facilities and equipment contained on the premises
- Paint or permanently cover walls, floors, ceilings, or other areas of the facility or its furnishings or fixtures

### BOOTH SET-UP AND DISMANTLE

The unpacking, assembling, dismantling and packing of displays and equipment may be done by full-time employees of an exhibiting company. Exhibitors are allowed to set-up and/or dismantle their own booths, provided that they use their own bona fide, full-time employees. It is acceptable for exhibitors to safely use power tools to set-up and/or dismantle their own booths.

No one under the age of 18 is permitted on the loading docks, in truck bays or in the loading dock yard. Additionally, no one under the age of 18 is permitted in the exhibit halls during move-in or move-out operations. The Licensee will determine age restrictions, if any, for hours when the exhibit hall is open for attendees.

## BOOTH STAGING

1. In addition to equipment and furniture placed within a booth space, subject to show management limitations, exhibitors are allowed to stage the following items:
  - a. Boxed or loose product, materials or literature
  - b. Fiber cases used to ship pop-up displays
  - c. Personal items such as luggage, purses, briefcases or coats
2. The following restrictions must be observed when staging these additional items:
  - a. The amount of product, materials or literature that may be staged within a booth space must not exceed a one-day supply.
  - b. Items may be placed either in a display case, on a counter, on a shelving unit, in a closet, on a table, under a table or stacked neatly within the booth space.
  - c. Items that are stacked must not create a tripping hazard or hamper easy movement within the booth space.
  - d. Items may not be placed on or within six inches of floor ports, electrical wiring or cabling.
  - e. Pallets, empty crates, cartons and boxes may not be stored in the booth space.
  - f. Staging will not be allowed behind the back wall of the booth and behind the drape within the booth or exhibit area.

## CABLING

No cables (telephone, Internet, electrical, audio, video, etc.) should be run in front of any doorways at any time. If cables must cross a doorway, cables must be flown — cable trays are not an acceptable substitute.

## CANDLES

Candles are not permitted.

## CAUTION TAPE

Use of 'Caution Tape' is prohibited. Yellow or red plastic tape with black stripes, or printed with 'Caution,' 'Do Not Enter' or other warning messages may only be placed by the MCCA to warn individuals of a hazardous condition. The MCCA prohibits the use of yellow or red plastic tape to restrict access to an event or exhibit display. Rope and stanchion is available from the General Service Contractor.

## COOKING DEMONSTRATIONS

If cooking or heating appliances will be used, the MCCA prefers they are powered by electricity, use UL listed/approved equipment and be adequately ventilated.

An exhibitor may use butane for cooking purposes with prior approval of the MCCA Public Safety Department. Quantity inside the facility is limited to: two (2) 1-pound UL listed/approved non-refillable canisters per cooking device; one canister attached to the cooking device; and one spare canister. To prevent excessive amounts of butane within the facility, exhibitors may only use butane canisters purchased directly through the MCCA's exclusive food provider, Levy Restaurants.

Single-well cooking equipment (deep fryer type device) using combustible oils and solids shall:

1. Have lids available for immediate use
2. Be limited to 288 sq. in. (.19 sq. m) of cooking surface
3. Be placed in noncombustible surface materials
4. Be separated from each other by a minimum horizontal distance of 2 ft. (61 cm); multiple single-well cooking units may be placed together if the aggregate cooking surface does not exceed 288 sq. in. (.19 sq. m)
5. Be kept a minimum horizontal distance of 2 ft. (61 cm) from any combustible material

Exhibitor must provide a UL listed/approved fire extinguisher no less than 30 feet (9.15 meters) from the cooking device.

Exhibitor shall provide a 6 liter, Class K fire extinguisher for hazards where there is a potential for fires involving combustible cooking media (vegetable oils, animal oils or fats in cooking appliances) for each device.

Fire extinguishers must be mounted in a visible location and accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

Open flames, cooking or other sources of heat are prohibited under any tent, canopy or tarp.

## EXCLUSIVE SERVICES

The MCCA will be the exclusive provider of the following services: food & beverage, electrical, business center, telephone, Internet, rigging, the operation of ground-supported crank-ups, the operation and provision of lifts for theatrical purposes, plumbing, the use of the house sound system, and the supply of compressed airs and gases.

The MCCA is the preferred provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event's preferred provider as detailed in your exhibitor kit.

## EXHIBITOR PRODUCT

Exhibitors are prohibited from offering or selling any product(s) to any employee, agent, contractor or subcontractor working at the MCCA.

At the conclusion of the event, all products must be either:

- Removed from MCCA facilities by the exhibitor;
- Properly disposed of;
- Donated to a previously identified nonprofit organization; or
- Sold to an established business, with sales receipts supplied and produced on demand.

Any MCCA employee, agent, contractor or subcontractor working in MCCA facilities who is determined to be removing and/or accepting event-related product(s) is subject to immediate termination of employment or prohibition from working at all MCCA facilities.

*All persons, vehicles, bags, containers, etc. are subject to search.*

## FIRE SAFETY REGULATIONS

Exhibits and decorative materials must meet the requirements of the Code of Massachusetts Regulations – 780 CMR EIGHT EDITION (Building Code). The Massachusetts Department of Public Safety (DPS) has jurisdiction over all safety matters of the MCCA. The DPS, in conjunction with the City of Boston Fire Department (BFD), provide guidance to the MCCA for a safe venue for all guests and employees at our facilities.

Prior to the show opening or at any time during the event, the MCCA Public Safety Department or other agency may inspect booths and other assembly areas to ensure these requirements are met. If they are not, adjustments can be costly – if a display is determined to be a hazard it may be ordered removed from the facility at the exhibitor's expense.

These requirements shall apply whether the event is open or closed to the public. The below topics are the minimum fire safety requirements for all events and are designed to provide an overview; the MCCA Public Safety Department reserves the right to make any final decision for life safety issues. Our sole effort is to ensure the success of your event and safeguard the safety and experience of all our visitors.

## FIRE SAFETY LIMITATIONS

The following limitations apply to all exhibits located in the exhibition halls in the BCEC:

1. The following items are fire hazards and are prohibited for use in the BCEC:
  - a. Compressed flammable gases. Exception: Butane for cooking purposes with prior approval of the MCCA Public Safety Department (see Cooking Demonstrations)
  - b. Pyrotechnics, flammable/combustible liquids, hazardous chemicals/materials, blasting agents and explosives
  - c. Cut Christmas trees, cut evergreens or similar trees
  - d. Fireplace logs, charcoal and similar materials
  - e. Untreated mulch and Spanish moss or similar vegetation
  - f. Untreated hay or straw
2. Any interior finish, either permanent or temporary, will be required to meet the requirements of the Code of Massachusetts Regulations – 780 CMR EIGHT EDITION (Building Code).
3. The following rules apply regarding flame-retardant treatments:
  - a. All curtains, drapes, banners, decorations and acoustical material (including but not limited to cotton, hay, paper, straw, moss, split bamboo and wood chips) must be flame-retardant treated to the satisfaction of the Massachusetts Department of Public Safety. Material that cannot be treated for flame retardancy shall not be



used. The GSC or individual exhibitor must have on-site a copy of the Certificate of Flame Resistance for all floor covering, curtains and rigged signage. The use of carpet on walls, ceilings, seating products or as decorative material is prohibited.

- b. Combustible materials, an inch or more in thickness, glass or asbestos cloth may be used without flame-retardant treatment.
  - c. The use of oilcloth, tarpaper, sisal paper, nylon, Orlon®, and certain other plastic materials that are not flame-retardant is prohibited.
4. Open flame devices may be permitted when they are a necessary part of the exhibit, with prior approval of the MCCA Public Safety Department. Devices must be isolated from attendees by either four (4) feet or a barrier; be placed on a non-combustible surface; be separated from other devices by five (5) horizontal feet; and have a 10 lb. ABC fire extinguisher present within the exhibit. Fire extinguishers must be mounted in a visible location and be accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.
  5. The hanging or rigging of signs, displays or banners, etc. shall not interfere with the building fire sprinkler system.
  6. Exhibitors are prohibited from covering displays with drop cloths, sheets, table cloths or other non-flame resistant material.
  7. Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.
  8. Exhibitors shall move, remove or arrange with the General Service Contractor to remove wooden pallets, shipping crates, cardboard boxes and other packing materials from the exhibit hall area as soon as possible. These items are not permitted in the exhibit halls during events. See Booth Staging.

#### EXHIBIT HALL LIFE SAFETY EQUIPMENT

Fire extinguishers are located on each of the support columns in the exhibit hall area and on the perimeter walls. All brackets are 40 inches (102 cm) from the floor. Support column fire extinguishers are primarily mounted on the northwest quadrant. Fire extinguishers on the support columns along the north end of Hall A, and those on the south side of the air walls, are mounted on the southwest quadrant. General Service Contractors (GSC) and exhibitors are required to

maintain a minimum unobstructed path of no less than 48 inches (122 cm), 24 inches (61 cm) on center for fire extinguishers.

Fire extinguishers shall not be removed or temporarily relocated by any exhibitor, the Licensee or the GSC. The GSC is responsible for ensuring that egress paths, emergency exits, fire extinguishers, fire pull stations, fire department value boxes, fire alarm flashers and AEDs are not obstructed or obscured from view at any time in the facility. Anyone found responsible for moving, removing or blocking fire safety equipment is subject to a fine.

#### FLAME-RETARDANT TREATED MATERIALS

The following rules apply regarding flame-retardant treatments:

1. All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, and similar decorative materials shall be flame-retardant to the satisfaction of the Boston Fire Department and State Fire Marshal.
2. Combustible materials, 3/8 inch or more in thickness, glass or asbestos cloth may be used without flame-retardant treatment.
3. The use of oilcloth, tarpaper, sisal paper, nylon, Orlon®, and certain other plastic materials that are not flame-retardant, is prohibited.
4. Table coverings used in exhibit halls must be flame-retardant treated, unless they lie flat, and have an overhang of no more than six (6) inches.
5. All materials must be certified by the Boston Fire Department within six (6) months of the event. The Boston Fire Department does not accept certificates from other jurisdictions. Materials may be sent directly to the Boston Fire Department for testing.
6. The City of Boston Fire Code prohibits the use of:
  - Fabric attached to a ceiling or used to cover any portion of an exhibit
  - Carpet on ceilings, walls, seating products, or as decorative material

## LASERS

The use of lasers for exhibit demonstrations or visual effects for entertainment must be approved by the Licensee and the MCCA Public Safety Department. All lasers must comply with Code of Massachusetts Regulations 105 CMR 120.000, and be registered and approved by the Massachusetts Department of Public Health. Regulations and applications are available from the Massachusetts Department of Public Health.

## FOOD & BEVERAGE SAMPLES

The MCCA prohibits any food or beverages from being brought into the building, except by Levy Restaurants, the exclusive food & beverage service provider. The distribution of food and beverages, regardless of type and/or quantity, is the sole responsibility of Levy Restaurants.

Levy Restaurants is the official caterer for all food and beverage services within the BCEC. All arrangements for the service of food and/or beverages must be made through the catering office. Food and beverage sampling in conjunction with specific exhibits may be permitted, but only to the extent approved in writing, in advance, by a Levy Restaurants Catering Sales Manager.

In order to obtain authorization from your Catering Sales Manager to distribute food and beverage items, one of the following conditions must exist:

- (1) The party interested in distributing food and/or beverage must be the manufacturer of said product. The interested party must only distribute sample sizes (2 ounces of pre-packaged food items or 4 ounces of non-alcoholic beverages) of his/her product, and cannot participate in cash sales of said product during the show.

-OR-

- (2) The party interested in distributing food and/or beverage items must pay a fee, which is based on a percentage of retail pricing for the item and is subject to all applicable administrative fees and taxes, in order to waive its right to exclusivity under the MCCA/BCEC License Agreement.

If a party brings unauthorized food and/or beverage items into the BCEC and does not subsequently meet one of the conditions listed above, the party must immediately remove the unauthorized item(s) from their exhibit or meeting space.

