

2023 | SNOWBOUND EXPO 2023
SERVICE KIT



Willwork
Global Event Services

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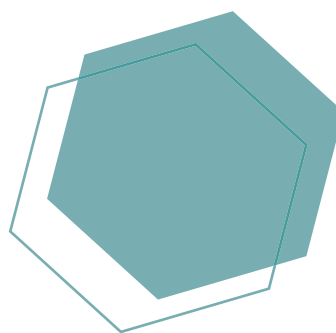
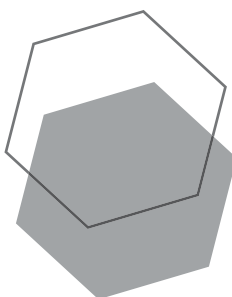
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Please reach out to Matt.Ede@willwork.com or exhibitorservices@willwork.com , to customize your booth today!	





HELLO,

Willwork Global Event Services is pleased to have been chosen to serve as your Official Service Contractor for Snowbound Expo 2023 to be held at the Boston Convention & Exhibition Center from November 3 - 5, 2023. We have enclosed the necessary show services order forms to assist in your show planning. In order to guarantee the availability of the desired items, we encourage you to order early.

To qualify for discount prices on Willwork products and services, full payment must be included with your order and received in our office by Friday, October 6, 2023. Orders without payment will be held in a pending status until payment is received.

A credit card authorization form is required on file for each exhibitor. No goods or services will be rendered without a credit card accompanying the order. If you choose to make a payment via check or wire transfer, please ensure that your payment has been received by our accounting department no later than two weeks prior to show move-in. Regardless, a credit card is required on file. Please visit the Willwork On-site Service Desk to finalize your invoice. No adjustments will be made after the close of the show.

FOR ASSISTANCE PLEASE CONTACT THE FOLLOWING:

FURNITURE RENTAL, LABOR OR SHIPPING MATERIALS

Event Specialist Team

Phone: (774) 568-5425

Email: exhibitorservices@willwork.com

Thank you and we look forward to working with you to help make Snowbound Expo 2023 a tremendous success.

All the best,

WILLWORK GLOBAL EVENT SERVICES



GENERAL INFORMATION

SNOWBOUND EXPO 2023

November 3 - 5, 2023

LOCATION

Boston Convention & Exhibition Center
415 Summer St. / Hall C
Boston, MA 02210

EXHIBITOR MOVE-IN

Wednesday, November 1*	12:00 p.m. - 5:00 p.m.
Thursday, November 2	8:00 a.m. - 6:00 p.m.
Friday, November 3	8:00 a.m. - 12:00 p.m.

*(Wednesday, November 1 - exhibits larger than 400 sqft with prior approval only)

SHOW OPEN HOURS

Friday, November 3	2:00 p.m. - 8:30 p.m.
Saturday, November 4	10:00 a.m. - 7:00 p.m.
Sunday, November 5	10:00 a.m. - 4:00 p.m.

EXHIBITOR MOVE-OUT

Sunday, November 5	4:30 p.m. - 10:00 p.m.
Monday, November 6	8:00 a.m. - 12:00 p.m.

Outside carriers must be checked in with the Willwork Dock Supervisor at Boston Convention & Exhibition Center Marshalling Yard by Sunday, November 5 at 8:00 p.m. or by Monday, November 6 at 10:00 a.m.

Official re-route time is Monday, November 6 at 12:00 p.m. Please see the Move-Out Information Sheet in this Manual for more details.

POV/Cartload carriers must follow the proper signs and direction of the Willwork Dock Supervisor to obtain access to the loading dock.



BOOTH PACKAGE INFORMATION

STANDARD BOOTH PACKAGE

Each **10' x 10' Booth** includes the following standard equipment:

- 8' High **Backwall** & 3' High **Siderails** – Color: Grey
- (1) Wastebasket
- (1) Booth Identification Sign

Please Note: Exhibitor Furnishings will be Al-a-Crate. Exhibitors will be responsible for ordering carpet, tables or any additional furnishings

UPGRADE BOOTH PACKAGE A - Must Be Pre-Ordered

Please contact Stuart DacreStuart.Dacre@raccoonmediagroup.com to discuss.

Each **10' x 10' Booth** includes the following standard equipment:

- 8' High **Backwall** & 3' High **Siderails** – Color: **Grey**
- (1) Wastebasket
- (1) Booth Identification Sign
- Standard Grey Carpet

UPGRADE BOOTH PACKAGE B - Must Be Pre-Ordered

Please contact Stuart DacreStuart.Dacre@raccoonmediagroup.com to discuss.

Each **10' x 10' Booth** includes the following standard equipment:

- 8' High **Backwall** & 3' High **Siderails** – Color: **Grey**
- 6' Grey Draped Table
- (2) Side Chairs
- (1) Wastebasket
- (1) Booth Identification Sign
- Standard Grey Carpet

UPGRADE BOOTH PACKAGE C- Must Be Pre-Ordered

Please contact Stuart DacreStuart.Dacre@raccoonmediagroup.com to discuss.

Each **10' x 10' Booth** includes the following standard equipment:

- 8' High **Backwall** & 3' High **Siderails** – Color: **Grey**
- (1) Cocktail Table
- (2) Standard Stools
- (1) Wastebasket
- (1) Booth Identification Sign
- Standard Grey Carpet

GENERAL INFORMATION

ADVANCE SHIPPING

Advance Shipping begins Monday, September 18, 2023, at 9:00 a.m. and ends Friday, October 20, 2023, at 3:00 p.m.
(Receiving Hours: 9:00 a.m. – 3:00 p.m. / M – F)

ADVANCE SHIPPING ADDRESS:

(Your Company Name & Booth Number)
Snowbound Expo 2023
ABF Freight c/o Willwork Global Event Services
150 Manley St.
West Bridgewater, MA 02379

Shipments received at the advance warehouse after the deadline will still be accepted. An off target surcharge of 40% will apply.

Please note that all work performed by Willwork before 8:00 a.m. or after 4:30 p.m. weekdays, as well as all day Saturdays and Sundays, is considered overtime. Please budget accordingly.

You must have a credit card on file with Willwork prior to your shipment arriving at the ABF Warehouse for delivery to your booth.

DIRECT SHIPPING & POV SERVICES*

Willwork will be on site to receive direct shipments to the Boston Convention & Exhibition Center Marshalling Yard on:

Thursday, November 2, 2023	8:00 a.m. – 6:00 p.m. ONLY.
Friday, November 3, 2023	8:00 a.m. – 12:00 p.m. ONLY.

* The Boston Convention & Exhibition Center prefers NOT TO RECEIVE Exhibitor Materials as they do not have sufficient storage space or personnel. If you choose to ship to the Venue and your shipment arrives prior to Thursday, November 2, 2023 at 8:00 a.m. you may incur a receiving charge by the Venue AND a receiving charge from Willwork.

DIRECT SHIPPING ADDRESS:

(Your Company Name & Booth Number)
Snowbound Expo 2023
c/o Willwork Global Event Services
Boston Convention & Exhibition Center
415 Summer St. / Hall C
Boston, MA 02210

Outside carriers must be checked in with the Willwork Dock Supervisor at Boston Convention & Exhibition Center Marshalling Yard

POV/Cartload carriers must follow the proper signs and direction of the Willwork Dock Supervisor to obtain access to the loading dock.

