

## SER EXPOSITION SERVICES

35B New Street  
Worcester, MA 01605  
Phone 508.757.3397 Fax 508.757.9136  
<https://serexpo.com> [serinfo@serexpo.com](mailto:serinfo@serexpo.com)

Northeast Apparel and Footwear - Feb 2020

February 05 - 06, 2020

John B. Hynes Veterans Memorial Convention Center  
Boston, Massachusetts

# EVENT INFORMATION

We are pleased to inform you that SER exposition services has been selected by Northeast Apparel and Footwear - Feb 2020 to serve as your Official Service Contractor.

## DISCOUNT DEADLINE

All orders and payments must be received by January 28, 2020

A credit card on file with SER exposition services is required for all exhibitor orders. If you need assistance, additional information or special services, please contact us at 508.757.3397, fax 508.757.9136 or email us at [serinfo@serexpo.com](mailto:serinfo@serexpo.com). You may also find answers to your questions by visiting our website [serexpo.com](https://serexpo.com)

## EVENT SCHEDULE

### EXHIBITOR MOVE-IN

Tuesday, February 04, 2020	04:00 PM to 07:00 PM
Wednesday, February 05, 2020	07:00 AM to 09:00 AM

### EVENT DATES

Wednesday, February 05, 2020	09:00 AM to 05:00 PM
Thursday, February 06, 2020	09:00 AM to 04:00 PM

### EXHIBITOR MOVE-OUT

Thursday, February 06, 2020	04:00 PM to 06:00 PM
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### CARRIER CHECK IN

All carriers must check in by Thursday, February 06, 2020 05:00 PM

BOOTH PACKAGE	Exhibit Hall Carpet
Each 10' x 10' Booth Includes:  (1) 6' Skirted Table (4) Folding Chairs (1) Waste Basket (1) Exhibitor ID Sign (1) 10' x 10' Tuxedo Carpet 8' High Draped Backwall 3' High Draped Sidewall  Show Colors: Black & Silver	Each Booth Includes a 10' x 10' Tuxedo Carpet

## EXHIBITOR ORDERING

How to order:

- Online ordering: Orders may be placed at our online store: <https://serexpo.com/online-ordering.php>
- Email your order forms to [serinfo@serexpo.com](mailto:serinfo@serexpo.com)
- Fax your order forms to 508.757.9136

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# SHIPPING INFORMATION

## ADVANCE RECEIVING AT THE WAREHOUSE

SER exposition services will accept crated, boxed or skidded materials between: December 29, 2019 - January 28, 2020

<b>Advance Shipping Address</b>	Northeast Apparel and Footwear - Feb 2020 Company Name / Booth# c/o SER exposition services SER exposition services 35b New Street  Worcester, Massachusetts 01605
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## DIRECT SHIPMENTS TO EXHIBIT FACILITY

SER exposition services will receive shipments at the exhibit facility on February 04, 2020. Shipments sent directly to the facility earlier than move-in day will be refused.

For additional information, please refer to the "Material Handling Information/Rate Schedule" form within the Exhibitor Services Manual.

<b>Direct Shipping Address</b>	Northeast Apparel and Footwear - Feb 2020 Company Name / Booth# c/o SER exposition services John B. Hynes Veterans Memorial Convention Center 900 Boylston Street (USE CAMBRIA STREET ENTRANCE) Boston, Massachusetts 02115
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## SAFETY

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. SER exposition services cannot be responsible for injuries from falls caused by the improper use of this furniture.

For services, other than what is included in your booth, please see our show service order forms within the Exhibitor Services Manual. **All orders and payments must be received by January 28, 2020**

A credit card on file with SER exposition services is required for all exhibitor orders. If you need assistance, additional information or special services, please contact us at 508.757.3397 or fax 508.757.9136. You may also find answers to your questions by visiting our website at [serexpo.com](https://serexpo.com).





# FURNITURE AND ACCESSORIES

FURNITURE ORDERS MUST BE RECEIVED WITH FULL PAYMENT BY January 28, 2020  
 STANDARD RATES APPLY TO LATE ORDERS.

QTY	Description	Discount Rate	Standard Rate	Total
<b><u>TABLES - UNSKIRTED 30" HIGH</u></b>				
	Table - Unskirted 2' x 4'	\$73.00	\$94.75	
	Table - Unskirted 2' x 6'	\$89.00	\$115.75	
	Table - Unskirted 2' x 8'	\$105.00	\$140.00	
	Table - Finished 30"D x 30"H Round	\$173.00	\$225.00	
	Table - Finished 30"D x 40"H Round	\$173.00	\$225.00	
<b><u>TABLES - SKIRTED TABLES 30" HIGH</u></b>				
	Table - Skirted - 2' x 4'	\$160.50	\$208.50	
	Table - Skirted - 2' x 6'	\$193.75	\$252.00	
	Table - Skirted - 2' x 8'	\$232.50	\$302.50	
<b><u>TABLES - SKIRTED TABLES 40" HIGH</u></b>				
	Table - Skirted 40" High - 2' x 4'	\$190.25	\$247.50	
	Table - Skirted 40" High - 2' x 6'	\$229.50	\$298.00	
	Table - Skirted 40" High - 2' x 8'	\$275.00	\$357.75	
circle a skirt color: beige – black – blue – burgundy – dusty rose – gold – green – navy blue – plum – red – silver – teal – terracotta – violet – white				
<b><u>TABLES – ACCESSORIES</u></b>				
	4th Side Table Skirt	\$86.50	\$112.25	
	40" Extension Leg Set	\$43.25	\$56.00	
	White Vinyl Covering	\$3.25	\$4.50	
<b><u>DRAPERY</u></b>				
	8' High Drape	\$24.00	\$31.00	
	3' High Drape	\$19.50	\$25.75	
	8' High Upright Pipe with Base	\$27.00	\$35.00	
	Top Arms	\$27.00	\$35.00	
circle a drape color: beige – black – blue – burgundy – dusty rose – gold – green – navy blue – plum – red – silver – teal – terracotta – violet – white				
<b><u>RISERS – TABLE TOP RISERS VINYL TOP - SKIRT 3 SIDES</u></b>				
	Table Top Riser - Skirted - One Step - 10" x 4'	\$86.50	\$112.25	
	Table Top Riser - Skirted - One Step - 10" x 6'	\$107.75	\$140.00	
	Table Top Riser - Skirted - Two Step - 20" x 4'	\$129.25	\$168.00	
	Table Top Riser - Skirted - Two Step - 20" x 6'	\$137.25	\$195.00	
circle skirt color: blue – red – white				
<b><u>CHAIRS</u></b>				
	Folding Chair	\$32.50	\$42.00	
	Upholstered Arm Chair	\$118.50	\$154.00	
	Upholstered Side Chair	\$103.50	\$134.50	
	Upholstered Stool with Back	\$148.00	\$192.75	