## Temporary Food Service Permit Application

The City of Boston Inspectional Services Division requires a temporary food service permit for any food & beverage served at the BCEC that is not sourced through Levy Restaurants. Permit fees begin at \$30.00 for a one-day permit, with \$5.00 for each additional day of sampling (example: a 3-day permit costs \$40.00).

## GLITTER, CONFETTI, POPCORN AND OTHER MATERIALS

The use of glitter, confetti, sand, popcorn or simulated snow types of material is not permitted in the BCEC. Additionally, adhesive-backed decals may not be given away or utilized.

## GRATUITIES POLICY

It is against the MCCA's policy for any employee or service contractor to accept gratuities or gifts from the Licensee and/or any exhibitors. Offering of tips and gratuities to personnel employed by the MCCA, or its contractors, agents or suppliers, is not necessary and strictly prohibited. If you are approached or solicited by any MCCA or service contractor personnel for gratuities, please report this violation to the Chief of Public Safety at 617.954.2222.

## GUARDRAILS AND STAIRS

Any platforms exceeding 30" in height will require a Massachusetts State building code compliant guardrail system. The guardrail shall be 42" in height, with balusters or solid material such that a sphere with a four-inch (4") diameter cannot pass through any opening.

The guardrails shall not have an ornamental pattern that would provide a ladder effect. This includes a guardrail on stairs.

The guardrail system shall be capable of withstanding a load of 200 pounds (minimum).

Stair construction shall meet Massachusetts State building code for riser height of 7" maximum and a tread depth of 11" minimum. These stairs shall have a handrail that shall be continuous, without interruption by newel posts, other

structure elements or obstructions. Handrails shall not be less than 34" or more than 38". The handrail ends shall be returned to a wall or post. All stairway handrails shall have a circular cross section with an outside diameter of at least 1-1/4" and not greater than 2".

Stair width shall be a minimum of 36". Many multi-level displays are designed without risers, which is not permitted by the Massachusetts State building code as the stairway is part of a means of egress. The easiest way to address this issue with minimal cost is to secure a fitted piece of fire-rated plywood or sheet rock between the stringers against the back of the treads.

### HAND-CARRY POLICY

The MCCA reserves the right to restrict all freight and package deliveries to the loading dock. MCCA Public Safety personnel will be on site to direct and assist exhibitors during move-in and move-out.

For the convenience and safety of exhibitors and patrons, all freight and material handling must enter and exit the facility through the loading dock. The Licensee and its exhibitors will be allowed to hand carry one item, one time, in or out of the facility without having to access the loading dock. (Hand-carried freight is defined as one item that can be easily carried by an individual, without the need for dollies or other mechanized equipment.)

No parking is allowed at the entrance of the facility, and the use of passenger elevators for movement of freight is not allowed. All packages are subject to inspection by facility personnel.

This policy is strictly enforced at The Westin Boston Waterfront Hotel skybridge as well.

### LIGHTS

Only Underwriters Laboratories (UL) approved, clamp-on types of portable spotlights are allowed. All display lights must be turned off when the exhibitor leaves for the day. Only UL approved extension cords 12 gauge or greater, rated for 20 amp, are allowed. Note: Household extension cords are not permitted. These are generally 14 or 16 gauge and only rated at 15 amp.

## MATERIAL HANDLING

**Exhibitors are allowed to perform their own material handling, providing all of the following criteria are met:**

- Exhibit personnel performing the work must be bona fide, full-time employees ("authorized personnel") of said company.
- Exhibitors may choose to off-load from a company-owned truck or rental vehicle, or from a car, van or truck owned by personnel of the company provided the vehicle is co-owned or rental vehicles must be less than 24 feet in length.
- Exhibitors may use only hand-operated equipment, which they have provided; two-wheeled hand trucks and four-wheeled flat trucks are permitted as well.
- At no time can vendors (A/V, furniture design firm, etc.) unload their items. An approved General Service Contractor (GSC) or the Exclusive Rigging Service Provider (ERSP) must be hired by the Licensee to unload/re-load and push in all vendors.

### MEANS OF EGRESS

The travel distance within an exhibit booth or exhibit enclosure (including temporary office/meeting spaces) to an exit access aisle shall not exceed 50 feet (15 meters). There should be a minimum of two (2) separate exits from any point in the hall or room where the occupant load is less than 500 persons. Where occupant loads are between 500 and 999 persons, there shall be a minimum of three (3) separate exit doors. Where occupant loads are 1,000 persons or greater, there shall be a minimum of four (4) separate exit doors.

Exits must be so located and exit access arranged so that exits are readily accessible at all times. Where more than one exit is required, exits must be remotely located from each other and arranged and constructed to minimize any possibility that more than one may be blocked by a fire or other emergency condition.

Where exits are not immediately accessible from an open floor area, safe and continuous unobstructed passageways, aisles or corridors leading directly to every exit must be maintained and arranged, to provide access for each occupant to at least two exits by separate ways of travel. At no time should an exit door or exit access door be locked, blocked or obstructed in a manner that will confuse or slow the movement of any people within the area. This requirement will also be in effect during the "move in" and "move out" of events.

During certain events, the total occupancy of larger meeting rooms and the ballrooms meeting room(s) being used may not require all the exit capacity provided for that area. In these cases, a special review will be done on the request to close some of the exit doors. An explanation, along with detailed drawings showing these doors, must be submitted for approval. If approved, the doors and exit signs must be covered to prevent any confusion to the occupants.

### MULTI-LEVEL BOOTHS AND CEILINGS/CANOPIES

#### Guidelines for Covered Exhibits With Less Than Three Hundred (300) Covered Square Feet

All materials used in the construction of covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. Certification of flame retardant treatment, along with samples of said materials, must be submitted, if requested by the MCCA Public Safety Department or the Massachusetts Department of Public Safety. It is strongly recommended that certifications of flame retardant treatments be available at show site to avoid on-site testing of materials.

Fabric must pass the NFPA-701 Code for flame spread and smoke development - Class A, Flame Spread less than or equal to 25, Smoke Developed less than or equal to 450. Canopies and tarps must be fire resistant and meet CPAI 84 (Canvas Products Association International) specifications. The original flame retardant compliance tag must be attached to tent, canopy or tarp.

The use of tents inside the Convention Center requires a special permit from the Massachusetts Department of Public Safety. Please contact the MCCA Public Safety Department at 617.954.2222 for assistance.

Exhibitor must install a single station and battery operated smoke detector on the interior of each covered exhibit or structure, including enclosed storage closets, regardless of the square footage. The detector must sound an audible alarm and be installed per the manufacturer's instructions.

Exhibitor must provide at least one (1) 10 lb. ABC, dry chemical fire extinguisher. Fire extinguishers must be mounted in a visible location and accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

A single exhibit or group of exhibits with ceilings that do not require sprinklers shall be separated by a distance of not less than 10 feet (3050 mm) where the aggregate ceiling exceeds 300 square feet (28 square meters).

Open flame, cooking or other sources of heat are prohibited under any tent, canopy or tarp.

### MOVE-IN PROCEDURES

All exhibitor move-in is restricted to the BCEC Loading Dock. No exhibitor will be allowed access with his or her move-in materials via any other entrance to the facility. Please note the hand carry rule within the Exhibitor Participation Rules/General Conditions Section of the Event Guide.

### MULTI-LEVEL BOOTHS AND CEILINGS/CANOPIES

#### Guidelines for Multi-level Exhibits (regardless of the size) and Covered Exhibits With Larger Than Three Hundred (300) Covered Square Feet

Requests for construction of multi-level exhibits (regardless of the size) must be authorized by show management before being reviewed by the MCCA Engineering and Maintenance Division and MCCA Public Safety Department. To ensure the success of your exhibit, please read and comply with the following guidelines:

1. Plans should be submitted a minimum of 90 days before the move-in date of the event and must adhere to the following:
  - a. They must be scaled, signed and dated by a registered architect or professional engineer.
  - b. They must include the show name and dates.
  - c. They must include exhibitor's name and assigned booth number.
  - d. They must include directional information (i.e. indicate neighboring aisles and/or booth numbers).
  - e. They must indicate maximum exhibit height, within the booth. Height guidelines are established, per event, by show management.
  - f. They must include connection details for the elevated floor and stairs, and permitted loading for furnishings, storage units, work surfaces or occupants who will be permitted access to the upper level.
  - g. They must include a floor loading schedule that identifies the maximum safe floor loading, fixture loads (dead loads) and occupant loading (live loads), establishing what shall be the effective limits.
2. All materials used in the construction of multi-level and/or covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. If requested, certification of flame-retardant treatment, along with samples of said materials, must be submitted to the Massachusetts Department of Public Safety for testing. It is recommended that certifications of flame retardant treatments be available at show site.

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**MULTI-LEVEL BOOTHS AND CEILINGS/CANOPIES****Guidelines for Multi-level Exhibits (regardless of the size) and Covered Exhibits With Larger Than Three Hundred (300) Covered Square Feet**

3. Exhibits with an enclosed room or occupied second story must post notice at the bottom of the stairway, indicating maximum permitted occupancy (or total permitted weight load of the second level).
4. If second level is to be occupied and greater than three hundred (300) square feet, or is designed to hold 10 or more persons, two (2) stairways are required, remote from each other. If second level is to be occupied and less than three hundred (300) square feet, one (1) set of stairs is permitted.
  - a. Stair construction shall meet Massachusetts State building code for riser height of 7" maximum and a tread depth of 11" minimum.
  - b. These stairs shall have a handrail that shall be continuous, without interruption by newel posts, other structure elements or obstructions.
  - c. Handrails shall not be less than 34" or more than 38". The handrail ends shall be returned to a wall or post. All stairway handrails shall have a circular cross-section with an outside diameter of at least 1-1/4" and not greater than 2".
  - d. Stair width shall be a minimum of 36". Many multi-level displays are designed without risers, which is not permitted by the Massachusetts State building code as the stairway is part of a means of egress.
5. Individual areas of upper decks or covered areas must be limited to dimensions that do not exceed one thousand (1,000) square feet.
6. Exhibitor must install a single station and battery-operated smoke detector on the interior of each covered exhibit or structure, regardless of the square footage. The detector must sound an audible alarm and be installed per the manufacturer's instructions.
7. Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit or structure. At least one (1) 10 lb. ABC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location and accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

**AUTOMATIC FIRE EXTINGUISHING SYSTEM**

1. The following shall be protected by an automatic extinguishing system:
  - a. Any home or house constructed within the exhibit hall; and it must also include smoke/fire alarms and a 10 lb. ABC fire extinguisher on each level
  - b. The lowest level of a multi-level exhibit, regardless of size, and/or a single-story covered exhibit where the covered area exceeds 300 sq. ft. (27.9 sq. m), and/or any covering over a multi-level exhibit exceeding 300 sq. ft. (27.9 sq. m)

*Exception: Exhibitors installing these approved flame retardant materials as coverings may avoid the need to install a fire extinguishing system:*

- A flame retardant material with fusible seams that under low temperatures (176° F / 80° C) will split and open the canopy to allow smoke to rise, activate sprinklers and allow water through the opening
  - A flame retardant open mesh material with a minimum 70% opening
  - Ceilings that are constructed of open grate design or listed dropout ceilings in accordance with NFPA 13, Standard for the Installation of Sprinkler Systems, shall not be considered ceilings within the context of this section
  - Vehicles, boats and similar exhibited products having over 100 sq. ft. (9.3 sq. m) of roofed area shall be provided with smoke detectors (Single station and battery operated or portable smoke detectors meeting the requirements for Household Fire Warning Devices in NFPA 74 are acceptable.)
2. A temporary sprinkler system must be connected to the Convention Center's domestic water system. The MCCA maintains a list of approved, state-licensed fire sprinkler companies authorized to install temporary fire sprinkler systems. The vendor must submit a sprinkler coverage plan to the MCCA Engineering & Maintenance Department for approval.
  3. To order a plumbing connection for the sprinkler system before you arrive, click on the "Exhibitor Online Ordering" link from the main MCCA Webpage ([www.massconvention.com](http://www.massconvention.com)).