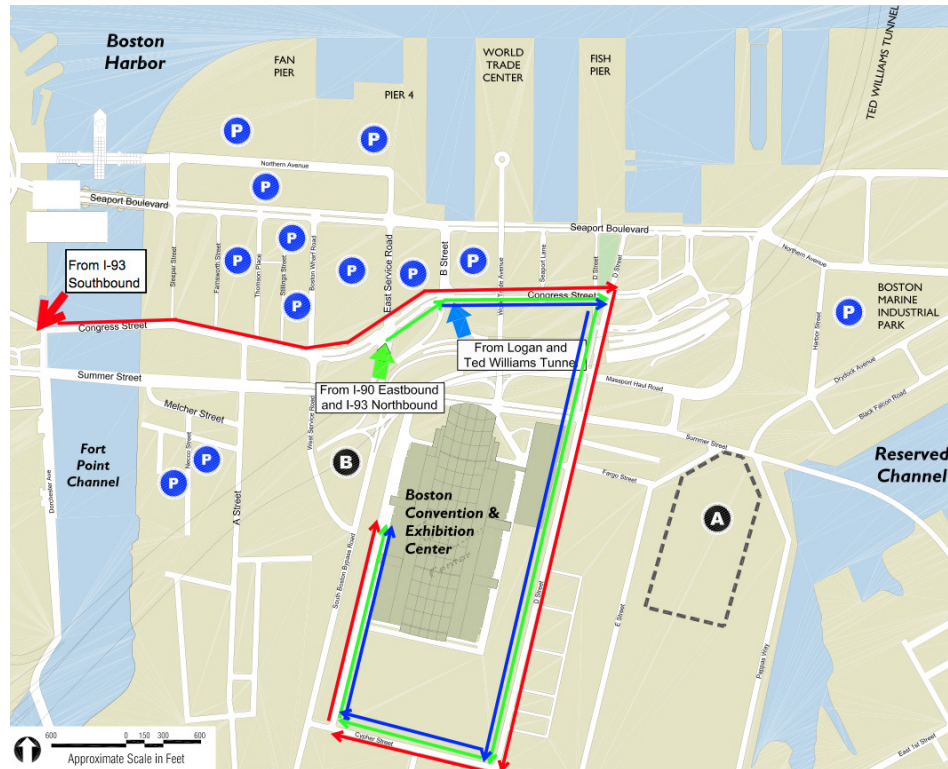
Please note that all work performed by Willwork before 8:00 a.m. or after 4:30 p.m. weekdays, as well as all day Saturdays and Sundays, is considered overtime. Please budget accordingly.

You must have a credit card on file with Willwork prior to your shipment arriving at the Boston Convention & Exhibition Center for delivery to your booth.

WILLWORK ADVANCE ORDER DISCOUNT DEADLINE

Discount prices apply to those orders received with payment in full no later than Friday, October 6, 2023.

For more information, please call us at (774) 568-5425, or email us at exhibitorservices@willwork.com.



From Logan Airport & Ted Williams Tunnel/ I-90 Westbound:

- Take Exit 25 "South Boston" and proceed straight onto B Street
- At the top of the ramp, take a right onto Congress street
- Take the next right onto D Street
- At the fifth light, take a right onto Cypher Street, then the second right onto West Service Drive
- The entrance to the loading dock will be directly in front of you

From I-90 Eastbound:

- Take Exit 25 "South Boston" and proceed straight onto East Service Road
- At the top of the ramp, take a right onto Congress Street
- Take the next right onto D Street
- At the fifth light, take a right onto Cypher Street, then the second right onto West Service Drive
- The entrance to the loading dock will be directly in front of you

From I-93 Northbound:

- Take Exit 20 "South Boston" and proceed straight onto East Service Road
- At the top of the ramp, take a right onto Congress Street
- Take the next right onto D Street
- At the fifth light, take a right onto Cypher Street, then the second right onto West Service Drive
- The entrance to the loading dock will be directly in front of you

From I-93 Southbound:

- Take Exit 23 "Purchase Street/South Station" and proceed straight onto Congress Street
- Take a left onto Congress Street across the Fort Point Channel
- Take a right onto D Street
- At the fifth light, take a right onto Cypher Street, then the second right onto West Service Drive
- The entrance to the loading dock will be directly in front of you



From the South:

- Take I-93 Northbound to Exit 18
- Take a right at second traffic light (South Boston Bypass Road)
- Follow South Boston Bypass Road for approximately one mile
- Take a right into Cypher Street and a left into West Side Drive

From the North:

- Take I-93 Southbound to Exit 18
- Take a left at second traffic light (South Boston Bypass Road)
- Follow South Boston Bypass Road for approximately one mile
- Take a right into Cypher Street and a left into West Side Drive

From the West:

- Take I-90 Eastbound to I-93 Southbound
- Take I-93 Southbound to Exit 18
- Take a left at second traffic light (South Boston Bypass Road)
- Follow South Boston Bypass Road for approximately one mile
- Take a right into Cypher Street and a left into West Side Drive

From the East/Ted Williams Tunnel:

- Take Ted Williams Tunnel (90 East) to Exit 25 South Boston
- Take a left onto Congress Street
- Take a left onto West Service Road
- Take a right onto South Boston Bypass Road
- Take a left into Cypher Street and a left into West Side Drive

MOVE-OUT INFORMATION

MOVE-OUT SCHEDULE

To increase the efficiency of exhibitor move-out, Willwork Global Event Services has instituted the following Move-Out Schedule for this show.

Sunday, November 5, 2023 at 4:30 p.m. - Exhibitor Move-Out officially begins

Exhibitors may begin to dismantle their booths at this time. After the close of the show, Willwork will begin removing the carpet and returning empty containers. You can help us with this process by keeping the aisles clear during this time. If you have ordered labor to dismantle your booth, be sure to confirm the start time of your workers by checking with the Willwork Service Desk.

Sunday, November 5, 2023 at 8:00 p.m. & Monday, November 6, 2023 at 10:00 a.m. - Deadline for driver check-in

Exhibitors who wish to ship materials by any carrier must instruct drivers to check in at The Boston Convention & Exhibition Center Marshalling Yard. They will check in with the Willwork Dock Supervisor by 8:00 p.m. (11/5) or 10:00 a.m. (11/6). Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Material Handling Agreement has been turned in to the Willwork Service Desk. Drivers whose Material Handling Agreement has not been turned in will be placed in a holding queue until the booth is packed and the Material Handling Agreement is turned in. Should your carrier fail to check in at the loading dock by 8:00 p.m. (11/5) or 10:00 a.m. (11/6), Willwork Global Event Services reserves the right to re-route the shipment via the official show carrier as necessary. Neither Willwork nor Show Management assumes any liability as a result of such re-routing.

Sunday, November 5, 2023 at 8:00 p.m. - Exhibits packed and Material Handling Agreement turned in to Willwork

All Material Handling Agreements must be turned in to the Willwork Service Desk to be validated. Do not leave your Material Handling Agreement in your booth, and do not turn in your Material Handling Agreement until your shipment is packed and ready to be loaded.

Material Handling Agreements and additional labels will be available at the Willwork Service Desk at your convenience. No Material Handling Agreements will be issued until your balance is paid in full. Delivery of your Material Handling Agreement to Willwork Global Event Services does not signify that Willwork Global Event Services has assumed responsibility for your shipments. Once packed and ready to turn in your Material Handling Agreement, take a picture of your shipment for your files. Whenever possible, a member of your staff should remain with your shipment until it is actually picked up for removal from the loading dock, at which time the trucker assumes responsibility for your merchandise. In every case, be sure to turn in your Material Handling Agreement to the Exhibitor Service Desk. Do not leave the Material Handling Agreement in your booth.