# FURNITURE AND ACCESSORIES (continued)

FURNITURE ORDERS MUST BE RECEIVED WITH FULL PAYMENT BY January 28, 2020  
 STANDARD RATES APPLY TO LATE ORDERS.

QTY	Description	Discount Rate	Standard Rate	Total
<b>BOOTH ACCESSORIES</b>				
	Wastebasket (7 Gallon)	\$31.50	\$40.75	
	Tripod Display Easel(s)	\$64.75	\$84.00	
	22" x 28" Chrome Sign Holder	\$124.50	\$161.75	
	8.5" x 11" Black Sign Holder	\$105.00	\$136.50	
	4' x 8' Posterboard Double Sided	\$366.00	\$465.50	
	Chrome Stanchion Post	\$65.00	\$84.50	
	Velour Cord 8' Length	\$65.00	\$84.50	
	Bag Rack	\$107.75	\$137.00	
	Garment Rack	\$118.50	\$151.00	
	Spiral Garment Rack	\$98.00	\$127.25	
	Waterfall Garment Rack	\$166.25	\$216.25	
	Literature Rack	\$183.00	\$232.75	
	LED Lamp with clamp	\$103.00	\$135.00	
<b>CARPET AND PADDING</b>				
	Carpet 9' x 10'	\$253.50	\$330.75	
	Carpet 9' x 20'	\$508.00	\$660.50	
	Carpet 9' x 30'	\$762.25	\$990.75	
	Carpet 9' x 40'	\$1015.00	\$1321.00	
	Custom Cut and Lay Carpet	\$6.00 sqft	\$7.75 sqft	
	Carpet Padding	\$2.50 sqft	\$3.25 sqft	
	Carpet Front Rug Taping	\$2.00 Inft	\$2.50 Inft	

Circle Carpet Color: Black – Blue – Blue Jay -- Gray – Green – Plum – Red – Teal – Tuxedo – Violet

**Order Total**

**Sub Total**

**6.25% Sales Tax**

**Total Due**

**Booth #**

**Company Name**

**Phone**

**Authorized By**

**Signature**

CANCELLATION POLICY: Items ordered & delivered to booth but subsequently canceled will be charged at 50% of price. All adjustments to charges are to be made at show site. NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW. ■ Discount prices are only available on or before January 28, 2020. ■ Sales tax must be included. ■ To guarantee item or color, orders must be received 14 days prior to event. ■ Equipment is on a rental basis and remains the property of SER exposition services. SER129.8

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**Northeast Apparel and Footwear - Feb 2020****February 05 - 06, 2020****John B. Hynes Veterans Memorial Convention Center****Boston, Massachusetts****ADVANCE- MATERIAL HANDLING RATE SCHEDULE**

<b>CRATED/SKIDDED</b>	Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
<b>SPECIAL HANDLING</b>	Material delivered by the carrier in such a manner that it requires additional handling, such as these types of unloading: ground, side door, constricted space, designated place, mixed loads, and/or stacked shipments. Federal Express, DHL and UPS shipments are included in this category due to their delivery procedures.
<b>LATE DELIVERY</b>	Shipments received at the advance warehouse after January 28, 2020 will be charged an additional 30%. Deliveries made to the warehouse after exhibitor move-in has started will be billed an additional charge for delivery to show site.
<b>RETURN TO WAREHOUSE</b>	Shipments returned to SER warehouse at close of show for reforwarding or storage will be charged an additional \$10.00 per 100 lbs with a minimum of \$75.00
<b>OVERTIME (OT)</b>	Overtime hours are Monday through Friday, 4:30 PM to 8:00 AM; Saturdays, Sundays and observed holidays; any outbound shipments where driver has not checked in before 4:30 PM; additionally, when warehouse freight is moved into or out of exhibit site on overtime.

<b>ADVANCE SHIPMENTS TO WAREHOUSE</b>	<b>ADVANCE SHIPMENTS TO WAREHOUSE</b>
<b>Shipments may arrive between December 29, 2019 - January 28, 2020</b>	SHOW NAME COMPANY NAME AND BOOTH # c/o SER exposition services SER exposition services 35b New Street  Worcester, Massachusetts 01605

Advance shipments will be charged at the following rates in accordance with the move-in and move-out schedule.

200 lbs. min per shipment	<b>ADVANCE SHIPMENTS CRATED/SKIDDED</b>	<b>ADVANCE SHIPMENTS SPECIAL HANDLING</b>
	Per 100 lbs / 1 CWT (2 CWT Min)	Per 100 lbs / 1 CWT (2 CWT Min)
<b>ST/ST</b>	\$154.50	\$200.85
<b>ST/OT</b>	\$200.85	\$247.20
<b>OT/OT</b>	\$247.20	\$293.55

<b>SMALL SHIPMENTS</b>	(Items that DO NOT ship out) Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 25 pounds, per shipment, per delivery. Only Federal Express, UPS, & DHL shipments can be considered as small packages. If small packages are shipped out, the prices will be changed to reflect the above roundtrip rates.
<b>Small Shipment Flat Rate</b>	<b>\$71.00</b>

**CALCULATE ESTIMATED MATERIAL HANDLING CHARGES**Our shipment will be delivered to: ☒ Advance WH

200 lbs. minimum per shipment

We are shipping \_\_\_\_\_ lbs. @ \$\_\_\_\_\_ per 100 lbs

Sub Total =

Late Arrival Surcharge add 30% =

Estimate Total =

**Order Total****Booth #****Company Name****Phone****Authorized By****Signature**

We understand this is an estimate. Invoicing will be done from actual weight and adjustments made accordingly.