4. Exhibitor must install at least one (1) single station and battery operated smoke detector on the interior of each covered exhibit or structure regardless of the square footage. The detector must have an audible alarm and be installed per the manufacturer's instructions.
5. Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit or structure. At least one (1) 10 lb. ABC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location, and be accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

The Massachusetts Department of Public Safety does not permit the use of a fire watch ordered in lieu of a temporary fire sprinkler system as an alternative method for fire safety compliance.

#### **PROTECT YOUR EXHIBIT AND MATERIALS**

The MCCA is not liable for, nor does the MCCA carry any insurance on, exhibitor property or fixtures. Please bear in mind that all of your exhibit material and displays are your property. Therefore, it is important that you take every precaution to protect this material. Below are some suggestions toward this end:

1. Ship your materials with a qualified carrier and be sure to lock trunks/crates.
2. If cartons are used, be sure that they are securely taped or banded and under no circumstances marked with the name or type of articles contained therein.
3. Be sure to furnish your shipping company with an accurate account and complete bill of lading.
4. Do not leave your booth unattended during the set-up period.
5. Do not leave exhibit material under tables or displays.
6. Do not include exhibit material in containers to be stored with empties.
7. At the close of the exhibit, be sure to pack as quickly as possible and under no circumstances leave your space unattended during this period.

8. If at all possible, have one of your staff remain in your space with your shipment, until it is actually picked up by the drayage contractor's personnel.
9. Promptly report any missing items or suspicious person(s) to Public Safety.

#### **SMOKING**

The BCEC is a non-smoking facility. Smoking of any tobacco product or electronic cigarette ("e-cigarettes") is NOT allowed in the building at any time. Designated smoking areas are located outside the building.

#### **SOLICITATIONS**

No solicitations or collections are permitted in the BCEC.

#### **VEHICLES AND OTHER MOTORIZED EQUIPMENT**

Vehicles that are to be brought into the BCEC must be pre-approved. In some cases, vehicles will not be allowed in the building, and there are restricted areas that vehicles cannot enter. Keys to start the vehicle, as well as any deactivation codes for security features, must be left with the Public Safety Department.

Motorized vehicles are defined as any vehicle that is propelled by an internal combustion engine, such as, but not limited to: automobiles, trucks, buses, farm equipment, construction equipment, motorcycles, snow mobiles, aircraft, watercraft and lawnmowers.

*Motorized vehicles shall:*

1. Be equipped with a locking (or taped) gas cap to prevent the escape of vapors. Fuel tanks shall not have more than three (3) gallons of fuel, or 1/8 tank, whichever is less.
  - a. Exceptions:
    - i. Recreational vehicles (RVs) may have up to 1/4 tank of fuel
    - ii. Aircraft that is on standby status and is required to have a minimal fuel level as determined by the Federal Aviation Administration (FAA) such as MedFlight ®
2. Have at least one (1) battery cable used to start the engine, disconnected and the end of the disconnected battery cable, taped. It is preferred that the positive or "hot" cable be disconnected.

3. Not be moved during exhibit hours. Vehicles may not be started or operated within the exhibit hall for the first 15 minutes after the exhibit hall closes to the public for the day or final closing of the event. No vehicle may be operated on the exhibit hall without a lead person walking in front of the vehicle warning people of vehicle movement.
4. Fueling or defueling of vehicles is prohibited.

## MCCA Services

The BCEC is the exclusive provider of the following services: food & beverage, business center, coat check, electrical, telephone, Internet, plumbing and the supply of compressed airs and gases, the use of the house sound system, rigging, the operation of ground-supported crank-ups, and the operation and provision of lifts for theatrical purposes. Most of these services are available directly to an exhibitor and should be ordered through your Exhibitor Services Center. These exclusive services are subject to prices and conditions on appropriate order forms. Discounts may apply to some services by meeting the advance payment deadlines and conditions noted on the forms.

Exhibitors may order services through the Signature Boston Exhibitor Ordering Site at [www.signatureboston.com](http://www.signatureboston.com). For more information, Exhibitor Services can be contacted at 617.954.2230 or [exhibitorservices@signatureboston.com](mailto:exhibitorservices@signatureboston.com).

The MCCA is the preferred provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event's preferred provider as detailed in your Exhibitor Kit.

## ATMS

Guests will find ATMs on Level One in the North Lobby and the Wicked Good Market, and on Level 0 East.

## AUDIO/VISUAL SERVICES

The BCEC offers in-house A/V services on a preferred basis, with a preferred audio/visual provider to help provide comprehensive event support and services. All types of audio and visual display devices, screens and computer interfaces are available, along with skilled operators. The BCEC features a digital audio system and extensive use of fiber optic cabling to distribute signals throughout the facility. The BCEC has a clear line of sight to all satellites and dedicated truck parking

spaces, complete with power and signal distribution. The preferred audio/visual provider is the exclusive provider for the use of the in-house sound systems. All other A/V companies must bring in a stand-alone speaker system.

## BOOTH PACKAGES

Services cannot be resold or bundled as a package without prior written approval.

## BUSINESS CENTER

The MCCA in-house vendor is the exclusive service provider of the Business Center. From simple documents to complex projects and on-going programs, the MCCA business center will provide document management solutions to meet your needs. The document solutions capabilities include: copying and digital printing, document production, supplies, computer services, electronic file submission, signage, custom printing services, document distribution, pack and ship options, express and ground service, fax service with delivery of incoming messages, and desktop/word processing.

## SATELLITE SERVICES

The BCEC has a clear line of sight to all satellites and convenient parking spots for uplink and downlink trucks. Power and signal distribution is available at all truck locations. Please contact Exhibitor Services for more details and pricing.

## Transportation

### PUBLIC TRANSPORTATION

We strongly encourage you to promote public transportation as an efficient option for your attendees and exhibitors. Public transportation in the Boston area is provided by the Massachusetts Bay Transportation Authority (MBTA or "The T"). A number of excellent public transportation options are available for service to and from the BCEC. South Station, the premier regional transportation center, is a ten-minute walk from the front door of the BCEC. Services available at South Station include the MBTA's Red and Silver lines, Amtrak regional service, bus service, and commuter rail.

### TAXI AND RIDESHARE INFORMATION

MMCCA staff will coordinate with the individual taxicab companies and the Boston Hackney Division for the needs of each event. Assigned staff will manage taxi service logistics. Level One, North Entrance at 415 Summer Street is the

required location for taxicab drop-off and pick-up. This taxi stand location will be separate from the other transportation operations for the event. MCCA Transportation staff will monitor the volume of taxis, and will request more from the taxicab companies as needed throughout the event.

Rideshare vehicles (such as Uber & Lyft, etc.) are only permitted to pick up and drop off at designated locations. These locations are event-specific, and will appear in the app when you open it to request a vehicle. Signs will be posted throughout the BCEC to direct you to the proper pick-up location.

### PRIVATE CHARTER SERVICE

Any exhibitor wishing to pick up or drop off a private charter shuttle on-site must request a staging area from the MCCA Transportation Department. All requests must be made in advance by emailing [MCCATransportationServices@signatureboston.com](mailto:MCCATransportationServices@signatureboston.com). Requests must include the name of the event, the date & time of the trip, name of the bus company, and number of vehicles being used.

Exhibitors may contract directly with the MCCA to provide charter services. Please email [MCCATransportationServices@signatureboston.com](mailto:MCCATransportationServices@signatureboston.com) to request a quote for services.

### PARKING

The BCEC currently maintains 1,343 parking spaces in the South Parking Lot. There are also 200 parking spaces that are utilized for valet parking. Please keep in mind that there is no 24-hour parking or overnight parking at the BCEC. In-and-out privileges are only available to those who purchase Exhibitor Parking Passes (only offered for select events, please contact Exhibitor Services with any questions). Any vehicle left at the BCEC overnight is subject to tow at the owner's expense.

For larger events where the amount of parking available on-site is expected to be insufficient to meet the needs of a particular event, the MCCA Transportation Department will work with local parking lots and garages to create an overflow parking plan. Vehicles will be sent off-site, and attendees will be provided with either walking directions back to the BCEC or a shuttle depending on the distance of the parking lot from the BCEC.

Please note that during events where parking is expected to fill the MCCA will restrict parking on-site to single-spaced vehicles only. Exhibitors arriving with box trucks or vehicles with trailers in tow will be directed to park off-site, and will not be permitted into the South lot until the conclusion of the event.

### PARKING ON LOADING DOCK

Exhibitor staff members parking on the loading dock and displaying their loading dock parking pass on the dashboard of the motor vehicle for the purpose of unloading cargo have a limit of 20 minutes in order to do so. Exhibitor staff remaining in the loading dock area beyond the 20-minute limit, and/or who do not properly display a valid loading dock parking pass, subject themselves to towing at the vehicle owner/operator's risk and expense.

### ADA PARKING

There is an ADA area in the South Parking Lot, in the rear of the facility. Parking is available in these spaces for the same rate as standard self-parking. From there, there is a handicap-accessible sidewalk to Level Zero, where there is an entrance to the BCEC through the Southeast lobby.



# Levy Restaurants BCEC Authorization Request

## *Sample Food and/or Beverage Distribution*

Please complete this form to receive authorization to distribute food or beverages not purchased through Levy Restaurants. Levy Restaurants has exclusive food and beverage distribution rights within the Boston Convention & Exhibition Center (BCEC) and has the responsibility to the City of Boston to strictly regulate any food and beverage activity within the BCEC. Due to strict regulations, any vendor sampling product within the above mentioned parameters must submit a sampling form to Levy Restaurants for approval.

**The Selling of Food and/or Beverage products by any other entity is strictly prohibited.**

Sponsoring Organizations of expositions and trade shows, and/or their exhibitors, may distribute SAMPLE SIZE food and/or beverage products ONLY upon written authorization and adherence to ALL of the conditions outlined below.

### **GENERAL CONDITIONS - FOOD INDUSTRY RELATED SHOWS**

1. Items dispensed are limited to products Manufactured, Processed or Distributed by exhibiting companies.
2. All items are limited to SAMPLE SIZE and must be dispensed/distributed in accordance to Local and State Health Codes:
  - a. Non-Alcoholic Beverages limited to maximum of 4 oz. Sample Size, served in biodegradable (or plastic) cups. No cans or bottles will be permitted.
  - b. Alcoholic beverage sampling is permitted only if you are the manufacturer or distributor of the beverage. Alcoholic beverages must be "sample" sizes (2 oz. for beer/wine, .25 oz for liquor) and can only be served by a licensed Levy Restaurants bartender.
  - c. Food items are limited to "bite size", not to exceed 2 oz. portions or a 2 oz. prepackaged samples.
  - d. All food/beverage items brought in are required by the Boston Health Department to have a temporary Health Permit. This includes prepackaged food samples, samples not intended for consumption on the show floor, and bottled water.
3. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other Levy Restaurants and/or BCEC services.

### **IF YOU DO NOT MEET THE CONDITIONS LISTED ABOVE, THE FOLLOWING POLICIES APPLY:**

**TAKE-AWAY ITEMS AND BUY-OUT FEES.** Any Food and Beverage brought on premises without the written authorization from Levy Restaurants, the BCEC and [NAME Show] Management is strictly prohibited.

1. Take-away items will be assessed and approved on a case by case basis by Levy Restaurants. Take-away items are items that are distributed to attendees but are not intended for immediate consumption at the time of receipt. Requests for take-away items must be submitted no later than DATE.
2. Requests for all Food or Beverage Products brought on the premises for consumption at hosted banquet/booth events or that do not fall within the Sampling parameters listed above may incur a Buy-out Fee by Levy Restaurants. An appropriate buy-out fee will be determined by Levy Restaurants on a case by case basis; however, the buy-out fee will be based on a percentage of the retail pricing for the food and/or beverage item and is subject to all applicable taxes and service charges.

**UNUSED FOOD OR BEVERAGE PRODUCT** that requires pick-up or shipment after the show/event is the responsibility of the Company that is sampling the product. Absolutely NO REFUNDS of Buy-out Fees will be given for Food or Beverage Product if not consumed during show/event.

**FOOD AND BEVERAGE RELATED SERVICES** including storage, delivery, or any other service required for Food and/or Beverage products brought from the outside are not the responsibility of and will NOT be provided by Levy Restaurants.