FINAL PAYMENTS

For your convenience, any show site balances or charges for outbound labor, freight, or miscellaneous items not paid before show closing will be charged to your credit card at the close of the show. Be sure to pick up and review your statement of charges at the Willwork Service Desk prior to move-out. Adjustments to your account will NOT be made beyond 45 days after show closing.

Monday, November 6, 2023 at 12:00 p.m. – Final clean up; Exhibitor Move Out officially ends

All shipping containers including but not limited to fiber cases, cartons and crates should be securely packaged and labeled by the exhibitor. If you have multiple items stacked on a skid, we strongly advise that you order shrink wrap or banding from the Willwork service desk so that items do not get separated.

Please Note: All FedEx and UPS outbound shipments must be dropped off by the Exhibitor at the nearest FedEx or UPS location.

ORDERING PROCEDURES & PAYMENT GUIDE

ONLINE ORDERING

<https://willwork.boomerecommerce.com>

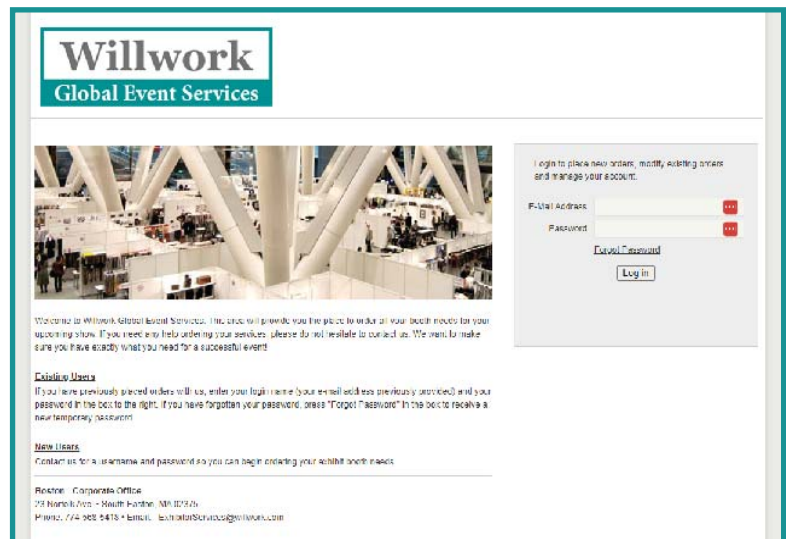
The Willwork online ordering website is the preferred method for placing orders for your event. Here you can order booth furnishings, carpet, rental exhibits, graphics, labor, material handling services, request shipping quotes, and more.

LOGIN INFORMATION

When online ordering is open for your event, you'll receive an email with details on how to access your account. If you need assistance, please contact us.

Phone: (774)568-5425

Email: exhibitorservices@willwork.com



PAYMENT INFORMATION

Willwork is committed to ensuring safe transactions for our exhibitors. Our online ordering website is the most secure method for placing orders and submitting payment. A credit card will need to be on file to process orders. For your protection and ours, we will not accept credit card information via email. We will also never email payment information.

If you're unable to submit payment online, please contact Willwork Exhibitor Services at (774)568-5425 to provide payment information over the phone.

PAYMENT POLICIES AND CREDIT CARD AUTHORIZATION

You may choose to pay by credit card, check payable to Willwork Global Event Services, or bank wire transfer. However, we require your credit card authorization to be on file before we process your order(s) for service. We will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative to include material handling charges for shipments received on your company's behalf and any unpaid balance due for Willwork's services. Credits for services will be issued at show site only.

Early order discounts are available to all exhibitors who place their orders prior to the discount deadline shown on the order form.

- Orders canceled prior to move in will be refunded at 100%, unless specified. Cancellations after move in begins are invoiced at 100% of original price.
- No adjustments will be made after the close of the show.

ORDERING PROCEDURES & HELPFUL HINTS

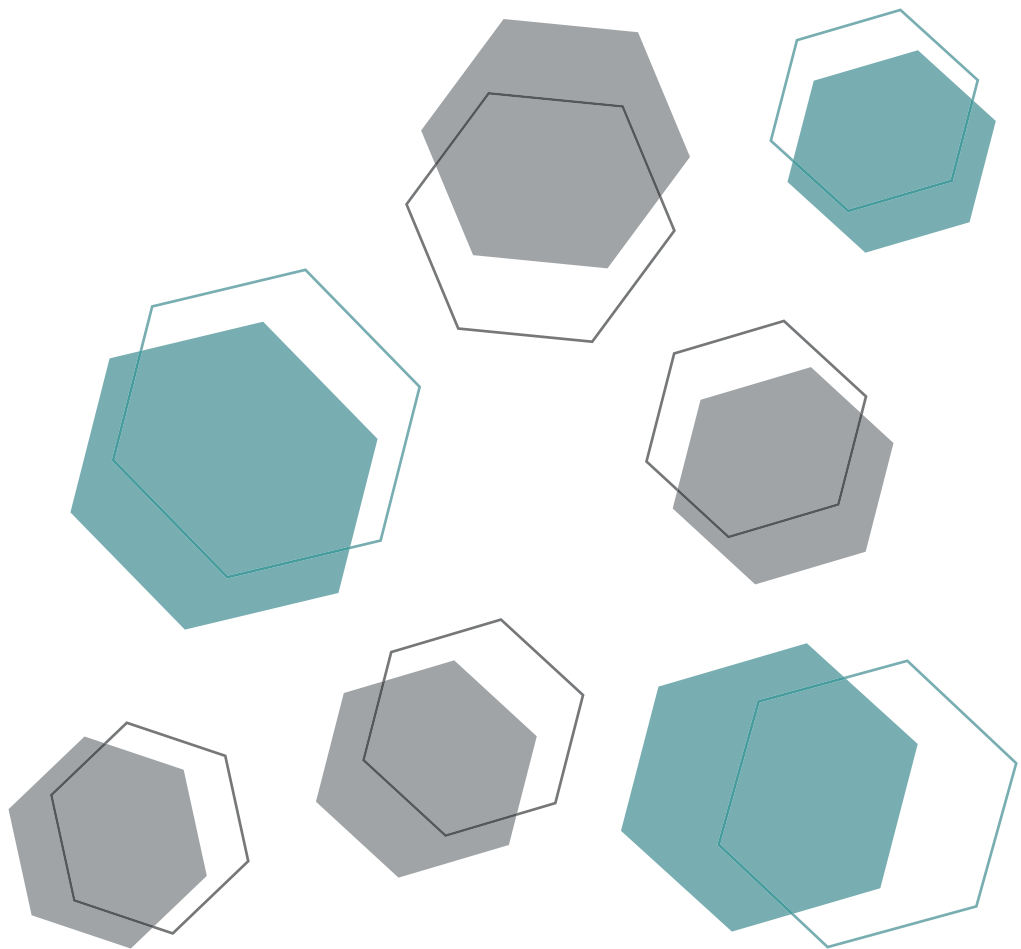
BOOTH FURNISHINGS AND SERVICES

- Rental items not ordered, and found in booths, are invoiced at “Standard-Floor” pricing
- All prices are in U.S. dollars (\$).
- All rental items are subject to applicable taxes.
- All rental items remain the property of Willwork Global Event Services.