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Northeast Apparel and Footwear - Feb 2020

February 05 - 06, 2020

John B. Hynes Veterans Memorial Convention Center  
Boston, Massachusetts

## DIRECT - MATERIAL HANDLING RATE SCHEDULE

CRATED/SKIDDED	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 the carrier in such a manner that it requires additional handling, such as these types of unloading: ground, side door, constricted space, designated place, mixed loads, and/or stacked shipments. Federal Express, DHL and UPS shipments are included in this category due to their delivery procedures.
RETURN TO WAREHOUSE	Shipments returned to SER warehouse at close of show for reforwarding or storage will be charged an additional \$10.00 per 100 lbs with a minimum of \$75.00
OVERTIME (OT)	Overtime hours are Monday through Friday, 4:30 PM to 8:00 AM; Saturdays, Sundays and observed holidays; any outbound shipments where driver has not checked in before 4:30 PM; additionally, when warehouse freight is moved into or out of exhibit site on overtime.

### DIRECT SHIPMENTS TO SHOW SITE:

### DIRECT SHIPMENTS TO SHOW SITE

Shipments may only arrive only on  
February 04, 2020

SHOW NAME  
COMPANY NAME AND BOOTH #  
c/o SER exposition services  
John B. Hynes Veterans Memorial Convention Center  
900 Boylston Street  
(USE CAMBRIA STREET ENTRANCE)  
Boston, Massachusetts 02115

Direct shipments will be charged at the following rates in accordance with the move-in and move-out schedule.

200 lbs. min per shipment	DIRECT SHIPMENTS CRATED/SKIDDED	DIRECT SHIPMENTS SPECIAL HANDLING
	Per 100 lbs / 1 CWT (2 CWT Min)	Per 100 lbs / 1 CWT (2 CWT Min)
ST/ST	\$200.00	\$260.00
ST/OT	\$260.00	\$320.00
OT/OT	\$320.00	\$380.00

**SMALL SHIPMENTS** (Items that DO NOT ship out) Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 25 pounds, per shipment, per delivery. Only Federal Express, UPS, & DHL shipments can be considered as small packages. If small packages are shipped out, the prices will be changed to reflect the above roundtrip rates.

Small Shipment Flat Rate \$71.00

### CALCULATE ESTIMATED MATERIAL HANDLING CHARGES

Our shipment will be delivered to: ☒ Show Site  
200 lbs. minimum per shipment  
We are shipping \_\_\_\_\_ lbs. @ \$\_\_\_\_\_ per 100 lbs

Sub Total	=
Late Arrival Surcharge add 30%	=
Estimate Total	=

Booth # \_\_\_\_\_  
Company Name \_\_\_\_\_ Phone \_\_\_\_\_  
Authorized By \_\_\_\_\_ Signature \_\_\_\_\_

We understand this is an estimate. Invoicing will be done from actual weight and adjustments made accordingly.



# MATERIAL HANDLING ORDER FORM

Complete this order form and return promptly to SER exposition services. All shipments must be prepaid and should be shipped to arrive at our warehouse no later than one week prior to the initial installation date to avoid late delivery charges. Late shipments are subject to additional handling and delivery charges. Direct shipments sent to show site prior to exhibitor set up will be refused.

**ALL MATERIAL HANDLING CHARGES MUST BE PREPAID PRIOR TO SHOW OPENING**

*Collect Shipments will not be accepted.*

## INBOUND SHIPMENTS

☐ We will be shipping to advance warehouse

☐ We will be shipping direct to the Event Facility  
*(must arrive only on the official exhibitor move in day)*

Shipped From

Date Shipped

Carrier

PRO#/Tracking#

*(Fedex, UPS & DHL: additional charges apply)*

Arrival Date

Shipment Description

# of pieces

Est. Total Weight

*All orders are subject to the Liability and Insurance Bulletin and the Terms and Conditions as set forth on page 2 of the Material Handling Information/Rate Schedule.*

## OUTBOUND SHIPMENTS – AFTER THE SHOW

All freight will be shipped third party, prepaid at the close of the show. If you want to ship your freight by any other means, it will be your responsibility to make ALL arrangements. Freight being handled by an outside carrier MUST BE picked up at break of show during the specified times

Check appropriate arrangement

☐ Will not ship out at the end of the show.

☐ Freight arrangements will be handled by exhibitor

☐ Van Line

☐ Air Freight

☐ Other

☐ Freight arrangements will be handled by SER Logistics. *(Fill in below. Freight charges will be added to your invoice.)*

Shipped To *(consignee)*

Attention/Phone

Address

PRO/Tracking #

City

State

Zip Code

# of Pieces

Type

Estimate Weight

		Qty	Rate	Total
Packing Materials	Steel banding (\$50.00 MINIMUM)		\$1.10	
	Skids to shrink wrap		\$25.25	

Company Name

Booth #

IMPORTANT: Whether you are shipping common carrier or other means, you must complete a Bill of Lading and return it to SER exposition services. Also, please have all freight properly secured and labeled.

# MATERIAL HANDLING INFORMATION

**LIABILITIES:** The terms and conditions of SER exposition services Liability and Insurance Bulletin apply to all shipments. Shipments made according to the above instructions shall constitute acceptance by the exhibitor of said limits.

**Shipments arriving without advance written order** will automatically be handled and charged as described herein and the consignment or delivery of a shipment to SER exposition services by an exhibitor (and/or other shipper acting on behalf of an exhibitor) shall be construed as an acceptance of the terms and conditions set forth herein.