If these services are required the following charges will be assessed:

1. \$150.00 for a small visi cooler, per day
2. \$300.00 for a large double visi cooler, per day
3. \$25.00 per drop off and per pick-up for steward
4. \$150.00 per day minimum for dry or refrigerated storage, per pallet
5. \$6.00 per 5 pound bag of ice

*Both the refrigerator and cooler require stewarding labor to drop off and retrieve the equipment. A security deposit of \$250 per piece of equipment will also apply.*

**SHIPPING/RECEIVING** Please note that only product you expect to be prepared by, stored by and delivered by Levy Restaurants should be shipped to Levy Restaurants. Please see the Shipping Label, fill it out and ensure it is used properly to ensure proper receiving of your product. You must contact Levy Restaurants prior to shipping items – items not expected will not be received. For all Food and Beverage not purchased through Levy Restaurants, all standard fees mentioned above will be charged where applicable, including 20% Administrative Fee and Applicable Sales Tax.

The Company named below acknowledges they have sole responsibility for the use, servicing or other disposition of such items in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Levy Restaurants and the BCEC from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items.

**Exhibiting firm must provide Levy Restaurants with a Certificate of Insurance showing evidence of Commercial General Liability with an each occurrence limit of \$1,000,000 and naming Levy Premium Foodservice Limited Partnership and Massachusetts Convention Center Authority as additional insured. Information must be received no later than close of business (5:00 PM EST) on \_\_\_\_\_**

Event or Show:		Event or show date(s):		
Exhibiting firm:		Booth no. (s):		
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by/title:		Show site contact:		
Date:		Contact phone:		

**PLEASE SPECIFY: ITEM / DISTRIBUTION PURPOSE / QUANTITY / PORTION SIZE / METHOD OF DISPENSING**

Before returning this document, please sign the “Agreed” indicating you have read and you agree with all conditions.

Agreed \_\_\_\_\_ Approved \_\_\_\_\_ Date \_\_\_\_\_  
Exhibiting Firm Levy Restaurants

**PLEASE RETURN FORM TO LEVY RESTAURANTS BY \_\_\_\_\_ TO ENSURE CONFIRMATION AND APPROVAL.**

For additional services and information, please contact: Levy Restaurants | Exhibitor Catering Sales Department  
 415 Summer Street | Boston MA 02210 | Tel. 617.954.1046 | Fax 617.954.2159

# DECORATOR INFORMATION



## DECORATOR INFO

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Credit Card  
Authorization Form  
Exhibit Transportation  
Material Handling  
Furniture and  
Accessories  
Carpet Forms  
Signs and Graphics  
Labor & Cleaning

Demers Events & Expo Services  
151A Park Ave  
East Hartford, CT 06108

Phone: 860.882.0003  
Fax: 860.761.0070

[info@demersexpo.com](mailto:info@demersexpo.com)  
[www.demersexpo.com](http://www.demersexpo.com)



**SHOW SCHEDULE** | Important deadlines, move-in, move-out, and more.  
**PRODUCT & SERVICES** | Order from our full catalog and take advantage of our discounts.  
**SHIPPING** | Save money by shipping your next exhibit with our transportation experts.  
**QUICK FACTS GUIDE** | Get the basics to help you get started.  
**FORMS** | Forms, brochures, tips, and other important information.  
**CONTACT** | Get in touch if there's anything we can do to help, before the show and beyond.

# SHOW FACTS

## New England Boat Show Boston Convention & Exhibition Center January 10-14, 2024

DISCOVER  
BOATING™

NEW ENGLAND  
BOAT SHOW®

**PROGRESSIVE**®

New England Boat Show, Boston Convention Center, January 10-14, 2024

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### BOOTH EQUIPMENT

Each 10'x10' booth space includes one 8' high back drape, two 3' high side drapes, and one 7"x44" booth ID sign. Drapery colors are silver and white.

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### EXHIBIT HALL CARPET

The Exhibit Hall is not carpeted. Aisles will be carpeted in Tuxedo.

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### DISCOUNT PRICES

In order to receive the discounted rates listed in this manual, we must receive your order by:  
**Friday, December 15, 2023. Order online (see page 2) and save the 8% Administrative Fee.**

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### SHOW SCHEDULE

#### Exhibitor Move-In:

Saturday, January 6, 2024 from 8:00am-5:00pm  
Sunday, January 7, 2024 from 8:00am-5:00pm  
Monday, January 8, 2024 from 8:00am-5:00pm  
Tuesday, January 9, 2024 from 8:00am-5:00pm

#### Show Hours:

Wednesday, January 10, 2024 from 12:00pm-8:00pm  
Thursday, January 11, 2024 from 12:00pm-8:00pm  
Friday, January 12, 2024 from 12:00pm-8:00pm  
Saturday, January 13, 2024 from 10:00am-8:00pm  
Sunday, January 14, 2024 from 10:00am-6:00pm

#### Exhibitor Move-Out:

Sunday, January 14, 2024 from 7:00pm-10:00pm  
Monday, January 15, 2024 from 8:00am-5:00pm  
Tuesday, January 16, 2024 from 8:00am-5:00pm

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**UNION JURISDICTION** See page 22 for more information



# ONLINE ORDERING

New England Boat Show, Boston Convention Center, January 10-14, 2024

## Exhibitor Orders Must Be Completed with our PCI-Compliant Online Ordering System!

Simply request an online login by emailing [info@demersexpo.com](mailto:info@demersexpo.com) (please specify show name and date). We will then create an online login and notify you of this via email.

All products and services offered in this Exhibitor Services Kit are available on our online storefront.

Using our online storefront saves you an 8% administrative fee!  
Orders placed via email or fax will be assessed this fee.

**The Last Day to Receive discount pricing is: Friday, December 29, 2023.**  
**Floor prices apply after that date.**  
**The Storefront will close on Friday, January 5, 2024.**  
**No Online Orders after that date.**



# CREDIT CARD AUTHORIZATION

To have orders charged to a credit card account, please complete the information requested below and return this form with your order(s). Credit Card orders are subject to credit approval. Event site balances or charges for outstanding labor or miscellaneous items not previously paid will be charged to your credit card account.

=====

CREDIT CARD:        VISA            MasterCard            AMEX  
ACCOUNT NUMBER: \_\_\_\_\_  
EXPIRATION DATE: \_\_\_\_\_  
SECURITY CODE (Visa/ Master Card 3 digit # on back, Amex 4 digit # on front): \_\_\_\_\_  
CARDHOLDER'S NAME: \_\_\_\_\_  
CARDHOLDER'S SIGNATURE: \_\_\_\_\_ DATE : \_\_\_\_\_

## ADDRESS BELOW MUST MATCH CARDHOLDER'S BILLING ADDRESS

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
Card Billing Address: \_\_\_\_\_ Authorized by: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Signature: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Date: \_\_\_\_\_  
Email Address: \_\_\_\_\_

## CREDIT AND PAYMENT POLICY

The Credit Card Authorization section above must be completed and accompany all credit card orders.

Please notify your company representative of the following:

- All orders must be paid in full and/or credit card authorization (above) be on file with your order(s) before services are rendered.
- There will be no invoicing. Purchase Orders are not a form of payment.
- Payment for orders mailed to Demers in advance can be made by company check, money order or credit card.
- Event site orders can be paid by cash or charged to a credit card.
- International exhibitors must prepay all services in U.S. Currency.
- Items ordered, delivered to booth, then cancelled, will not be refunded.
- Other refund requests will not be considered unless exhibitor makes request of Demers prior to the close of the event.
- Exhibitor is responsible for the cost of repair or replacement if equipment is lost, damaged or stolen while being rented.
- Payment must be received by **Friday, December 15, 2023** for discount pricing to apply.
- Orders received without payment will be assessed a late fee.

By submitting this credit card authorization, you knowingly authorize Demers to charge your credit card for any service rendered under the terms and conditions stated in this Exhibitor Kit. You also knowingly authorize your show-site representative to sign for charges on your behalf.

**PAYMENT MUST BE INCLUDED WITH ALL ORDERS**



# STANDARD FURNISHINGS

Order Online and Save the Assessed 8% Administrative Fee

CARPETING				
QTY	Carpet Size	Advance	Floor	Subtotal
	9' x 10' Carpet	323.00	453.00	
	9' x 20' Carpet	711.00	905.00	
	9' x 30' Carpet	1066.00	1358.00	
	9' x 40' Carpet	1422.00	1810.00	
<b>Carpet Color:</b> Gray Blue Red Black Emerald Green (Circle Choice)				
<b>Special Cut Carpeting Over 400 SQ FT</b> Please see next page for pricing				
<b>Carpet Padding</b> Booth Size: _____ ft. x _____ ft. = _____ SQ FT x \$2.10= _____				
SKIRTED TABLES				
<b>Skirt Colors:</b> Gray Blue Red Black White Green Burgundy (circle choice)				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	184.00	252.00	
	2' x 6' x 30" high	222.00	303.00	
	2' x 8' x 30" high	258.00	352.00	
	2' x 4' x 40" high	215.00	294.00	
	2' x 6' x 40" high	262.00	342.00	
	2' x 8' x 40" high	312.00	426.00	
UNSKIRTED TABLES				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	78.00	99.00	
	2' x 6' x 30" high	117.00	149.00	
	2' x 8' x 30" high	157.00	204.00	
	2' x 4' x 40" high	100.00	130.00	
	2' x 6' x 40" high	152.00	194.00	
	2' x 8' x 40" high	204.00	262.00	
WOOD TABLE RISERS				
QTY	Riser Size	Advance	Floor	Subtotal
	4' x 10" Undraped	58.00	68.00	
	6' x 10" Undraped	74.00	82.00	
	4' x 10" Draped	82.00	92.00	
	6' x 10" Draped	92.00	102.00	
Wood Table Riser Color: <i>White</i>				

CHAIRS				
QTY		Advance	Floor	Subtotal
	Upholstered arm chair	98.00	132.00	
	Black Bar Stool w/ foot rest	131.00	178.00	
	Tubular folding chair	35.00	64.00	
	Upholstered bar stool	142.00	184.00	
	Padded side chair	86.00	117.00	
SPECIAL DRAPERY/SKIRTING				
<b>Drape Colors:</b> Gray Blue Red Black White Green Burgundy (circle choice)				
QTY		Advance	Floor	Subtotal
	8' high drapery Per Linear Foot	24.00	30.00	
	3' high drapery Per Linear Foot	20.00	27.00	
	13'-long table skirting	72.00	96.00	
ACCESSORIES				
QTY		Advance	Floor	Subtotal
	Clothes Tree	89.00	112.00	
	Easel (Tripod Display)	76.00	98.00	
	Garment Rack	92.00	120.00	
	Panelboard	320.00	400.00	
	Pegboard	320.00	400.00	
	Stage (4' x 4' all heights up to 36")	405.00	508.00	
	Stage (4' x 4' w/ carpet & skirt)	405.00	508.00	
	Stanchion Post	134.00	170.00	
	Stanchion Belt	28.00	44.00	
	Waste Basket	32.00	40.00	

**- ORDER SUMMARY -**

Subtotal:	\$	
6.25% Sales Tax:	\$	
8.00% Admin Fee:	\$	
Grand Total:	\$	

**Advance price deadline: Friday, December 15, 2023** All items are for rental for the duration of the show only. Items ordered, delivered to booth, then cancelled, will not be refunded. Other refund requests will not be considered unless Exhibitor makes request of Demers prior to the close of the show. Exhibitor is responsible for cost of repair or replacement if equipment is lost, damaged or stolen while being rented. Rentals are based on availability. Order early to guarantee what you want is available.

Order online and save the 8% administrative fee.

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108  
860.882.0003 – Fax 860.579.3976 – Email info@demersexpo.com  
www.demersexpo.com



**Demers  
Events  
& Expo  
Services**

New England Boat Show, Boston Convention Center, January 10-14, 2024

# BULK SPACE CARPET

Submit this form to rent bulk carpet from Demers. Enter the Carpet Total below on the Payment Authorization/Order Summary form. Orders received without full payment or credit card information will not be processed. Order online to save 8% administrative fee.