MATERIAL HANDLING AND LABOR

Exhibitors are required to follow local labor jurisdictions. Most trade show labor is unionized and, therefore, Willwork is required to go through the local unions for labor used for show set up and dismantle.

Drayage, or material handling, is the movement of show materials from the shipping dock to your booth for show set up and from your booth back to the dock for return shipment at the end of the show.





UNION REGULATIONS

To assist you in planning your participation in your forthcoming convention, we are certain you will appreciate knowing in advance the specific guidelines for labor, we ask that you read the following:

The unpacking, installation, dismantling, and packing of displays and equipment may be done by full-time employees of registered show exhibitors. If an exhibit requires more than one half hour to install or dismantle, Union personnel must be used from the Official Service Contractor, Willwork Global Event Services (Willwork), or an authorized Exhibitor Appointed Contractor (EAC) that is signatory to Teamsters Local 25.

The official labor contractor for the exposition, Willwork, will have skilled craftsmen to assist exhibitors who wish to hire labor to perform these services. Arrangements for all temporary labor should be made through Willwork, the official service contractor. Official labor order forms are included in the exhibitor service manual

Material Handling

Work Rules Require that the official material handling contractor Willwork 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 personnel of the official material handling contractor. Exhibitors are allowed to perform their own material handling provided they meet 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 POV (Personal Owned Vehicle) owned by personnel of the exhibiting company. All trucks, including co-owned or rental vehicle, over 24 ft in length will be off loaded or loaded by Willwork, the official material handling contractor.
- They may use only hand operated equipment, which they have provided: two-wheeled hand truck 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, Willwork.

Safety

Standing on chairs, tables or other rental furniture is prohibited. The furniture is not engineered to support your standing weight. Willwork is not responsible for injuries caused by improper use of Furniture.

Tipping

Willwork requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status and we feel that tipping is not necessary. This applies to all Willwork employees.

CREDIT CARD AUTHORIZATION

Discount Deadline: **Friday, October 6, 2023**

ALL EXHIBITORS MUST HAVE A CREDIT CARD ON FILE WITH WILLWORK GLOBAL EVENT SERVICES PRIOR TO SERVICES BEING RENDERED.

For your convenience, we accept MasterCard, Visa and American Express; we do not accept Discover Credit Cards. If you choose to pay by check or cash (sorry, personal checks are not accepted), you may do so in advance. However, regardless of how you choose to pay, you must have a credit card on file with us to cover incidentals and items that might be ordered at show site. If your company has unpaid balances from previous events serviced by Willwork Event Services, payment in full for those charges will be required before new orders will be accepted.

Exhibitor freight will not be delivered to or removed from your booth until all unpaid invoices have been settled at the Willwork Service Desk. Please notify your company representative who will be at show site of our payment policy.

While Willwork Event Services understands and honors the relationship between exhibitors and third party payers, ultimately the exhibiting firm of record is responsible for payment of all costs incurred on its behalf (see Third Party Payment Policy Form). At the sole discretion of Willwork Global Event Services, exhibitors using third party payers may also be required to provide a credit card as back up to that of the third party.

International exhibitors must prepay balances prior to show closing in U.S. funds drawn on U.S. Banks.

Please complete the information requested below and return this form with your orders. If you choose to pay by check, please make sure your check is delivered prior to two weeks of show move-in so as to give time for the check to be processed by the bank. Any show site balances or charges for outbound labor, freight, or miscellaneous items not paid before the show closing will be charged to your credit card.

Receipts for charges applied to your Credit Card will be emailed once the card is charged. A final invoice recording all transactions will be emailed within 15 days of show closing. Should you require a receipt at any other time, please contact us and we will be happy to provide one.

IMPORTANT: TO OBTAIN THE DISCOUNT PRICING, FULL PAYMENT MUST BE INCLUDED WITH YOUR ORDER NO LATER THAN THE PUBLISHED DISCOUNT DATE: Friday, October 6, 2023

CREDIT CARD AUTHORIZATION

Please print or type information below:

Charge to: ☐ VISA ☐ MASTERCARD ☐ American Express

Account Number: _____ Expiration Date: _____ CVV: _____

Card Holder's Name: _____ Company Name: _____

Email: _____ Phone Number: _____

Billing Address: _____ City: _____

State: _____ Zip Code: _____

Signature: _____ Date: _____

THIRD PARTY AUTHORIZATION

WILLWORK WILL PRESENT SHOW SITE INVOICES TO THIRD PARTIES FOR PAYMENT OF SERVICES RENDERED TO EXHIBITORS PROVIDED THE FOLLOWING CONDITIONS ARE MET:

1. The payment record of the third party is acceptable to Willwork
2. This completed form is to be signed by BOTH PARTIES and returned to Willwork at least 14 days prior to show opening. This form is to be accompanied by a completed credit card authorization form from EACH PARTY.
3. Willwork's pre-payment policy is adhered to; i.e.: order must be received with payment deadline dates.
4. If there is any doubt which party is to be invoiced for a service, the exhibiting firm accepts responsibility for payment upon presentation of invoices at show site.
5. The exhibiting firm is ultimately responsible for payment of all charges by show conclusion.

THIRD PARTY AUTHORIZATION

Please indicate below which items/services are to be invoiced to the third party:

☐ All services ☐ Furniture ☐ Labor ☐ Material Handling

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of invoice at show site, such charges will be presented to the exhibiting firm for payment before the close of the show.

Please print or type information below:

EXHIBITOR	3RD PARTY
<input type="radio"/> VISA <input type="radio"/> MASTERCARD <input type="radio"/> AMERICAN EXPRESS	<input type="radio"/> VISA <input type="radio"/> MASTERCARD <input type="radio"/> AMERICAN EXPRESS
Account Number: _____	Account Number: _____
Expiration Date: _____ CVV: _____	Expiration Date: _____ CVV: _____
Card Holder's Name: _____	Card Holder's Name: _____
Company Name: _____	Company Name: _____
Email: _____	Email: _____
Phone: _____	Phone: _____
Billing Address: _____	Billing Address: _____
City: _____	City: _____
State: _____ Zip Code: _____	State: _____ Zip Code: _____
Signature: _____	Signature: _____

STANDARD BOOTH FURNISHINGS



Willwork
Global Event Services

BOOTH FURNISHINGS

TABLES

DRAPED RISERS (white vinyl)
4' One Step
6' One Step



DRAPED DISPLAY TABLES
Draping includes white vinyl top & 3 sides choose table size &

30" High
2'x4'x30"
2'x6'x30"
2'x8'x30"



42" High
2'x4'x42"
2'x6'x42"
2'x8'x42"

SEATING



Side Chair



Bar Stool

BOOTH FURNISHINGS



Easel



Chrome Sign Frame



Literature Stand



Single-sheet
Literature Holder



Three-section
Literature Holder



Waste Basket



Fish Bowl



Round Table
30" - 42" high 30" round



Bag Stand



4' x 8' Display Board

ORDER FORM – STANDARD BOOTH FURNISHINGS

ORDER FORM

Discount Deadline: **Friday, October 6, 2023**

Contact Name: _____ Email: _____

Company Name: _____ Booth Number: _____

Phone Number: _____ Fax: _____

Please Note: A Credit Card must be on file to ensure payment for your order. No goods or services will be rendered without a credit card accompanying this order. Your preferred method of payment will be used, if other than the credit card on file, to complete this order at the close of the show. Please visit the Willwork Service Desk to finalize your invoice. No adjustments will be made after the close of the show.