**END OF SHOW** Outbound material handling agreement must be filled out and returned to the Exhibitor Service Desk. If designated carriers are to be used, the exhibitor must make those arrangements directly with the carrier. If designated carrier fails to arrive at show site during the required time frame, shipment will be reconsigned to house carrier. If no return information is provided, freight will be returned to warehouse and storage charges will be applied.

**ABANDONED EXHIBIT MATERIALS AT CLOSE OF SHOW** left without reforwarding instructions will be shipped out or returned to our warehouse at the discretion of SER exposition services. Exhibitors whose freight is returned to the warehouse will be contacted by SER exposition services. NO LIABILITY WILL BE ASSUMED AS A RESULT OF SUCH RE-ROUTING OR HANDLING.

## **LIABILITY AND INSURANCE BULLETIN**

- SER exposition services shall not be responsible for damage to uncrated materials improperly packed or concealed damage.
- SER exposition services shall not be responsible for loss, theft or disappearance of exhibitor's material after same have been delivered to the exhibitor's booth.
- SER exposition services shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Bills of lading covering outgoing shipments which are furnished to SER exposition services by exhibitors will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
- SER exposition services shall not be responsible for loss, damage or delay due to fire, Act of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
- SER exposition services is not a motor carrier or broker and does not perform transportation or brokerage services. With respect to any request for transportation by the exhibitor, SER exposition services will refer exhibitor's request to a transportation broker, who will arrange for the transportation of exhibitor's booth via duly registered motor carriers. SER exposition services is not a party to any bills of lading issued by motor carriers to exhibitor for the transportation of exhibitor's booth or goods, and the terms of any bills of lading shall be determined as between the motor carrier and exhibitor. Under no circumstances will SER exposition services have any liability for loss, damage, or delay to any shipment caused by or resulting from the transportation services of a motor carrier.

**DAMAGE TO SHIPMENTS:** SER exposition services liability shall be limited to the physical loss or damage to the specific article which is lost or damaged and in any event SER exposition services' maximum liability shall be limited to \$0.30 per pound, maximum \$50.00 per claim. SER exposition services 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 or impractical to exhibit same.

## **INSURANCE**

It is understood that SER exposition services is not an insurer, that insurance, if any, should be obtained by the exhibitor. It is suggested that exhibitors arrange all risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time that they leave their firm until they are returned after the close of the Show. The consignment or delivery of a shipment to SER exposition services by an exhibitor, or by any 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.

## Frequently Asked Questions

### HOW DO I SHIP TO THE ADVANCE WAREHOUSE?

We will accept freight beginning 30 days prior to show move-in. To ensure timely arrival of your materials for the show, freight should arrive by the deadline date listed on the Material Handling Order Form. Your freight will be accepted after the deadline date, but additional charges will be incurred. The warehouse will receive shipments Monday through Friday 8:00 a.m. to 4:30 p.m. No appointment is necessary. The warehouse will accept crates, cartons, skids, trunks/cases and carpets.

All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight. Certified weight tickets must accompany all shipments.

### HOW DO I SHIP TO SHOW SITE?

Freight will be accepted only during exhibitor move in. Please refer to the Exhibitor Information page at the beginning of this Exhibitor Services Manual for specific exhibitor move-in dates and times.

All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight. Certified weight tickets must accompany all shipments. Be sure to check your service manual if you are targeted for a specific date or time.

### WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

We do not accept collect shipments. Collect shipments will be returned to the delivery carrier.

To ensure that your freight does not arrive collect, mark your bill of lading prepaid.

Prepaid designates that the transportation charges will be paid by the exhibitor or a third party

### HOW SHOULD I LABEL MY FREIGHT?

The label should contain the exhibiting company name, Booth # and the name of the event.

The specific shipping address is located on the Material Handling Information page.

We have also included in your service manual labels for you to copy and attach to pieces as needed.

Try to label every piece that is skidded with at least your name and Booth #.

### WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

Pick up "STORAGE" labels at the SER exposition services Service Desk. Place a label on each container. Please consolidate containers if possible. Labeled containers will be picked up periodically and stored during the show.

At the close of the show, the empty containers will be returned to the booths in random order. Depending upon the size of the show, this process may take several hours.

### HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show - the time between your departure and the actual pickup of your materials. During these times, your materials will be left unattended. SER exposition services will not be responsible or liable for any loss, damage, theft or disappearance of exhibitor's material after it has been delivered to the booth. We recommend that you hire security services from the facility or Show Management

### HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

For your convenience, SER Logistics will be on site to handle outbound transportation.

Each shipment must have a completed Bill of Lading form in order to ship materials from the show. All pieces must be labeled individually. (You can pick up a bill of lading from the SER exposition services Service Desk.)

After materials are packed, labeled, and ready to be shipped, the completed Bill of Lading must be turned in at the SER exposition services Service Desk. DO NOT leave the bill of lading in your booth.

Provide your designated carrier with pickup information.

Please refer to the Exhibitor Information page at the beginning of this Exhibitor Services Manual for specific dates and times. In the event that your selected carrier fails to show on final move-out day your shipment will be rerouted through SER Logistics. You must notify your carrier of the dates and times of pick-up if you are not using SER Logistics.

### DO I NEED INSURANCE?

Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by adding riders to your existing policies.