Advance Order Discount Deadline: Friday, December 15, 2023

## Bulk Space Carpet

Select from Standard Colors (if no color is selected, show colors will prevail.)

Black     Blue Lagoon     Grey     Forest Green     Red

10' wide carpet in lengths of 40' or more will be available at the following costs:

**\$2.80 per square foot (discount price)**

or

**\$4.60 per square foot (standard price)**

Calculation for custom bulk carpet at discount price for orders received BEFORE: **Friday, December 15, 2023**

\_\_\_\_\_ Length x \_\_\_\_\_ Width = \_\_\_\_\_ square feet x \$2.80 = \$ \_\_\_\_\_

Calculation for custom bulk carpet at standard price for orders received AFTER: **Friday, December 15, 2023**

\_\_\_\_\_ Length x \_\_\_\_\_ Width = \_\_\_\_\_ square feet x \$4.60 = \$ \_\_\_\_\_

## Carpet Protection (Visqueen)

Calculation for carpet protection for load in:

\_\_\_\_\_ Length x \_\_\_\_\_ Width = \_\_\_\_\_ Square feet x \$.35 = \$ \_\_\_\_\_

Calculation for carpet protection for load out:

\_\_\_\_\_ Length x \_\_\_\_\_ Width = \_\_\_\_\_ Square feet x \$.35 = \$ \_\_\_\_\_

To Guarantee availability, orders must be received 30 days prior to show move-in. Demers reserves the right to substitute carpet colors. Carpet will be installed in new or as new condition exhibitor is responsible for excessive wear on carpet. Excessive wear and dirt will result in exhibitor being charge for cleaning services. The use of carpet protection for move in and move out is suggested. **All carpet sizes must be rounded up to the near 10' increment e.g. a 35' x 50' booth will be calculated as 40' x 50'** Cancelled orders for custom carpet will be charged 100%.

## Terms / Order Estimate

Subtotal \$ \_\_\_\_\_  
6.25% Tax \$ \_\_\_\_\_  
Total \$ \_\_\_\_\_

**Advance price deadline: Friday, December 15, 2023.** All items are for rental for the duration of the show only. Items ordered, delivered to booth, then cancelled, will not be refunded. Other refund requests will not be considered unless Exhibitor makes request of Demers prior to the close of the show. Exhibitor is responsible for cost of repair or replacement if equipment is lost, damaged or stolen while being rented. Rentals are based on availability. Order early to guarantee what you want is available. Order online and save the 8% administrative fee.

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108  
860.882.0003 – Fax 860.579.3976 – Email info@demersexpo.com  
www.demersexpo.com



**Demers  
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& Expo  
Services**

New England Boat Show, Boston Convention Center, January 10-14, 2024



# Additional Booth Accessories

Looking for an item you do not see? Please call our office for availability and pricing.



Tote Bag Holder



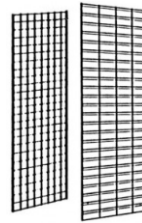
Faux Tree



Literature Rack



Gondola



Gridwall

\*Actual products may vary from images shown\*

ITEM	QTY	X	PRICE	=	TOTAL
TOTE BAG HOLDER/RACK		X	\$ 60.00	=	
SILK PALM TREE		X	\$ 70.00	=	
LITERATURE RACK		X	\$ 95.00	=	
2'X6' GRIDWALL (MUST ORDER AT LEAST 2)		X	\$ 60.00 EA	=	
4' GONDOLA (COMES WITH 2 SHELVES)		X	\$ 225.00	=	
ADDITIONAL GONDOLA SHELVES (2 ADDITIONAL MAX PER GONDOLA)		X	\$ 25.00 EA	=	
SUBTOTAL					\$
6.35% SALES TAX					\$
8.00% ADMIN FEE					\$
GRAND TOTAL					\$

**Advance price deadline: Friday, December 15, 2023.** Orders placed after deadline date will be assessed a 25% late fee. All items are for rental for the duration of the show only. Items ordered, delivered to booth, then cancelled, will not be refunded. Other refund requests will not be considered unless Exhibitor makes request of Demers prior to the close of the show. Exhibitor is responsible for cost of repair or replacement if equipment is lost, damaged or stolen while being rented. Rentals are based on availability. Order early to guarantee what you want is available.

**Order online and save the 8% administrative fee.**

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108  
 860.882.0003 – Fax 860.579.3976 – Email [info@demersexpo.com](mailto:info@demersexpo.com)  
[www.demersexpo.com](http://www.demersexpo.com)



**Demers  
Events  
& Expo  
Services**

**New England Boat Show, Boston Convention Center, January 10-14, 2024**

# ELITE SERIES FURNITURE



SORRENTO WHITE



SORRENTO BLACK

## SORRENTO COUCH



SOUTH BEACH BISTRO 42" TABLE



SOUTH BEACH BAR CHAIR



SANIBEL BISTRO 42" TABLE



SANIBEL BAR CHAIR  
HIGH BACK ALSO AVAILABLE

## SOUTH BEACH

## SANIBEL



SORRENTO CHAIR WHITE



SORRENTO CHAIR BLACK

## SORRENTO CHAIR

ITEM	QTY	X	PRICE	=	TOTAL
SORRENTO COUCH WHITE		X	\$ 720.00	=	
SORRENTO COUCH BLACK		X	\$ 690.00	=	
SOUTH BEACH BISTRO 42" TABLE		X	\$ 400.00	=	
SOUTH BEACH BAR CHAIR		X	\$ 210.00	=	
SANIBEL BISTRO TABLE		X	\$ 400.00	=	
SANIBEL BAR CHAIR - LOW BACK		X	\$ 210.00	=	
SANIBEL BAR CHAIR - HIGH BACK		X	\$ 210.00	=	
SORRENTO CHAIR WHITE		X	\$ 510.00	=	
SORRENTO CHAIR BLACK		X	\$ 480.00	=	
SUBTOTAL				\$	
6.25% SALES TAX				\$	
8% ADMIN FEE				\$	
GRAND TOTAL				\$	

**Advance price deadline: Friday, December 15, 2023.** Orders placed after deadline date will be access a 25% late charge. All items are for rental for the duration of the show only. Items ordered, delivered to booth, then cancelled, will not be refunded. Other refund requests will not be considered unless Exhibitor makes request of Demers prior to the close of the show. Exhibitor is responsible for cost of repair or replacement if equipment is lost, damaged or stolen while being rented. Rental are based on availability. Order early to guarantee what you want is available.

**Order online and save the 8% administrative fee.**

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108  
860.882.0003 – Fax 860.579.3976 – Email info@demersexpo.com  
www.demersexpo.com



**Demers  
Events  
& Expo  
Services**

New England Boat Show, Boston Convention Center, January 10-14, 2024

# Cord Rental and Installation

**ORDER ONLINE AND SAVE THE 8% ADMINISTRATIVE FEE!**

## Display Labor

These craftsmen crate, uncrate materials, set-up and dismantle exhibits

STRAIGHT TIME 8:00am to 4:30pm, Monday - Friday  
 OVERTIME 8:00am to 4:30pm, Saturday & Sunday  
 4:31pm to 11:59pm, Monday - Sunday  
 DOUBLE TIME 12:00am - 7:59am, Monday - Sunday & all Holidays

\*FOUR Hour Minimum per Laborer

**Rates: per person/per hour**

**ADVANCE PRICE SHOWSITE PRICE**

\$179.99 \$269.99

\$269.99 \$404.99

\$359.98 \$539.98

Advance Pricing Deadline: Friday, December 15, 2023

## CORD INSTALLATION LABOR

Start time guaranteed only when labor is requested for the start of a working day (8:00am). Labor must be cancelled 72 hours in advance of start time to avoid estimated labor charges.

**Demers Exposition Supervised Labor** - Installation of your exhibit will be completed at our discretion prior to show opening. The charge for this service is 30% of the total installation labor bill, or a minimum of \$60.00

Emergency Contact:	Phone:
Display Contact:	Phone:

**Exhibitor Supervised Labor** - Supervisor must check-in at the Demers Service Desk to pick-up labor.

Supervisor Contact:	Phone:
---------------------	--------

Date	Start Time	No. of Laborers	X	Approx. Hrs Per Laborer	=	Total Hours	@	Hourly Rate	=	Estimated Total Cost
			X		=		@		=	
			X		=		@		=	

DEMERS Supervision 30% or \$60.00 Minimum

8% Admin Fee

**Total**

## CORD RENTAL

ITEM	QTY	X	PRICE	=	TOTAL
15' Flat Electrical Cord		X	\$ 48.00	=	
25' Flat Electrical Cord		X	\$ 58.00	=	
30' Flat Electrical Cord		X	\$ 68.00	=	
50' Flat Electrical Cord		X	\$ 78.00	=	
SUBTOTAL				\$	
6.25% SALES TAX				\$	
8.00% ADMIN FEE				\$	
GRAND TOTAL				\$	

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

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New England Boat Show, Boston Convention Center, January 10-14, 2024

# Cord Rental and Installation

New England Boat Show, Boston Convention Center, January 10-14, 2024

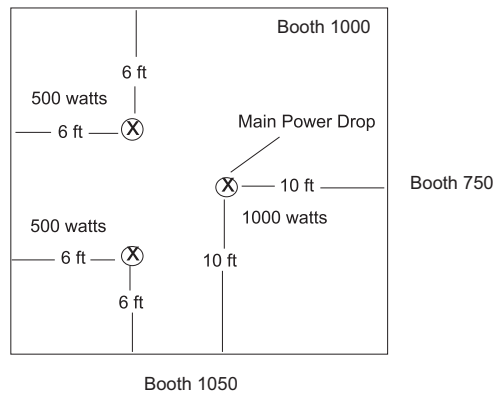
## TERMS & CONDITIONS

1. Straight time rates apply to labor calls between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. Overtime rates apply to labor calls before 8:00 a.m. and after 4:30 p.m., Monday through Friday, Saturdays, Double time rates apply to labor calls all day Sundays and Holidays.
2. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
3. A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour. A one hour minimum charge will apply to pick up cords.
4. Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
5. Labor charges will include the time for laborers to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
6. Every effort will be made to dispatch laborers as requested but start times cannot be guaranteed. 8:00 a.m. calls will be filled on a first come first served basis as orders are received.
7. Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.
8. Demers is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Demers, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL DEMERS BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Demers its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's actions or omissions under this Agreement.

## EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

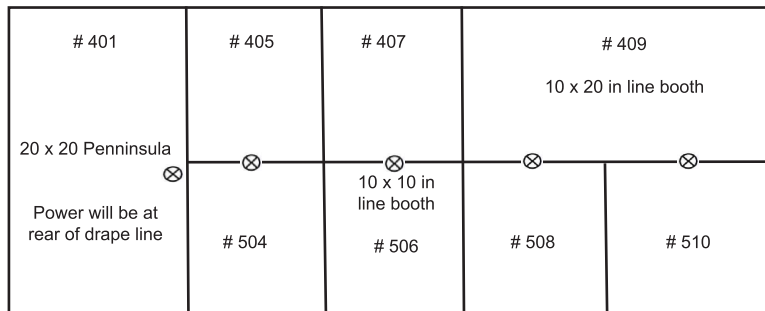
1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.
2. Location and load of all outlets - please provide specific dimensions and wattages/amperages.
3. Booth orientation - please provide surrounding aisle and/or booth numbers



## IN LINE BOOTHS

Power is run or dropped to in line booths along the back walls or drupe line of multi booth sections. The "main power locations" therefore are always located at the back of in line and penninsula booths. Outlets may not be in the exact center of the back wall. 120 volt outlets are shared by back to back booths.