TABLE	QTY	DISC. RATE	STD. RATE	TOTAL	ITEM	QTY	DISC. RATE	STD. RATE	TOTAL
30" High					SEATING				
2' x 4' x 30"	_____	\$195.60	\$254.27	_____	Upholstered Side chair	_____	\$107.52	\$139.78	_____
2' x 6' x 30"	_____	\$247.32	\$321.52	_____	Upholstered Bar Stool	_____	\$188.46	\$245.00	_____
2' x 8' x 30"	_____	\$275.24	\$357.82	_____					
4 th side of table draped	_____	\$70.47	\$91.62	_____					
<input type="radio"/> Blue <input type="radio"/> Black <input type="radio"/> Burgundy <input type="radio"/> Hunter Green <input type="radio"/> Red <input type="radio"/> White <input type="radio"/> Grey					ACCESSORIES				
42" High					30" High x 30" D Round Table				
2' x 4' x 42"	_____	\$238.01	\$309.41	_____	42" High x 30" D Round Table	_____	\$263.87	\$343.03	_____
2' x 6' x 42"	_____	\$252.97	\$328.87	_____	Wastebasket	_____	\$30.72	\$39.94	_____
2' x 8' x 42"	_____	\$312.47	\$406.21	_____	Easel	_____	\$58.63	\$76.22	_____
4 th side of table draped	_____	\$82.44	\$107.17	_____	Bag Rack	_____	\$150.79	\$196.02	_____
<input type="radio"/> Blue <input type="radio"/> Black <input type="radio"/> Burgundy <input type="radio"/> Hunter Green <input type="radio"/> Red <input type="radio"/> White <input type="radio"/> Grey					Fish Bowl				
UNDRAPE DISPLAY TABLE					Chrome Sign Frame (22" x 28")				
30" High									
2' x 4' x 30"	_____	\$79.78	\$103.71	_____	LITERATURE HOLDERS				
2' x 6' x 30"	_____	\$98.39	\$127.92	_____	5 Pocket Stand	_____	\$202.44	\$263.18	_____
2' x 8' x 30"	_____	\$123.66	\$160.75	_____	3 Section Pocket	_____	\$86.57	\$112.54	_____
42" High					Single Sheet Holder	_____	\$44.68	\$58.09	_____
2' x 4' x 30"	_____	\$109.32	\$141.75	_____					
2' x 6' x 30"	_____	\$127.65	\$165.94	_____					
2' x 8' x 30"	_____	\$152.91	\$198.79	_____					
DRAPED RISERS (WHITE VINYL)					Sub Total: _____				
4" One Step	_____	\$78.45	\$101.98	_____	Sales Tax (6.25%): _____				
6" One Step	_____	\$97.07	\$126.19	_____	Order Total: _____				

TRADE SHOW FURNISHINGS



For our custom furnishing catalog, please order in the online exhibitor portal or contact exhibitorservices@willwork.com

Willwork
Global Event Services

STANDARD BOOTH CARPET

CARPET CHOICE

The colors to choose from are black, blue, red, charcoal, light gray, green.



ORDER FORM

Contact Name: _____ Email: _____

Company Name: _____ Booth Number: _____

Phone Number: _____ Fax: _____

Please Note: A Credit Card must be on file to ensure payment for your order. No goods or services will be rendered without a credit card accompanying this order. Your preferred method of payment will be used, if other than the credit card on file, to complete this order at the close of the show. Please visit the Willwork Service Desk to finalize your invoice. No adjustments will be made after the close of the show.

ITEM	QTY	DISC. RATE	STD. RATE	TOTAL
CARPET 13oz				
10' x 10'	_____	\$395.36	\$514.08	_____
10' x 20'	_____	\$790.72	\$1027.94	_____
10' x 30'	_____	\$1186.08	\$1541.90	_____
10' x 40'	_____	\$1581.44	\$2055.83	_____

☐ Blue ☐ Black ☐ Red ☐ Lt. Gray ☐ Charcoal ☐ Green

CUSTOM CUT CARPET 13oz

_____ ft. x _____ ft. = _____ sq. ft. \$8.89 \$11.56 _____

100 sq ft minimum

☐ Blue ☐ Black ☐ Red ☐ Lt. Gray ☐ Charcoal ☐ Green

PREMIUM CARPET 26oz (Includes Visqueen)

_____ ft. x _____ ft. = _____ sq. ft. \$8.89 \$11.56 _____

☐ Blue ☐ Black ☐ Red ☐ Lt. Gray ☐ Charcoal ☐ Green

CARPET PADDING

1/2" _____ ft. x _____ ft. = _____ sq. ft. \$2.89 \$3.75 _____

1" _____ ft. x _____ ft. = _____ sq. ft. \$5.78 \$7.50 _____

100 sq ft minimum

VISQUEEN (POLY COVERING)

_____ ft. x _____ ft. = _____ sq. ft. \$1.32 \$1.69 _____

100 sq ft minimum

Padding is not included.

No telephone orders are accepted.

All rental carpet is delivered clean to your booth space, but during setup, carpet may become dirty. Please order cleaning service at least once before show opening.

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany advance order and must be received by the deadline date in order to qualify for discount rates.

CANCELLATION POLICY: Items cancelled prior to move-in will be refunded 100%. Items cancelled after move-in begins will be charged 100% of original price to cover labor involved.

For Premium Carpet please call 774-568-5425.

Sub Total: _____.

Sales Tax (6.25%): _____.

Order Total: _____.

BOOTH CLEANING

ORDER FORM

Discount Deadline: **Friday, October 6, 2023.**

Contact Name: _____ Email: _____
Company Name: _____ Booth Number: _____
Phone Number: _____ Fax: _____

Please Note: A Credit Card must be on file to ensure payment for your order. No goods or services will be rendered without a credit card accompanying this order. Your preferred method of payment will be used, if other than the credit card on file, to complete this order at the close of the show. Please visit the Willwork Service Desk to finalize your invoice. No adjustments will be made after the close of the show.

All vacuuming, general cleaning and shampooing are computed on the gross square footage of your booth.

ITEM	DISC. RATE	STD. RATE	TOTAL
VACUUMING			
Daily Vacuuming	\$0.92	\$1.20	_____
One-time only before show opening	\$0.99	\$1.29	_____
PORTER SERVICE (includes wastebaskets within the booth)			_____
Daily Porter Service	\$0.64	\$0.83	_____
One-time Only	\$1.15	\$1.50	_____

Booth Size

_____ ft. x _____ ft. = _____ Total square feet

Total Sq. ft. _____ x _____ Rate x _____ Days = \$ _____

Total \$ _____

PAYMENT POLICY: Payment in full of rental charges including applicable tax must accompany advance order and must be received by the Deadline Date in order to qualify for discount rates.

All orders placed at the service desk will be charged at standard rates. All balances must be settled at the Service desk prior to Show closing. All charges are payable in U.S. Funds only. Company check, wire transfer, Visa, MasterCard and American Express are accepted.

CANCELLATION POLICY: Items cancelled prior to move-in will be refunded 100%. Items cancelled after move-in begins will be charged 100% of the original price to cover labor involved.