ADVANCE TO WAREHOUSE	<div>EXHIBIT MATERIAL</div> <div>RUSH TO</div> <div>Northeast Apparel and Footwear - Feb 2020</div> <div>Receiving Begins    December 29, 2019</div> <div>Deadline                January 28, 2020</div>	SER EXPOSITION SERVICES		
		Booth #	<div>#</div> of <div>PCS</div>	
		Exhibitor		
		<div>C/O SER exposition services</div> <div>SER exposition services</div> <div>35b New Street</div> <div>Worcester, Massachusetts 01605</div>		

ADVANCE TO WAREHOUSE	<div>EXHIBIT MATERIAL</div> <div>RUSH TO</div> <div>Northeast Apparel and Footwear - Feb 2020</div> <div>Receiving Begins    December 29, 2019</div> <div>Deadline                January 28, 2020</div>	SER EXPOSITION SERVICES		
		Booth #	<div>#</div> of <div>PCS</div>	
		Exhibitor		
		<div>C/O SER exposition services</div> <div>SER exposition services</div> <div>35b New Street</div> <div>Worcester, Massachusetts 01605</div>		

DIRECT TO SHOWSITE	<div>EXHIBIT MATERIAL</div> <div>RUSH TO</div> <div>Northeast Apparel and Footwear - Feb 2020</div> <div>Receiving Begins February 04, 2020</div>	SER EXPOSITION SERVICES			
		Booth #	# of PCS		
		Exhibitor			
			C/O SER exposition services John B. Hynes Veterans Memorial Convention Center 900 Boylston Street (USE CAMBRIA STREET ENTRANCE) Boston, Massachusetts 02115		

DIRECT TO SHOWSITE	<div>EXHIBIT MATERIAL</div> <div>RUSH TO</div> <div>Northeast Apparel and Footwear - Feb 2020</div> <div>Receiving Begins February 04, 2020</div>	SER EXPOSITION SERVICES			
		Booth #	# of PCS		
		Exhibitor			
			C/O SER exposition services John B. Hynes Veterans Memorial Convention Center 900 Boylston Street (USE CAMBRIA STREET ENTRANCE) Boston, Massachusetts 02115		



Pronto Bannerstand



V-Stand Bannerstand



NEXT! SEG System



V-Burst



V Throw

# Banner Stands, Backwalls, and Booths

ORDERS MUST BE RECEIVED WITH FULL PAYMENT BY January 28, 2020  
30% APPLIES TO RUSH ORDERS. LATE ORDERS CAN NOT BE GUARANTEED.

Booth #

Company

Phone

Authorized

Signature

QTY	Description	Standard Price	Total
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## TABLE THROWS

_____	V-Throw (6' Table Drape)	\$350.00	_____
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## BANNER STANDS

_____	33" Pronto Banner Stand	\$515.00	_____
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_____	33" V-Stand Banner Stand	\$315.00	_____
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## BACKWALLS AND BOOTHS

_____	10' Burst Pop-Up Booth	\$1950.00	_____
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_____	10' NEXT Back Lit SEG Pop-Up Booth	\$3630.00	_____
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_____	Contact us for additional options for customizing		_____
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<input type="checkbox"/>	Installation required.	n/c	_____
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## MISC.

_____	Design Time	\$100/hour	Adv. Only	_____
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**\*IF SUPPLIED ARTWORK IS NOT IN USABLE FORMAT OR ADJUSTMENT TO ARTWORK ARE REQUIRED, 1 HOUR OF DESIGN TIME WILL BE APPLIED TO ORDER.**

Additional Info:

### Order Total

Sub Total	_____
Rush Order 30%	_____
Tax	_____
Total Due	_____

CANCELLATION POLICY: Items ordered & delivered to booth but subsequently canceled will be charged at 50% of price. All adjustments to charges are to be made at show site. NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW. ■ Discount prices are only available on or before January 28, 2020. ■ Sales tax must be included. ■ To guarantee item or color, orders must be received 14 days prior to event. ■ Equipment is on a rental basis and remains the property of SER exposition services. SERSTD



# ARTWORK GUIDELINES

For accuracy, quality and efficiency of time, please prepare art files as specified below.

## File formats:

PDF JPG AI EPS TIFF PSD

*Please ensure all fonts are converted to outlines, images embedded, and files flattened before exporting artwork.*

## ARTWORK SIZE

All artwork must be submitted with a minimum 100dpi at 1:1 (100%), with no bleeds and no crop marks.

## COLOR

CYMK (If files are submitted in any other color mode, i.e. RGB, we will not be responsible for the final printed color, or the cost to reprint.

We can attempt to match PMS colors upon request, please include those in instructions. Keep in mind that digital printing cannot always match PMS spot colors exactly. (When a PMS match is required, please make sure to send your files as an Illustrator .pdf (see above) as we will be unable to alter flattened Photoshop files.)

We do not accept artwork/logos/graphics submitted in Microsoft Word, Excel, Works, Quark or Corel.

## SENDING ARTWORK

Please label all files with your event name followed by your booth number. (EVENTNAME\_BOOTHNUMBER.PDF)

For graphics less than 10mb, email directly to [graphics@serexpo.com](mailto:graphics@serexpo.com). For larger files we can provide you with an ftp site to upload your files to. We can also recommend third party solutions for transferring us your artwork.

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OUR EXPERIENCED TEAM IS ALWAYS HERE TO HELP, IF YOU HAVE ANY  
QUESTIONS CALL US AT 508.757.3397 OR EMAIL US AT  
[SERINFO@SEREXPO.COM](mailto:SERINFO@SEREXPO.COM)



# SER EXPOSITION SERVICES

35B New Street  
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Phone 508.757.3397 Fax 508.757.9136  
<https://serexpo.com> [serinfo@serexpo.com](mailto:serinfo@serexpo.com)

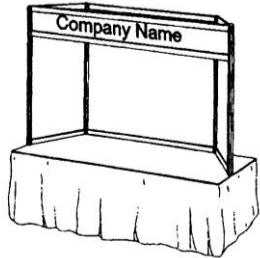
Northeast Apparel and Footwear - Feb 2020

February 05 - 06, 2020

John B. Hynes Veterans Memorial Convention Center  
Boston, Massachusetts

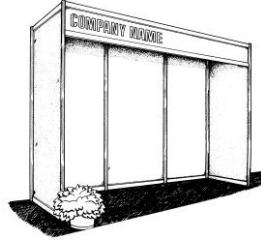
## MODULAR RENTAL EXHIBIT

Advance Orders only. Order Deadline January 28, 2020



☐ **Table Top - \$695.25**

- Custom Graphic Header
- 6' Skirted Table
- Choice of Back wall Material



☐ **10' Backwall Exhibit - \$1700.00**

- Custom Graphic Header
- Choice of Back wall Material
- 3 - 39" shelves
- 9'x10' carpet



☐ **20' Backwall Exhibit - \$2985.00**

- Custom Graphic Header
- Choice of Back wall Material
- 6 - 39" shelves
- 9'x20' carpet

All exhibits include install and dismantle labor. Lighting and electricity are not included.