Example: Outlet = ⊗



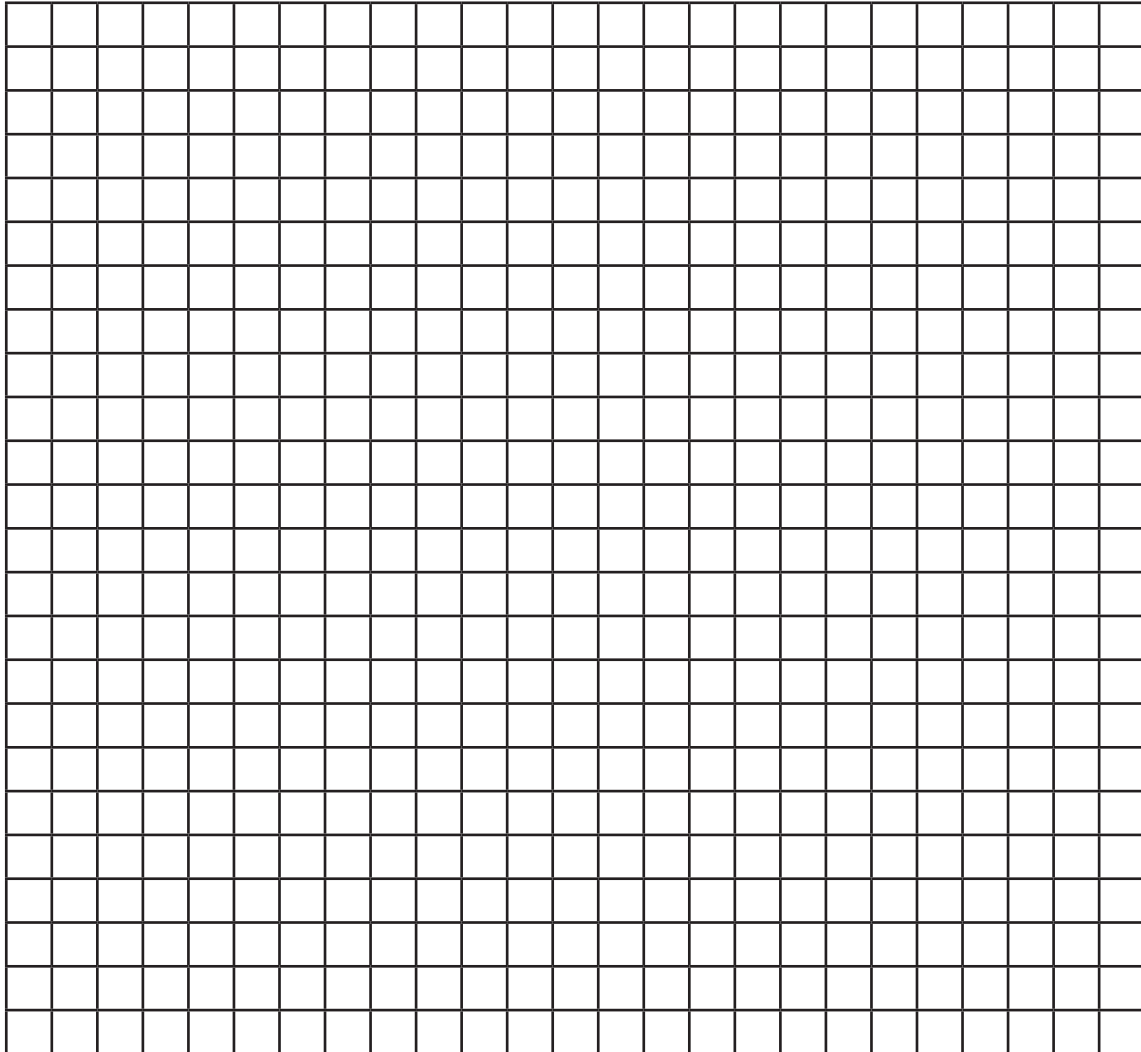
# Cord Rental and Installation

New England Boat Show, Boston Convention Center, January 10-14, 2024

## ELECTRICAL/INTERNET CORD LABOR GRID

COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

ADJACENT AISLE OR BOOTH # \_\_\_\_\_



ADJACENT AISLE OR BOOTH # \_\_\_\_\_

A measurement scale can be applied to reflect the size of your booth.

10 x 10 use 1 square = 1/4 foot

20 x 20 use 1 square = 1/2 foot

40 x 40 use 1 square = 1 foot



# DIGITAL GRAPHICS AND SIGNS

New England Boat Show, Boston Convention Center, January 10-14, 2024

## Your presentation is everything!!!

Impress your potential new customer and stand out from your competitors with high impact digital graphics in your booth. Let our team of graphic designers and sign professionals bring your booth to the next level with high impact digital graphics.

The next pages are graphics order forms. Use these forms as a guideline or consult with our graphics team to determine what will be best for your booth.

Contact us at 860.882.0003



# SIGN & GRAPHICS ORDER FORM

To order your graphics, complete this order form and attach your sign copy or electronic file. Please see artwork guidelines for electronic files on the following page. Note: All graphics are subject to a 100% cancellation charge.

## DIGITAL GRAPHICS

Demers Expo can provide the finest state-of-the-art digital graphic reproduction available on the market today. Capabilities include full-color spectrum, photo-quality, high-resolution digital printing in any size for banners, easel signage, and more.

## PRICING GUIDE

<input style="width: 50px; height: 25px;" type="text"/> L X <input style="width: 50px; height: 25px;" type="text"/> W = <input style="width: 50px; height: 25px;" type="text"/> Square Feet <small>Round length and width up to nearest foot</small>
<input style="width: 50px; height: 25px;" type="text"/> Square Feet X \$25.00 per Sq. Ft. Discount Price or <input style="width: 50px; height: 25px;" type="text"/> Square Feet X \$35.00 per Sq. Ft. Standard Price = <input style="width: 50px; height: 25px;" type="text"/> Total

**In order to receive discounted pricing, your order must be received by Friday, December 15, 2023.**

Minimum order per graphic 6 sq. ft.; Double sq. ft. for double-sided graphics; File conversion, retouching, cloning or color correcting may incur additional labor charges (Demers will advise of charges before work is performed).

**Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.**

## BACKING MATERIAL

**Standard:**

Foam Core  
 PVC Fluted

**Upgraded:** (additional 15% charge)

Sintra  
 Gator Board  
 Plexi

If backing material is not selected, PVC Fluted will be used.

## SIGN LAYOUT

The quick brown fox ran over the steep hill.



Vertical

The quick brown fox ran over the steep hill.



Horizontal

The quick brown fox ran over the steep hill.



Designer to decide

## SPECIAL INSTRUCTIONS

Please indicate the file name that will be e-mailed or uploaded to our FTP (see next page)

<input style="width: 50px; height: 25px;" type="text"/>	Total X	<input style="width: 50px; height: 25px;" type="text"/>	6.25% Sales Tax +	<input style="width: 50px; height: 25px;" type="text"/>	8.00% Admin Fee =	<input style="width: 50px; height: 25px;" type="text"/>	Grand Total
---	---------	---	-------------------	---	-------------------	---	-------------

*If you will be ordering more than one sign, please use one order form per graphic/sign.*

**Order Online and Save the 8% Administrative Fee**

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

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# ARTWORK & FILE GUIDELINES

DES-Demers Expo will provide you with the best possible quality graphics for your event or exhibit. You can assist us in that effort by providing digital art files using the guidelines listed below. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to ensure accurate color reproduction.

## PREFERRED SOFTWARE AND FILE FORMATS

We are capable of working with both PC and MAC based software, and can accept art created with the following software programs:

- ADOBE—Illustrator, InDesign, and Photoshop
- COREL DRAW

The Following Files can be submitted for graphic reproduction:

- EPS and AI
- TIF
- PDF
- JPG

Vector formats are best to use. When using vector based formats include all fonts, or convert fonts to outlines or paths

File types that cannot use to reproduce high quality graphics include:

- GIF files
- Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt) file types
- Self-extracting files, such as EXE or SEA files

## HOW TO SEND ARTWORK

- Artwork files that are of acceptable resolution as listed above will typically be too large to send via email. Files may be shared via online file sharing with program of your choice, saved and sent via overnight delivery on either a CD-ROM or a DVD, along with the hard-printed proof copy. (Floppy disks and zip drives are not a good option for sending large graphics files.)
- Files may also be uploaded to DES-Box Files. Please contact Demers at 860-882-0003 to obtain access.
- If your artwork files are below 6 megabytes they can be e-mailed to [info@demersexpo.com](mailto:info@demersexpo.com).





# MATERIAL HANDLING ORDER FORM

New England Boat Show, Boston Convention Center, January 10-14, 2024

**CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

**SPECIAL HANDLING:** Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS & DHL** are included in this category due to their delivery procedures.

**UNCRATED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.

**CARPET AND/OR PAD ONLY:** Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

**TRUCKS:** All trucks, including co-owned or rental vehicles, with cargo area of 24' or larger in length will be off-loaded or loaded by the official material handling contractor.

**STRAIGHT TIME:** 8:00 A.M. to 4:30 P.M. Monday through Friday

**OVERTIME:** 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays

**Note:** Some inbound and outbound material handling services will have overtime charges applied.

**Union Holidays:** New Years Day, Martin Luther King Day, President's Day, Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day

RATE CLASSIFICATIONS:	PRICE PER CWT	MINIMUM
<b>Warehouse Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$168.00	\$336.00
Special Handling Shipment.....	\$229.00	\$458.00
Carpet and/or Pad Only Shipment.....	\$233.00	\$466.00

For every 100 square feet of booth space an exhibitor purchases they will receive 200 lbs. of direct to show site material handling at no charge. Weights above the 200lbs per 100 square feet of booth space will be charged at below rates.

<b>Show Site Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$157.50	\$315.00
Special Handling Shipment.....	\$204.75	\$409.50
Uncrated or Pad Wrapped Shipment.....	\$236.00	\$472.00
Carpet and/or Pad Only Shipment.....	\$236.00	\$472.00

<b>Small Package - Maximum weight is 30 lbs per shipment</b>		
Per Shipment.....	\$	52.00

\*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

**ADDITIONAL SURCHARGES:**

<b>Shipment Delivered after Deadline Date (in addition to above rates)</b>		
Warehouse Shipment after December 29, 2023.....	\$ 47.25	\$94.50
Show site Shipment after Show Opening.....	\$ 47.25	\$94.50

All rates quoted above are straight time rates. All freight received at the warehouse that must be moved into or out of the booth before 8:00 am or after 4:30 pm on weekdays will be charged overtime rates. Show site overtime hours are before 8:00 am and after 4:30pm on weekdays. Any time on Saturday, Sunday or holidays will be charged overtime each way in addition to the above rates.

<b>Overtime Charge - Warehouse (in addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 84.00	\$168.00
Special Handling Shipment.....	\$ 110.25	\$220.50
Carpet and/or Pad Only Shipment.....	\$ 126.00	\$252.00

<b>Overtime Charge - Show Site (in addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 78.75	\$157.50
Special Handling Shipment.....	\$ 103.00	\$206.00
Uncrated or Pad Wrapped Shipment.....	\$ 118.00	\$236.00
Carpet and/or Pad Only Shipment.....	\$ 118.00	\$236.00

<b>Off-target Charge (in addition to above rates)</b> .....	25%	additional
<b>Non-Payment</b> .....	\$25.00	\$100.00

**PLEASE COMPLETE THE FOLLOWING:**

	CARRIER	# PIECES	SHIPMENT WEIGHT	CWT	PRICE PER CWT (min. 2 CWT)	ESTIMATED CHARGES
SHIPMENT 1			lbs. ÷ 100 =			\$
SHIPMENT 2			lbs. ÷ 100 =			\$
SURCHARGE			lbs. ÷ 100 =			\$
					6.25% Service Fee	\$
					8.00% Admin Fee	\$
					<b>TOTAL ESTIMATED CHARGES</b>	\$

Order Online and Save the 8% Administrative Fee

See Next Page For Additional Information

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

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# IN/OUTBOUND SHIPMENTS

New England Boat Show, Boston Convention Center, January 10-14, 2024

## Inbound Shipments:

Materials can be shipped in advance to the Demers Warehouse or directly to the Venue. Exhibitor is responsible for making prepaid inbound and outbound shipping arrangements. Collect shipments or shipments billed to Demers will not be accepted. All shipments must be consigned to Demers and all material handling services must be prepaid. Demers Material Handling Services include receiving shipments, providing delivery to booth, storage of empty packing materials, and return of outbound shipments to the loading dock.