LABOR

ORDER FORM

Contact Name: _____ Email: _____
Company Name: _____ Booth Number: _____
Phone Number: _____ Fax: _____

Please Note: A Credit Card must be on file to ensure payment for your order. No goods or services will be rendered without a credit card accompanying this order. Your preferred method of payment will be used, if other than the credit card on file, to complete this order at the close of the show. Please visit the Willwork Service Desk to finalize your invoice. No adjustments will be made after the close of the show.

Please complete this form and return it to Willwork if your display is to be set up and/or dismantled by Willwork and there will not be a supervisor present.

Inbound Shipping Information

Carrier: _____ Phone Number: _____

Shipped to: ☐ Warehouse ☐ Show Site Date Shipped: _____

From (city & state): _____

Total number of: ☐ Crates: _____ ☐ Cartons: _____ ☐ Cases: _____ ☐ Other: _____

Setup information must be provided for all Willwork Supervised labor orders.

A photo/sketch of my exhibit is enclosed with my order. ☐ Yes ☐ No

A photo/sketch of my exhibit is packed inside my display case. ☐ Yes ☐ No

Special set-up instructions are provided with my order. ☐ Yes ☐ No

Special set-up instructions are packed inside my display case. ☐ Yes ☐ No

Carpet: ☐ With Exhibit ☐ Rented from Willwork Color: _____ Size: _____

Electrical Placement: ☐ Drawing attached ☐ Drawing with Exhibit

Installed under carpet: ☐ Yes ☐ No

My exhibit has a key: ☐ Yes ☐ No If yes, the key is located _____

In case of emergency, please call: _____ at _____

Comment:

Outbound Shipping Information

Please complete the OUTBOUND Material Handling Agreement AND SHIPPING LABEL REQUEST FORM included in this manual and return it along with your order.

LABOR

LABOR RATES FOR INSTALLATION & DISMANTLING OF EXHIBITS

Exhibitors must come to serve desk to sign in and out for labor required.

Straight Time - \$219.00 per hour

8:00 a.m. - 4:30 p.m. Monday thru Friday.

One hour minimum per worker, thereafter,

½ hour increments.

Overtime - \$297.00 per hour / Doubletime - \$378.75 per hour

Before 8:00 a.m. Monday thru Friday

After 4:30 p.m. Monday thru Friday

All hours on Saturday.

Sundays and holidays are double time.

One hour minimum per worker, thereafter,

½ hour increments.

	# OF MEN	DATE	TIME	HOURS
SET UP				
DISMANTLE				

Please check service required:

☐ Exhibitor Services

All work performed must be under the supervision of the exhibitor.

Number of cartons: _____ Number of skids: _____

☐ Willwork Global Event Services Supervision

Hourly rate plus 40% Supervision Charge/Minimum \$45.00.

Number of cartons: _____ Number of skids: _____

Name of carrier: _____ Number of crates: _____

Shipped to: ☐ Warehouse ☐ Show Site

NOTE: 8:00 a.m. is the only guaranteed starting time. All labor must be signed in/out at the Service Desk. Exhibitors not checked in by their requested starting times are subject to a one hour minimum charge per man ordered unless written cancellation is received 24 hours prior to starting time.

Willwork shall not be responsible for damage, loss or theft of displays installed and/or dismantled under our Supervision. Willwork shall not be responsible for loss, theft, or disappearance of materials before they are picked up from Exhibitor's booth for reloading after the show.

PAYMENT POLICY: All invoices must be settled at the Service Desk prior to Show closing. All charges are payable in U.S. Funds only. Checks, Wire Transfer, Visa, MasterCard and American Express are accepted.

Orders received after the deadline date or show site orders will incur a surcharge of 40% of the labor rate.

PLEASE INCLUDE SET-UP PLANS WITH ORDER.

DISMANTLE DISCLAIMER NON-WILLWORK PRODUCTS: Please be advised that Willwork will not be responsible for dismantle of any non Willwork material (this includes ALL electronic equipment such as computers, television, audio-visual components, etc). In the instance that Willwork is requested to dismantle non Willwork material, Willwork will not be held responsible for any damage or improper dismantle of said material. Since this equipment is not our standard product, there may be additional charges if more time is needed in the set up or takedown than originally estimated.

ORDER FORM – FORK LIFT SERVICE

Booth Number _____

EXHIBITORS REQUIRING FORKLIFTS TO ASSEMBLE DISPLAYS OR WHEN UNCRATING, UNSKIDDING, POSITIONING, AND RESKIDDING EQUIPMENT AND MACHINERY WILL NEED TO ESTIMATE THEIR NEEDS BELOW. A FORKLIFT IS REQUIRED FOR MOVING EQUIPMENT OR MATERIALS WEIGHING 200 POUNDS OR MORE. IF YOU REQUIRE A FORKLIFT, A CREW WILL BE ASSIGNED CONSISTING OF A FORKLIFT WITH AN OPERATOR. IF YOU DO NOT REQUIRE A FORKLIFT, ORDER THE NUMBER OF LABORERS REQUIRED.

ONE HOUR MINIMUM ON LIFT ORDERS

NUMBER	TYPE OF LABOR	Straight Time	Overtime
<input type="text"/>	Forklift – 5000 lb. capacity w/operator	\$ 325.00 per hour	\$ 425.00 per hour \$525.00 per hour (Double Time)
ADDITIONAL CREW LABOR			
<input type="text"/>	Laborer	\$ 219.00 per hour	\$ 297.50 per hour \$378.75 per hour (Double Time)

	# OF FORKLIFTS (W/OPERATORS)	WEIGHT OF HEAVIEST PIECE	# OF HELPERS	DATE	TIME	APPROX. HOURS
INSTALL						
DISMANTLE						

STRAIGHT TIME: MONDAY THROUGH FRIDAY, 8:00AM TO 4:30PM

TOTAL: \$ _____
Carry this Total to Order Recap Page.

OVERTIME: MONDAY THROUGH FRIDAY AFTER 4:30 PM. SATURDAYS, (Double Time Sundays & Holidays)

The minimum charge for labor and equipment is one (1) hour per laborer and forklift. Equipment and labor thereafter is charged in half (1/2) hour increments. Equipment and labor cancelled without 24 hour notice will be charged a one (1) hour cancellation fee per worker and forklift. Gratuities in any form, including cash, gifts, or labor hours for work actually performed are prohibited by Willwork. All rates are subject to change if necessitated by increased labor and material costs. If Exhibitor fails to use the laborers and equipment at the time confirmed, a one-hour "No-Show" charge per laborer and forklift will apply.

Order

Reserve forklifts and/or labor below. Starting times can be guaranteed only when labor is requested for 8 AM. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the Willwork Service Desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the Willwork service desk and approve the work order.

Please print or type information below:

Contact Name:	Email:
Telephone:	Fax:
Exhibiting Company Name:	Booth No:

Please Note: A Credit Card must be on file to ensure payment for your order. No Goods or services will be rendered without a credit card accompanying this order. Your preferred method of payment will be used, if other than the credit card on file, to complete this order at the close of the show. Please visit the Willwork Service Desk to finalize your invoice. No adjustments will be made after the close of the show.

MATERIAL HANDLING RATES

Willwork Global Event Services has been designated as the official drayage contractor with the responsibility for the unloading, delivery, reloading and processing of all exhibitors' freight shipments.

ALL SHIPMENTS MUST BE SENT PREPAID and all shipments must have a Material Handling Agreement showing number of pieces, weight, and description of merchandise. For trucks without a Material Handling Agreement or documented weight, estimated weights will prevail. Estimated weights will be binding on both parties.