### Choose Your Back Wall Material

☐ Blue Velcro ☐ White Hardwall ☐ Black Hardwall ☐ Pegboard

### Choose Your Carpet Color

☐ Blue ☐ Red ☐ Green ☐ Teal ☐ Tuxedo  
☐ Grey ☐ Plum ☐ Violet

### Header Options

Choose your letter color

☐ Blue ☐ Red ☐ Green ☐ Font Type  
☐ Silver ☐ Purple ☐ Yellow

(Helvetica will be used if left blank)

Indicate your header copy

### Additional Options

☐ 39" Shelves \_\_\_\_\_ \$21 each ☐ Table Top Light Fixture \$100 ☐ 10' Exhibit Light Fixture \$100 ☐ 20' Exhibit Light Fixture \$200  
☐ Display Counters (39"x40"x18") \_\_\_\_\_ \$250 each ☐ 10' Exhibit - Carpet Padding \$100 ☐ 20' Exhibit - Carpet Padding \$200

### Order Total

Sub Total	+		=	Total
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Booth #

Company Name

Phone

Authorized By

Signature

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# GRAPHICS

Orders must be received with full payment by January 28, 2020. Standard Rates apply to late orders.  
Standard Sizes

QTY	DESCRIPTION	DISCOUNT	STANDARD	TOTAL
	7" x 11"	\$28.60	\$42.90	
	7" x 44"	\$33.70	\$50.55	
	9" x 44"	\$36.75	\$55.13	
	11" x 14"	\$38.80	\$58.20	
	14" x 44"	\$42.85	\$58.20	
	22" x 28"	\$66.30	\$99.45	
	28" x 44"	\$86.70	\$130.05	
	24" x 36"	\$88.75	\$133.13	
	36" x 48"	\$95.90	\$143.85	
	Cardboard	\$6.15	\$9.23	
	Step Stakes	\$6.00	\$9.00	
	Directional	\$4.35	\$6.53	
	Logo*	\$51.00	\$76.50	

One time set-up fee applies if logo  
is not in usable format

\*Logo must be provided by  
exhibitor

## ORDER TOTAL

Sub Total

Tax  
Total Due

## SIGN COPY

## OPTIONS

Substrate

☐ Coroplast

☐ Foamcore

Text Color

☐ Red ☐ Green ☐ Blue ☐ Yellow ☐ Silver ☐ Black

☐ Use SER judgment to choose color

Orientation

☐ Horizontal

☐ Vertical

ANY ORDERS RECEIVED LESS THAN FOURTEEN (14) DAYS PRIOR TO SHOW DATE CANNOT BE GUARANTEED.  
PLEASE CALL FOR DETAILS: 508.757.3397

Booth #

Company

Phone

Authorized

Signature

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# ARTWORK GUIDELINES

For accuracy, quality and efficiency of time, please prepare art files as specified below.

## File formats:

PDF JPG AI EPS TIFF PSD

*Please ensure all fonts are converted to outlines, images embedded, and files flattened before exporting artwork.*

## ARTWORK SIZE

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## COLOR

CYMK (If files are submitted in any other color mode, i.e. RGB, we will not be responsible for the final printed color, or the cost to reprint.

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We do not accept artwork/logos/graphics submitted in Microsoft Word, Excel, Works, Quark or Corel.

## SENDING ARTWORK

Please label all files with your event name followed by your booth number.

(EVENTNAME\_BOOTHNUMBER.PDF)

For graphics less than 10mb, email directly to [graphics@serexpo.com](mailto:graphics@serexpo.com). For larger files we can provide you with an ftp site to upload your files to. We can also recommend third party solutions for transferring us your artwork.

---

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QUESTIONS CALL US AT 508.757.3397 OR EMAIL US AT  
SERINFO@SEREXPO.COM**

# SER EXPOSITION SERVICES

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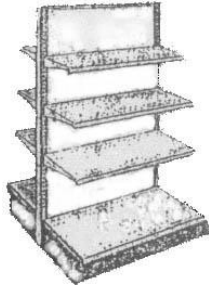
Northeast Apparel and Footwear - Feb 2020

February 05 - 06, 2020

John B. Hynes Veterans Memorial Convention Center  
Boston, Massachusetts

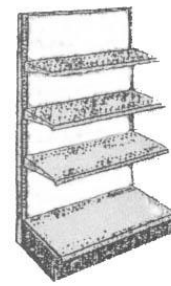
## Gondolas

Orders must be received with full payment by January 28, 2020. Standard Rates apply to late orders.



**Island Double Sided Gondola**

- 4' Wide x 6' High Backwall
- 18"-20" Deep Base
- Color: Beige



**Wall Unit Gondola**

- 4' Wide x 6' High Backwall
- 18"-20" Deep Base
- Color: Beige

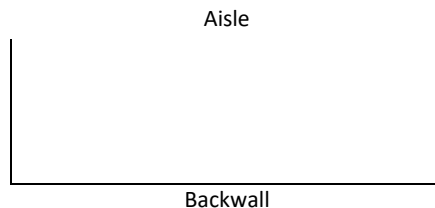
<i>QTY</i>	<i>Description</i>	<i>Discount Rate</i>	<i>Standard Rate</i>	<i>Total</i>
	Wall Unit Gondola	\$261.00	\$287.50	
	Island Double Sided Gondola	468.75\$	\$515.50	
	Gondola Shelves	\$20.00	\$22.25	
	Gondola Hooks – 6"	N/C	N/C	
	Gondola Hooks – 8"	N/C	N/C	

### Additional Information

Connect Units? ☐ Yes ☐ No

### Gondola Placement

Please markup up the booth diagram with your Gondola Layout. Use an "X" to indicate Gondola placement.