**\*Please use enclosed labels on all pieces**

## ADVANCE SHIPPING ADDRESS

**TO:** Name of Exhibitor & Booth Number  
**FOR:** New England Boat Show  
c/o Demers Exposition Services, Inc.  
151A Park Avenue  
East Hartford, CT 06108

Demers Warehouse will receive shipments and provide up to 30 days storage prior to the event. Loose materials will not be received at Demers Warehouse. Shipments may be received weekdays (excluding holidays) between 8:30am – 3:30pm.

**Deadline to receive advance pricing discount: Friday, December 29, 2023.** After this date, a 25% off-target fee applies.

## DIRECT SHIPPING ADDRESS – TO EVENT SITE

**TO:** Name of Exhibitor & Booth Number  
**FOR:** New England Boat Show  
c/o Demers Exposition Services, Inc.  
Boston Convention & Exhibition Center  
415 Summer Street  
Boston, MA 02210

Demers will receive shipments at the event site on **January 6-9, 2024 only**. Arrival at any time other than on **January 6-9, 2024** will be assessed a Off-target fee of 25% of the total drayage charges. Shipments may be refused or redirected by the facility if received on any dates other than listed.

**Non-Payment:** Shipments received without a completed Material Handling form and full payment will be assessed a late payment fee of \$25.00 per cwt, (\$100.00 minimum applies).

**Insurance Liability:** By shipping to above addresses, exhibitor agrees to terms and conditions of the attached LIABILITY AND INSURANCE BULLETIN on page 18.

## Outbound Shipments:

- Exhibitors who have freight going outbound after the event must complete a Demers Bill of Lading at the Demers Service Desk at the event site.
- Exhibitor is responsible for making prepaid outbound shipping arrangements.
- Exhibitors may arrange with the designated show carrier (ABF Freight) or with their own carrier to pick-up their shipment(s) at the close of the event.
- **Regardless of carrier, exhibitors must have used Demers services for inbound material handling. If not, material handling fees will apply.**
- Carriers must check in within the first hour of dismantle. If your carrier does not arrive for pick-up, your items will be removed to the Demers Warehouse.
- Shipments returned to the DES Warehouse for Outbound Shipping will be assessed Outbound Handling Fees of \$50.00 per CWT (\$100.00 minimum applies) when inbound drayage has been paid.
- **Shipments returned to the DES Warehouse may be picked up beginning Friday, January 19, 2024** (Warehouse hours are M-F, 8:30 am - 3:30 pm, except Holidays).
- Items left on the show floor at the end of dismantle without a Demers Bill of Lading will be assessed a minimum 1 hour labor charge in addition to outbound handling fees (actual charges to be determined).
- RETURN OF EMPTY CRATES MAY TAKE UP TO 1 HOUR OR MORE AFTER THE CLOSE OF THE SHOW.

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[www.demersexpo.com](http://www.demersexpo.com)



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# SHIPPING LABELS ADVANCE

Copy and use this label for Advanced Shipment to warehouse on or before **Friday, December 27, 2023.**

**New England Boat Show, Boston Convention Center, January 10-14, 2024**

**R U S H !**

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TO:

*EXHIBITING COMPANY Please write exhibiting company's name in this box*

**New England Boat Show**

*BOOTH NUMBER(s) Please write Booth # in this box if you know it at time of shipment*

**c/o Demers Exposition Services, Inc.  
151A Park Avenue  
East Hartford, CT 06108**

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces



# SHIPPING LABELS DIRECT

Copy and use this label for Direct Shipment to SHOWSITE on **January 6-9, 2024.**

**New England Boat Show, Boston Convention Center, January 10-14, 2024**

# RUSH!

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TO:

*EXHIBITING COMPANY Please write exhibiting company's name in this box*

**New England Boat Show**

*BOOTH NUMBER(s) Please write Booth # in this box if you know it at time of shipment*

**c/o Demers Exposition Services, Inc.  
Boston Convention &  
Exhibition Center  
415 Summer St  
Boston, MA 02210**

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces



# LIABILITY AND INSURANCE BULLETIN

New England Boat Show, Boston Convention Center, January 10-14, 2024

DEMERS EXPOSITION SERVICES, INC. shall not be responsible for damage to uncrated materials, improperly packed materials, or concealed damage.

DEMERS EXPOSITION SERVICES, INC. shall not be responsible for loss, theft or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.

DEMERS EXPOSITION SERVICES, INC. shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitor's booth for reloading after the event. Bills of lading covering outgoing shipments which are furnished to DEMERS EXPOSITION SERVICES, INC. by exhibitors will be checked at time of our actual pick-up from booth and corrections made where discrepancies occur.

DEMERS EXPOSITION SERVICES, INC. shall not be responsible for loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control.

DEMERS EXPOSITION SERVICES, INC.'s liability shall be limited to physical loss or damage to the specific article which is lost or damaged, and in any event, DEMERS EXPOSITION SERVICES, INC.'s liability shall be limited to \$0.30 per pound.

DEMERS EXPOSITION SERVICES, INC. shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs which may result from any loss or damage to an exhibitor's materials which may make it impossible to exhibit same.

The consignment or delivery of a shipment to DEMERS EXPOSITION SERVICES, INC. by an exhibitor, or by any other shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.

EXHIBITORS REQUIRING ADDITIONAL INSURANCE COVERAGE SHOULD ARRANGE TO PLACE SAME THROUGH THEIR AGENT OR BROKER.



# LABOR ORDER FORM

**ORDER ONLINE AND SAVE THE 8% ADMINISTRATIVE FEE!**

## Display Labor

These craftsmen crate, uncrate materials, set-up and dismantle exhibits

STRAIGHT TIME 8:00am to 4:30pm, Monday - Friday  
 OVERTIME 8:00am to 4:30pm, Saturday & Sunday  
 4:31pm to 11:59pm, Monday - Sunday  
 DOUBLE TIME 12:00am - 7:59am, Monday - Sunday & all Holidays

**\*FOUR Hour Minimum per Laborer**

Start time guaranteed only when labor is requested for the start of a working day (8:00am). Labor must be cancelled **72 hours** in advance of start time to avoid estimated labor charges.

**Rates: per person/per hour**

**ADVANCE PRICE    SHOWSITE PRICE**

\$179.99                      \$269.99

\$269.99                      \$404.99

\$359.98                      \$539.98

**Advance Pricing Deadline: Friday, December 15, 2023**

## INSTALLATION LABOR

**Demers Exposition Supervised Labor** - Installation of your exhibit will be completed at our discretion prior to show opening. The charge for this service is 30% of the total installation labor bill, or a minimum of \$60.00

Emergency Contact:	Phone:
Display Contact:	Phone:

**Exhibitor Supervised Labor** - Supervisor must check-in at the Demers Service Desk to pick-up labor.

Supervisor Contact:	Phone:
---------------------	--------

Date	Start Time	No. of Laborers	X	Approx. Hrs Per Laborer	=	Total Hours	@	Hourly Rate	=	Estimated Total Cost
			X		=		@		=	
			X		=		@		=	
DEMERS Supervision 30% or \$60.00 Minimum										
8% Admin Fee										
<b>Total</b>										

## DISMANTLE LABOR

**Demers Exposition Supervised Labor** - Dismantle of your exhibit will be completed at our discretion at the close of the show. The charge for this service is 30% of the total installation labor bill, or a minimum of \$60.00

Emergency Contact:	Phone:
Display Contact:	Phone:

**Exhibitor Supervised Labor** - Supervisor must check-in at the Demers Service Desk to pick-up labor.

Supervisor Contact:	Phone:
---------------------	--------

Date	Start Time	No. of Laborers	X	Approx. Hrs Per Laborer	=	Total Hours	@	Hourly Rate	=	Estimated Total Cost
			X		=		@		=	
			X		=		@		=	
DEMERS Supervision 30% or \$60.00 Minimum										
8% Admin Fee										
<b>Total</b>										

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

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**New England Boat Show, Boston Convention Center, January 10-14, 2024**

# FORKLIFT PICK SERVICE

New England Boat Show, Boston Convention Center, January 10-14, 2024

Forklift Pick Service includes taking items off your company truck and move directly to ground level. Movement from your truck to your booth constitutes material handling order form.

- Forklift capacity is 5,000 lbs. per piece.
- Pick service will be charged per pick.
- Service can be provided during exhibitor move-in/move-out times.
- Refer to the Rate Information included on this page
- Materials shipped by other transportation to the Demers Warehouse or to show-site will be charged per hundred weight as specified in the Material Handling Services Order Form included in this Kit.

	RATE SCHEDULE	ADVANCE PRICE		SHOWSITE PRICE	
		Per Pick	Extra Assistant	Per Pick	Extra Assistant
STRAIGHT TIME	8:00am to 4:30pm, Monday - Friday	\$195.00	\$179.99	\$235.00	\$269.99
OVERTIME	8:00am to 4:30pm, Saturday & Sunday	\$292.50	\$269.99	\$352.50	\$404.98
	4:31pm to 11:59pm, Monday - Sunday	\$390.00	\$359.98	\$470.00	\$539.98
DOUBLE TIME	12:00am - 7:59am, Mon. - Sun. & all Holidays				

**Advance Pricing Deadline: Friday, December 15, 2023**

To qualify for this service, items must be palletized, skidded, or in some manner able to be handled with a forklift without the need for special rigging. Please note the price is per each pick, one way.

MOVE IN PICKS								
Description	Date	Start Time	Total Weight	No. of Picks	X	Rate	=	Estimated Total Cost
					x		=	
					x		=	
Sub-Total								
<i>Order Online and save the 8% Administrative Fee!</i>						8.00% Admin Fee		
<b>Total</b>								

MOVE OUT PICKS								
Description	Date	Start Time	Total Weight	No. of Picks	X	Rate	=	Estimated Total Cost
					x		=	
					x		=	
Sub-Total								
<i>Order Online and save the 8% Administrative Fee!</i>						8.00% Admin Fee		
<b>Total</b>								

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108  
 860.882.0003 – Fax 860.579.3976 – Email info@demersexpo.com  
 www.demersexpo.com



Demers  
Events  
& Expo  
Services

# CLEANING ORDER FORM

Vacuuming of booth carpet per 10'x10' booth space @ \$95.00 per day; service includes general booth vacuuming prior to the opening of the show on each day requested.

VACUUMING						
Description	Date Requested	No. of Booths	X	Rate per Day	=	Estimated Total Cost
Vacuuming			X	\$95.00	=	
Vacuuming			X	\$95.00	=	
Vacuuming			X	\$95.00	=	
Vacuuming			X	\$95.00	=	
<i>Order Online and save the 8% Administrative Fee!</i> 8% Admin Fee						
<b>Total</b>						

BULK SPACE VACUUMING (AREA OVER 600 SQ FT)										
Description	Date Requested	Booth Dimensions			=	TTL SQ FT	X	\$1.05	=	Estimated Total Cost
		L	X	W						
Vacuuming			X		=		X	\$1.05	=	
Vacuuming			X		=		X	\$1.05	=	
Vacuuming			X		=		X	\$1.05	=	
Vacuuming			X		=		X	\$1.05	=	
<i>Order Online and save the 8% Administrative Fee!</i> 8% Admin Fee										
<b>Total</b>										

Porter service per 10'x10' booth space @ \$95.00 per day; service includes emptying of trash cans replacement of trash can liners and disposal of trash in your booth space.