WHEN TO SHIP

- Shipment consigned to the Advance Warehouse must arrive **NO LATER than:**
Friday, October 20, 2023, at 3:00 p.m.
- Shipments consigned to the show site should be timed to arrive **NO EARLIER than:**
Thursday, November 2, 2023 at 8:00 a.m.

WHERE TO SHIP

Advance Shipments – Deadline: Friday, October 20, 2023, at 3:00 p.m.	Direct Shipments - Starts: Thursday, November 2, 2023 at 8:00 a.m.
(Your Company Name & Booth Number) Snowbound Expo 2023 ABF Freight c/o Willwork Global Event Services 150 Manley St. West Bridgewater, MA 02379 (Receiving Hours: 8:00 a.m. – 3:00 p.m. / M –F)	(Your Company Name & Booth Number) Snowbound Expo 2023 c/o Willwork Global Event Services Boston Convention & Exhibition Center 415 Summer St. / Hall C Boston, MA 02210

All charges are based upon inbound weight certificates and are quoted on a round trip basis whether services are utilized completely or not. All charges are per cwt (100lbs.), rounded up to the next 100 lbs. Willwork will receive advance crated shipments at the warehouse and will provide up to 30 days storage prior to the show. Willwork will receive direct shipments on scheduled move-in day(s). The rates listed below include receiving shipments, delivery to booth, storage of empty packing materials, and return outbound shipments to the loading dock. Partial service will not be discounted. All shipments must be accompanied by certified weight tickets.

ROUND TRIP RATE SCHEDULE - Rates are BLENDED for Outbound OT Included.

A. WAREHOUSE ADVANCE RECEIVING - Roundtrip - CRATED MATERIALS ST Rate: \$240.10 per cwt. - 200# Minimum <ul style="list-style-type: none"> • Receive crated shipments only at our warehouse up to 30 days prior to show. • Deliver to booth space. • Removal, storage, return of empty containers. • Pick-up at the booth and load onto outboard carrier. • Shipments of loose or uncrated materials will not be received at warehouse. 	B. DIRECT SHIPMENT TO SHOW SITE - Roundtrip - CRATED MATERIALS ST Rate: \$224.70 per cwt. - 200# Minimum <ul style="list-style-type: none"> • Receive crated shipments at show site on move-in dates. • Deliver to booth space. • Removal, storage, return of empty containers. • Pick-up at the booth and load onto outboard carrier.
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MATERIAL HANDLING RATES

RATE SCHEDULE CONTINUED

C. SPECIAL HANDLING, UNCRATED AND LOOSE MATERIALS Add 40% to regular per cwt. charge - 200# Minimum <ul style="list-style-type: none"> Crated shipments requiring special handling include shipments that are loaded and or packed in a manner as to require additional handling such as ground loading, side door unloading, constricted space unloading, designated piece unloading or stacked shipments. Also included are shipments mixed on truck, multi shipment/delivery areas and shipments without delivery receipts. FedEx, UPS and DHL shipments are included in this category due to their delivery procedures. 	
D. OVERTIME RATE <ul style="list-style-type: none"> Add 40% if handled IN on overtime. The outbound 40% overtime rate has already been factored into the rate schedule. 	E. OFF TARGET CHARGE Freight received before first day to receive or after the deadline date – add 40% off target charge
F. SURCHARGES Freight left in booth without Bill of Lading, Returned to Warehouse, Marshalling Fee - add 40% surcharge	G. SMALL PACKAGES <ul style="list-style-type: none"> Not to exceed 25lbs* Rate: \$30.00 – First Small Package received Rate: \$30.00 – Each additional small package received on the same shipment

*Please Note: FedEx and UPS are subject to special handling surcharges due to their delivery procedures

Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 30 lbs. per shipment, per delivery and includes UPS, Federal Express and Airborne. All shipments received via air carrier that do not fall into the small package category may be subject to a special handling fee.

Special Handling/Uncrated Materials

Crated shipments requiring special handling include shipments that are loaded and or packed in such a manner as to require additional handling such as ground loading, side door unloading, constricted space unloading, designated piece unloading or stacked shipments. Also included are shipments mixed on truck, multi shipment/delivery areas and shipments without delivery receipts.

Rates are based on incoming weight only. All weights are rounded off to the next cwt. Each shipment received is considered separately. Freight handling charges are the responsibility of the Exhibitor.

Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is arranged prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.

Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or their representative. Willwork assumes no responsibility for removal of containers with old empty labels, mislabeled or valuables stored inside containers while containers are in storage. Outbound shipping labels and Bills of Lading will be available at the Service Desk. The Exhibitor or their representative must pack and label their exhibit material and turn in a Material Handling Agreement for each shipment at the Service Desk before leaving the Show. Willwork will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick up by the removal date of the Show, Willwork reserves the right to route exhibit material by an alternate carrier. As a result of re-routing or handling, no liability will be assumed by Willwork.

MATERIAL HANDLING RATES

LIMITS OF LIABILITY AND RESPONSIBILITY

1. Willwork Global Event Services shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.
2. Willwork Global Event Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same has been delivered to exhibitor's booth.
3. Willwork Global Event Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bill-of-lading covering outgoing shipments, which are furnished by Willwork Global Event Services to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
4. Willwork Global Event Services shall not be responsible for any 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.
5. Willwork Global Event Services shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event
6. Willwork Global Event Services maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
7. Willwork Global Event 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 any exhibitor's materials which may make it impossible or impractical to exhibit same. G. The consignment or delivery of a shipment to Willwork Global Event Services by an exhibitor, or by any shipper to or 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.

FREIGHT FAQs & HANDLING HINTS

Delivery of your Bills of Lading to Willwork Global Event Services Service Desk does not signify that Willwork Global Event Services has assumed responsibility for your shipments. Whenever possible, a member of your staff should remain with your shipment until it is actually picked up for removal from the loading dock at which time the trucker assumes responsibility for your merchandise. In every case, be sure to turn in your Bills of Lading to the Exhibitor Service Desk. Do not leave Bills of Lading in your booth.

The information below is an outline of the most commonly asked questions regarding freight handling, often referred to as drayage. This can be the most costly part of exhibiting at conventions. We will try to explain what drayage is and how rates are established which will help you save money by avoiding unnecessary surcharges.

- **What is "Freight Handling/Drayage"?** - The term drayage is the moving of exhibit materials from one location to another. Whether you ship to Willwork's warehouse or directly to show site, your materials still need to get to your booth location. Drayage services include the accepting of your material either at our warehouse or on show site, delivery to your booth, storage of empty containers during the show, returning empty containers at the close of the show, picking up your packaged materials, returning them to the dock and loading on the carrier of your choice.
- **How are rates determined?** - Drayage charges are based on a number of factors including union labor rates, facility dock access, and the show schedule to name just a few. The conference is being held in a union facility and therefore must use union labor to move freight. These rates can vary from city to city.
- **Tips on how you can save money** - Read the Material Handling section of your Service Kit carefully. Be aware of any surcharges that may be assessed for special handling or late shipments. Pay special attention to deadline dates. If you ship in advance to our warehouse and your shipment arrives after the published deadline date, you may be assessed a surcharge. Crated materials are the easiest to unload, therefore, have the least expensive drayage charge. Loose, pad wrapped and uncrated materials require more labor time and, therefore, may be assessed a special handling fee. It may be cost effective for you to build crates for any portion of your exhibit that is not crated.
- **How is the weight of my shipment determined?** All drivers should attain certified weight tickets for materials prior to arriving at the dock either at the warehouse or at show site. Willwork Global Event Services reserves the right to determine weights for all shipments for which weight tickets are not provided at the time of delivery. In cases where Willwork Global Event Services weighs the shipment, the Exhibitor will be charged for double handling.
- **Small shipments versus large shipments.** - Most Service Contractors have a minimum of 200 lbs. per shipment. It is best to send your freight as one large shipment versus several small shipments. For instance, if you send one 45 lb. and one 55 lb. package separately, you are charged the minimum on each shipment. If you are planning to ship items from various locations, you may want to ship them all to a central location then forward them to the Service Contractor's warehouse and/or show site. If you ship your materials in one shipment and the carrier makes multiple deliveries to Willwork Global Event Services, you will be charged for each delivery to our dock, regardless of whether or not the materials were shipped together as one shipment.