Sub Total

Tax

Total Due

### Order Total

Booth #

Company Name

Phone

Authorized By

Signature

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Northeast Apparel and Footwear - Feb 2020

February 05 - 06, 2020

John B. Hynes Veterans Memorial Convention Center  
Boston, Massachusetts

## SHOW CASES

Orders must be received with full payment by January 28, 2020. Standard Rates apply to late orders.

	Description	Discount Rate	Standard Rate	Total
 40" L x 21" D x 42"	White laminate counter top, lights included.	\$468.75	\$515.50	_____
 80" L x 21" D x 42"	White laminate counter top, 1 glass shelf, Sliding doors in rear, Lights included.	\$703.00	\$773.25	_____
 80" L x 21" D x 42"	White laminate counter top, Sliding doors in rear, 2 glass shelves.	\$570.00	\$773.25	_____
 96" L x 21" D x 96"	White laminate counter top, 3 full length glass shelves, Lights included.	\$2600.00	\$2872.00	_____

Electrical service is not included. Locks are available upon request.

	Order Total
Sub Total	_____
6.25% Tax	_____
Total Due	_____

Booth #

Company Name

Phone

Authorized By

Signature

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Northeast Apparel and Footwear - Feb 2020

February 05 - 06, 2020

John B. Hynes Veterans Memorial Convention Center  
Boston, Massachusetts

## SHOW CASES

Orders must be received with full payment by January 28, 2020. Standard Rates apply to late orders.

	Description	Discount Rate	Standard Rate	Total
 21" L x 21" D x 78" H	White laminate counter top, 2 glass shelves.	\$555.75	\$611.50	_____
 40" L x 21" D x 78"	White laminate counter top 2 glass shelves, Lights included.	\$636.00	\$699.75	_____
 108" L x 15" D x 72"	White laminate counter top, 7 glass shelves.	\$2142.50	\$2356.75	_____

Electrical service is not included. Locks are available upon request.

	Order Total
Sub total	_____
Total Due	_____

Booth # \_\_\_\_\_

Company Name	Phone
Authorized By	Signature

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Boston, Massachusetts

## Counters

Orders must be received with full payment by January 28, 2020. Standard Rates apply to late orders.



Description	Discount Rate	Standard Rate	Total
Standard Counter - 39" W x 19" D x 40" H	\$341.50	\$375.00	_____
Standard Counter Curved - 39" Radius x 19" D x 40" H	\$482.00	\$530.50	_____
Standard Counter Long - 78" W x 19" D x 40" H	\$482.00	\$530.50	_____
Three Sided Counter – Each face is 39" W 19" D x 40" H	\$570.00	\$625.00	_____
Shelf Unit – 39" W x 19" D x 80" H	\$1038.00	\$1141.50	_____

Custom graphics and locks are available upon request. Please contact us for additional information:

Email - [serinfo@serexpocom](mailto:serinfo@serexpocom)

Phone – 508.757.3397

	Order Total
Sub Total	_____
6.25% Tax	_____
Total Due	_____

Booth # \_\_\_\_\_

Company Name \_\_\_\_\_

Phone \_\_\_\_\_

Authorized By \_\_\_\_\_

Signature \_\_\_\_\_

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## BOOTH LABOR

Orders must be received with full payment by January 28, 2020. Standard Rates apply to late orders.

Description	Discount Rate	Standard Rate
<b>Straight Time</b> 8:00 AM to 4:30 PM Monday through Friday.	\$172.00	\$224.00
<b>Overtime</b> 4:30 P.M. to 8:00 A.M. Monday through Friday, All day Saturday, Sunday and Holidays.	\$258.00	\$336.00

One-hour minimum charge per laborer. Labor after the first hour is charged in half hour increments.

Starting times guaranteed only at the start of the working day.

Date	Start Time	# of Labor	Estimate Hours	Total Hours	Hourly Rate	Estimated Total
		x	=	@	\$	= \$
		x	=	@	\$	= \$

### Supervision of all labor is required. Please indicate supervision plan:

☐ **Plan A - Exhibitor Supervision**

All work is performed under the supervision of the Exhibitor. The exhibitor representative must check-in at the SER exposition services service desk to pick-up labor ordered and must CHECK OUT labor at the SER exposition services service desk upon completion of the work. SER exposition services is not allowed to proceed without exhibitor representative.

**Company Name**

**Contact Name**

**Phone**

☐ **Plan B - SER exposition services Installation and Dismantle Supervision without exhibitor present.**

All work is done under the direction of SER exposition services personnel.

Our charge for this service is 30% of your total labor bill, or a minimum \$45.00 on installation and \$45.00 on dismantle.

☐ **SER exposition services is authorized to set-up exhibit.** ☐ **SER exposition services is authorized to dismantle exhibit.**

*Note: In order to complete the work without your representative present, we must have set-up instructions. We must also have an outbound bill of lading provided and/or turned into the SER exposition services Exhibitor Service Desk*

**Contact Name**

**Phone**

Describe any special requirements.

	<b>Order Total</b>
Sub Total	
SER Supervision (30% \$45.00 min)	
Tax	<b>N/A</b>
Estimated Total	

**Booth #**

**Company Name**

**Phone**

**Authorized By**

**Signature**

CANCELLATION POLICY: One-hour minimum charge per man if not canceled with 24-hour notice. One-hour minimum charge per laborer for failure to check-in at specified time. All adjustments to charges are to be made at show site. NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW. Discount prices are only available on or before January 28, 2020.



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Boston, Massachusetts

## PORTER SERVICE

Orders must be received with full payment by January 28, 2020. Standard Rates apply to late orders.