PORTER SERVICE						
Description	Date Requested	No. of Booths	X	Rate per Day	=	Estimated Total Cost
Porter Service			X	\$95.00	=	
Porter Service			X	\$95.00	=	
Porter Service			X	\$95.00	=	
Porter Service			X	\$95.00	=	
<i>Order Online and save the 8% Administrative Fee!</i> 8% Admin Fee						
<b>Total</b>						

BULK SPACE PORTER SERVICE (AREA OVER 600 SQ FT)										
Description	Date Requested	Booth Dimensions			=	TTL SQ FT	X	\$1.05	=	Estimated Total Cost
		L	X	W						
Porter Service			X		=		X	\$1.05	=	
Porter Service			X		=		X	\$1.05	=	
Porter Service			X		=		X	\$1.05	=	
Porter Service			X		=		X	\$1.05	=	
<i>Order Online and save the 8% Administrative Fee!</i> 8% Admin Fee										
<b>Total</b>										

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

New England Boat Show, Boston Convention Center, January 10-14, 2024





# UNION JURISDICTIONS

**UNION JURISDICTIONS ARE IN EFFECT AT THE BOSTON CONVENTION CENTER  
PLEASE READ THE FOLLOWING SUMMARY OF WHEN LABOR RULES APPLY  
THESE RULES MAY IMPACT YOU AS A VENDOR:**

**(1) If You Require Mechanized Equipment To Move Your Items:**

Work rules require that the official material handling contractor off-load all equipment and display material from commercial carriers/common carriers or van lines. The use of fork trucks, pallet jacks and lift gates are permitted only by the union managed by Demers Exposition. Exhibitors are allowed to perform their own material handling, provided they meet all of the following criteria:

Personnel performing the work must be bonafide, full-time company employees of the exhibiting company.

They must be off-loading from a company owned truck or rental vehicle, or from a car, van or truck owned by personnel of the exhibiting company. **All trucks, including co-owned or rental vehicles, with cargo area of 24' or larger in length will be off-loaded or loaded by the official material handling contractor.**

They may use only hand-operated equipment, which they have provided; two wheeled hand trucks and four-wheeled flat trucks are permitted. The use of fork trucks, pallet jacks, lift gates or any other mechanical equipment is not permitted by anyone other than the official drayage contractor.

The use of a loading dock will required your equipment be unloaded and reloaded by the official drayage contractor.

**(2) If You Require Assistance To Set Your Booth:**

You may have your full time employees perform the work to set your booth. The employees used **MUST BE FULL TIME EMPLOYEES** of the Exhibiting Company. Employment ID to verify full time employment must be produced if requested. Assistance needed in addition to your full time employees must be ordered through Demers Exposition Services. Rigging, banner hanging and truss work are exclusive to JCALPRO. See their order forms for more detail.

**Notice to Exhibitors Regarding use of Exhibitor Appointed Contractors:**

Exhibitor Appointed Contractors (EAC) may supervise the work performed, but employees of the EAC may not perform the actual work to set the booth.

**New England Boat Show, Boston Convention Center, January 10-14, 2024**



# EXHIBITOR SERVICE FORMS

Take note of the vendors, their rates, and most importantly, all deadline dates.  
Use the Exhibitor Checklist section to track and meet all of your Show deadlines.

If you have any questions or problems, please call any of the

**New England Boat Show Team:**

**Jon Pritko**, Show Manager (646) 370-3679

**Chris Dimmerling**, Bulk/Boat Sales Manager (617) 472-1742

**Josh Rosales**, Operations Manager / In Line Booth Sales Manager (646) 370-3679

**Monica Puentes**, Show Administrator (646) 370-3660

## EXHIBITOR SERVICE FORMS

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Deadlines & Checklist

Boat Information

Display Layout form

Working Exhibitor Info

We look forward to working with you to make the 2024 Show another successful show



# NEW ENGLAND - BOAT INFORMATION

**DEADLINE: NOVEMBER 24, 2023**

EXHIBITING COMPANY: \_\_\_\_\_ SPACE #: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

FILL OUT INFO BELOW IF YOU HAVE A TRANSPORTATION COMPANY THAT WILL BE TRANSPORTING YOUR BOAT(S) TO THE SHOW

1. TRANSPORT COMPANY: \_\_\_\_\_ CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_ Email: \_\_\_\_\_

2. TRANSPORT COMPANY: \_\_\_\_\_ CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_ Email: \_\_\_\_\_

Please check the appropriate item(s)

CARPET: Decorator rental Exhibitor's own

Do you have staging to be set before boats can be picked? YES NO

<u>Make and Model #</u>	<u>Length Overall</u>	<u>Beam</u>	<u>WEIGHT</u> (LBS.)	<u>DISPLAYED ON:</u> (Cradle / dolly / block & stand / trailer)	<u>CARRIER:</u> T1 or T2= Transport 1 or 2 (indicated above) D= Dealer	<u>HANDLING BY NMMA:</u> Y= Yes N= No <small>(SEE NOTES BELOW)</small>	<u>BRIDGE or TOWER WORK</u>

**\*\*NMMA Handling**  
**YES – Crane to lift your boat onto a Brownell trailer, then bring in to your space.**  
**NO –You will place the boats on your own**

**DEADLINE: NOVEMBER 24, 2023**  
 Email Form To: [Jrosales@nmma.org](mailto:Jrosales@nmma.org)  
 Or

EXHIBITING COMPANY NAME: \_\_\_\_\_ SPACE: \_\_\_\_\_

<u>Make and Model #</u>	<u>Length Overall</u>	<u>Beam</u>	<u>WEIGHT</u> (LBS.)	<u>DISPLAYED ON:</u> (Cradle / dolly / block & stand / trailer)	<u>CARRIER:</u> T1 or T2= Transport 1 or 2 (Indicated above) D= Dealer	<u>HANDLING BY NMMA:</u> Y= Yes N= No <small>(SEE NOTES BELOW)</small>	<u>BRIDGE or TOWER WORK</u>

**\*\*NMMA Handling**  
**YES – Crane to lift your boat onto a Brownell trailer, then bring into your space**  
**NO –You will place the boats on your own**

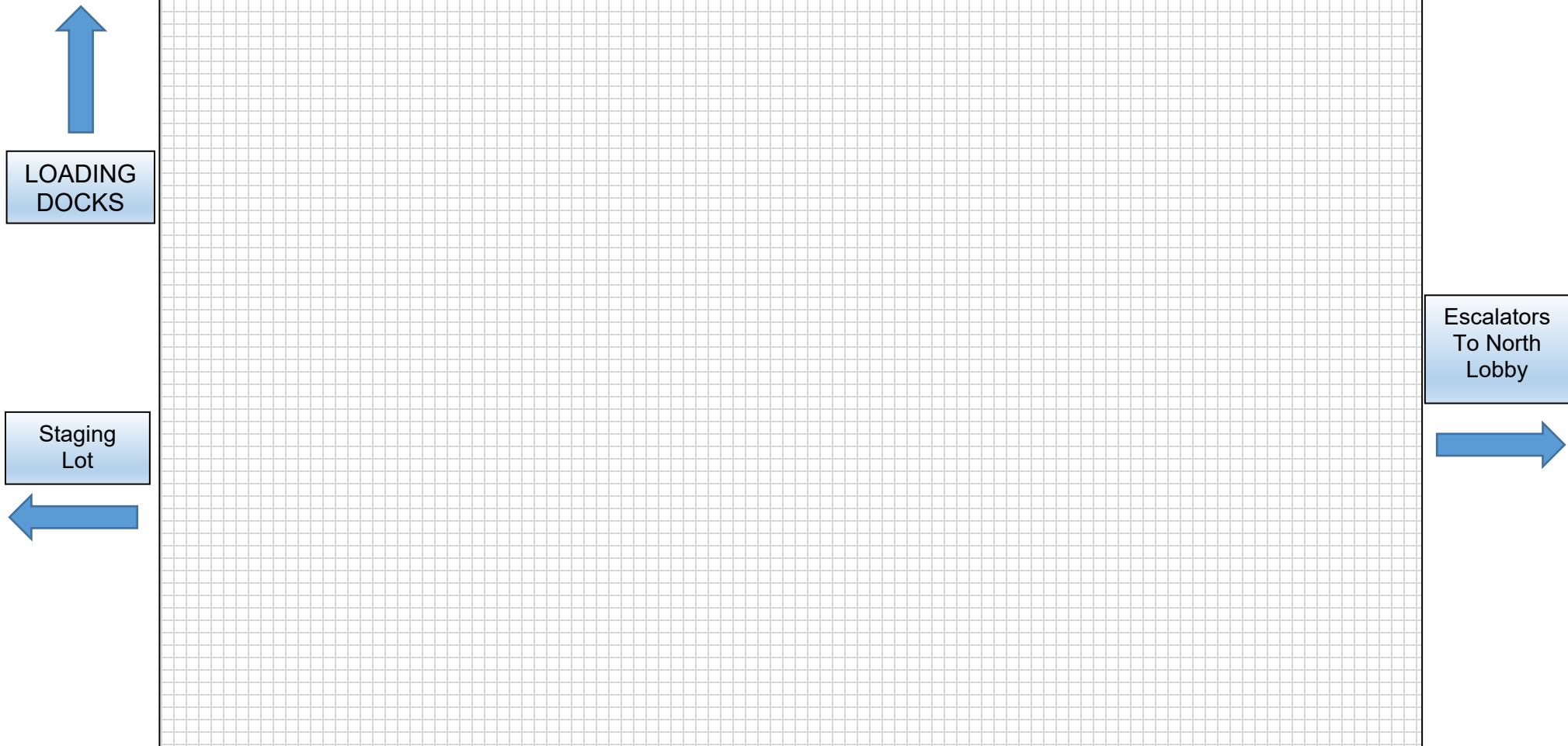
**DEADLINE: NOVEMBER 24, 2023**  
**Email Form To: [Jrosales@nmma.org](mailto:Jrosales@nmma.org)**  
**Or**

# NEW ENGLAND - BOAT DISPLAY LAYOUT

DEADLINE: NOVEMBER 24, 2023

EXHIBITING COMPANY NAME: \_\_\_\_\_ SPACE: \_\_\_\_\_

PLEASE SHOW DIMENSIONS OF YOUR EXHIBIT AND LAYOUT TO SCALE



**DEADLINE: NOVEMBER 24, 2023**  
Email Form to: [Jrosales@nmma.org](mailto:Jrosales@nmma.org)  
or  
Click on:

Working Exhibitor Information

National Marine Manufacturers Association

New England Boat Show

Boston Convention Center

January 10 - 14, 2024

Exhibitor of Record/Contract Contact: Contact

Name: \_\_\_\_\_
Company Name: \_\_\_\_\_
Address: \_\_\_\_\_
City/State/Zip: \_\_\_\_\_
Email: \_\_\_\_\_

[ ] We do not have any working dealers.

If space is contracted to a MANUFACTURER or Co-Exhibiting companies, please list all dealer companies that will be working in your space. Co-Exhibitors/Working Dealers get listed in the List of Exhibitors on the show's website and the printed show guide. They must also register for show credentials, separate from the contracted exhibitor.

Primary working exhibitor responsible for managing the exhibit:

Company Name: \_\_\_\_\_ Web: \_\_\_\_\_
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_
Contact Name: \_\_\_\_\_ Contact Email: \_\_\_\_\_

List Additional Working Exhibitor Companies

Table with 2 columns and 2 rows of exhibitor information forms. Each form includes fields for Company Name, Address, City/State/Zip, Phone, Fax, Web, Contact Name, and Contact Email.

Note: Any changes to working exhibitor companies & contacts must be forwarded immediately. We will forward a separate badge order form directly to each Working Exhibitor listed above. By signing and submitting this form to NMMA, Exhibitor acknowledges, agrees and consents to receipt of notices from NMMA and its affiliates by facsimile or electronically, using the contact information set forth on this form.

Your Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_
(Please Print)

QUESTIONS?

Contact: Monica Puentes
Email: mpuentes@nmma.org

Phone: (646) 370-3660
Web: http://www.newenglandboatshow.com/

# PRESSURE WASHING SERVICES

**EXHIBITORS MUST MAKE THEIR OWN ARRANGEMENTS**

## **BOTTOMS UP DETAIL**

Nick Armstrong

781-837-5500

781-389-6065

[nick@bottomsupdetail.net](mailto:nick@bottomsupdetail.net)

## **WOW FACTOR AUTO DETAILING**

Bill Cavanaugh

978-604-6664

[wowfactorautodetailing@yahoo.com](mailto:wowfactorautodetailing@yahoo.com)

EXHIBITOR  
SERVICE FORMS

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Deadlines & Checklist

Boat Information Form

Display Layout Form

Working Exhibitor Info

Pressure Washing