Description		Discount Hourly Rate	Standard Hourly Rate
<b>Straight Time</b>	8:00 AM to 4:30 PM Monday through Friday.	\$172.00	\$224.00
<b>Overtime</b>	4:30 P.M. to 8:00 A.M. Monday through Friday, All day Saturday, Sunday and Holidays.	\$258.00	\$336.00

### Porter Service Information

- Porter service is provided on a first-come, first serve basis for non-skidded items unloaded from and loaded into non-commercial vehicles.
- Porter service is for loose items only, *no machinery*.
- Porters are not available to assist with booth set-up or booth tear down, please order labor separately.
- Starting time guaranteed only at the start of the working day, 8:00 AM.
- One-hour minimum charge per man if not canceled with 24-hour notice.
- One-hour minimum charge per laborer for failure to check-in at specified time.
- For additional questions, please call us at 508.757.3397 or email us at [serinfo@serexpo.com](mailto:serinfo@serexpo.com)

**ONE-HOUR MINIMUM CHARGE PER PORTER. PORTER SERVICE AFTER THE FIRST HOUR IS CHARGED IN HALF-HOUR INCREMENTS.**

**STANDARD RATES APPLY TO ORDERS RECEIVED AFTER January 28, 2020.**

Date	Start Time	# of Labor	Estimate Hours	Total Hours	Hourly Rate	Total
		x	=	@	\$	\$
		x	=	@	\$	\$

Describe Any Special Requirements

**Order Total**

Sub Total

6.25% Tax

Estimated Total

N/A

**Booth #**

**Company Name**

**Phone**

**Authorized By**

**Signature**

**CANCELLATION POLICY:** One-hour minimum charge per man if not canceled with 24-hour notice. One-hour minimum charge per laborer for failure to check-in at specified time. All adjustments to charges are to be made at show site. NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW. Discount prices are only available on or before January 28, 2020.



# Section D

## EXHIBITOR GUIDELINES, INFORMATION AND REGULATIONS

### EXHIBITOR PARTICIPATION REGULATIONS

#### ACCESS CONTROL AND CREDENTIALING

Exhibitors accessing the Hynes – including exhibitors traveling to the Hynes, unloading exhibitor-related cargo, and parking at the Hynes – must be credentialed by the Hynes 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 bus ducts and conduits, sprinkler pipes, ventilation equipment, windows, columns or any other physical structure at the Hynes
- 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 permitted for dining setting for the ballroom and exhibit halls so long as the flame from the candle does not exceed the height of the required fire safe enclosure. All candles and required encasements to be used must be approved by the MCCA Public Safety Department.

## 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, cleaning, electrical, medical, 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 Hynes:

1. The following items are fire hazards and are prohibited for use in the Hynes:
  - 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, 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 Hynes. 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/Hynes License Agreement.

If a party brings unauthorized food and/or beverage items into the Hynes 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 Hynes 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 Hynes. 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 617.954.2111.

## 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 Boylston Street 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.

### 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.

### 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

## 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..

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 Hynes loading areas. 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 the size) and Covered Exhibits With Larger Than Three Hundred (300) Covered Square Feet**

Requests for construction of multi-level exhibits (regardless the size) must be authorized by the show management before being reviewed by the MCCA Engineering and Maintenance Division and the MCCA Public Safety Department. To ensure 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 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)
  - c. 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 a 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 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.

#### **CREDENTIALING/POSITIVE ID REQUIRED**

All employees and contractors are required to wear MCCA or Exhibitor Services Contractor Association (ESCA) issued identification badge on their outermost garment at all times while working at an MCCA facility. Upon request and as a requirement to be issued a MCCA ID, all employees and contractors working within an MCCA facility must carry on their persons a current and valid government issued photo identification (i.e. driver's license) at all times.

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.

Exhibitor staff arriving at the facility must identify themselves with a photo ID (preferably a valid state issued motor vehicle operator's license) at the Southwest Loading Dock Exhibitor Entrance. Once positively identified by MCCA Public Safety, the Exhibitor will be referred to the Licensee in order to register and receive event credentials.

Lost/missing credentials shall 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.

#### **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.
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 Hynes 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 Hynes.

## VEHICLES AND OTHER MOTORIZED EQUIPMENT

Vehicles that are to be brought into the Hynes 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 MCCA and its contracted entities are the exclusive providers of the following services: food & beverage, cleaning, electrical, medical, business center, telephone, Internet, rigging, the operation of ground-supported truss trucks, plumbing, and the supply of compressed air and gases. Most of these services are available directly to exhibitors and can be provided through the Exhibitor Services Center. They are subject to prices and conditions detailed in our Exhibitor Ordering Guide. Our

services cannot be resold or bundled as a package without prior written approval from the General Manager. Discounts may apply to some services by meeting the advance payment deadlines and conditions notes on the forms.

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 o East.

## AUDIO/VISUAL SERVICES

The Hynes 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 Hynes features a digital audio system and extensive use of fiber optic cabling to distribute signals throughout the facility. The Hynes 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, notary public services, pack and ship options, express and ground service, fax service with delivery of incoming messages, and desktop/word processing.

## SATELLITE SERVICES

The Hynes 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 your Event Services Manager 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 Hynes.

### TAXI INFORMATION

MCCA 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. There is a taxi stand outside the Boylston Street entrance for taxicab drop-off and pick-up.

Taxis will arrive at the designated taxi stand and wait in a short queue for customers as long as necessary for a passenger to board. The only limitation is that the taxis at the end of the queue do not block open lane traffic. Taxis unable to enter the designated curb lane will be required to proceed to the designated taxi pool area and will be called as service requires. The Hynes may create a temporary taxi pool on Northwest Level One. Curbside managers at the designated taxi stand will be in radio contact with monitors at the pool site to dispatch taxis when a steady flow of taxis is required, such as during an event break.

For a complete list of taxi companies and their contact information, please visit the Hynes transportation website.

### PARKING

There are several local parking garages/lots in the vicinity of the Hynes. The facility does not have on-site parking available. For additional information please see Section XX of this guide.

## 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. From there, there is a handicap-accessible sidewalk to Level Zero, where there is an entrance to the Hynes through the Southeast lobby.