FREIGHT FAQs & HANDLING HINTS

- **Advance shipments versus show site shipments** - In general, it is best to ship your materials in advance to the “advance shipment” address. The charge for this may be slightly higher than shipping direct to show site but the benefit far outweighs the cost. You can (and should) confirm that we have received your materials well in advance of the show installation. If there is a problem, it can be solved prior to the show. When shipping direct, if there is a problem, there is seldom time to solve the problem prior to show opening.

Another advantage to advance shipments is that your materials will be in your booth when you arrive and you can begin installation immediately, thus saving you time and frustration at show site.

- **Should I insure my exhibit?** - The answer is YES! It is your responsibility to make sure your freight is insured from the time that it leaves your company until it returns. A rider to your existing policy can usually do this. Check with your insurance carrier for details.
- **Two of the most expensive mistakes made by Exhibitors are** 1) shipping materials in several shipments. 2) shipping via UPS or similar carriers that split a single shipment into several deliveries to our dock. Both can be very costly. Remember, each delivery incurs a minimum charge.
- **Always be aware of freight receiving deadlines.** You will be assessed a late charge if your shipment arrives after the deadline date. Inform your shipper that all items must arrive prior to a specific date.
- **Always ship your materials crated** – Loose or pad wrapped items are assessed special handling fees.
- **Make sure all materials are labeled properly to avoid any delivery delays.** All pieces should have the recipient’s name and address, the show name, your company name, and your booth number. Remove old labels after every show to avoid any future confusion. If you are shipping multiple pieces, label them as such: 1 of 4; 2 of 4; 3 of 4; 4 of 4, etc. We hope this helps you in budgeting for your material handling costs.

RUSH

Exhibit Materials
DO NOT DELAY



ADVANCE SHIPMENT

TO: **Snowbound Expo 2023**

Exhibiting Company Name

Booth Number

**c/o Willwork Global Event Services
ABF Freight
150 Manley St.
West Bridgewater, MA 02379**

Willwork will begin accepting crated or skidded material at the Advance Warehouse on Mon., Sept. 16, Monday - Friday from 9:00 a.m. - 3:00 p.m. Materials must arrive at the advance warehouse no later than Fri., October 20, 2023 at 3:00 p.m. or an additional cost will be incurred. (Receiving: 9:00 a.m. - 3:00 p.m. M - F)

Piece _____ of _____ total pieces

RUSH

Exhibit Materials
DO NOT DELAY



ADVANCE SHIPMENT

TO: **Snowbound Expo 2023**

Exhibiting Company Name

Booth Number

**c/o Willwork Global Event Services
ABF Freight
150 Manley St.
West Bridgewater, MA 02379**

Willwork will begin accepting crated or skidded material at the Advance Warehouse on Mon., Sept. 16, Monday - Friday from 9:00 a.m. - 3:00 p.m. Materials must arrive at the advance warehouse no later than Fri., October 20, 2023 at 3:00 p.m. or an additional cost will be incurred. (Receiving: 9:00 a.m. - 3:00 p.m. M - F)

Piece _____ of _____ total pieces

The following labels have been created for your convenience. Please place at least one label on each piece of your shipment to ensure smooth processing. If you need more labels this page may be duplicated.

Advance Shipping Labels

RUSH

Exhibit Materials
DO NOT DELAY



DIRECT SHIPMENT

TO: **Snowbound Expo 2023**

Exhibiting Company Name

Booth Number

**C/O Willwork Global Event Services
Boston Convention & Exhibition Center
415 Summer St. / Hall C
Boston, MA 02210**

First day of freight acceptance Thursday, November 2, 2023 from 8:00 a.m. – 6:00 p.m. and Friday, November 3, 2023 from 8:00 a.m. – 12:00 p.m. - ONLY. Any freight delivered before this date will be refused by the Boston Convention & Exhibition Center.

Piece _____ of _____ total pieces

RUSH

Exhibit Materials
DO NOT DELAY



DIRECT SHIPMENT

TO: **Snowbound Expo 2023**

Exhibiting Company Name

Booth Number

**C/O Willwork Global Event Services
Boston Convention & Exhibition Center
415 Summer St. / Hall C
Boston, MA 02210**

First day of freight acceptance Thursday, November 2, 2023 from 8:00 a.m. – 6:00 p.m. and Friday, November 3, 2023 from 8:00 a.m. – 12:00 p.m. - ONLY. Any freight delivered before this date will be refused by the Boston Convention & Exhibition Center.

Piece _____ of _____ total pieces

The following labels have been created for your convenience. Please place at least one label on each piece of your shipment to ensure smooth processing. If you need more labels this page may be duplicated.

Direct Shipping Labels

OUTBOUND MATERIAL HANDLING AGREEMENT & SHIPPING LABEL REQUEST FORM

Every outbound shipment will require a Material Handling Agreement and shipping labels. Willwork would be happy to prepare these for you in advance and deliver them to your booth prior to show close.

Once your booth is packed and ready to be picked up from the show by the carrier of your choice. Please:

- Verify that the shipping information provided on the pre-printed Material Handling Agreement is still correct
- Itemize the pieces that you are shipping on the Material Handling Agreement
- Return the Material Handling Agreement to the Willwork Service Desk for validation
- Retain your verified copy of the Material Handling Agreement for your files

To take advantage of this time-saving service, please complete and return this form by emailing exhibitorservices@willwork.com.

Ship to:

Company Name: _____

Delivery Address: _____

City: _____ State: _____ Zip Code: _____

Bill to:

☐ Same as above

Company Name: _____

ATTN: _____ Phone number: _____

Delivery Address: _____

City: _____ State: _____ Zip Code: _____

Carrier:

☐ ABF

Recommend show carrier.

☐ Other Carrier

Carrier Name: _____

You're responsible for making arrangements with your carrier

Driver check-in deadline: Sun, Nov 5 @ 6:00 p.m. or Mon, Nov 6 @ 10:00 a.m.

***If shipping with FED-EX or UPS, please make your own arrangements.**

Number of labels needed: _____

POV / CARTLOAD SERVICE RATE SCHEDULE

Contact Name: _____ Email: _____

Company Name: _____ Booth Number: _____

Phone Number: _____ Fax: _____

Please Note: A Credit Card must be on file to ensure payment for your order. No goods or services will be rendered without a credit card accompanying this order. Your preferred method of payment will be used, if other than the credit card on file, to complete this order at the close of the show. Please visit the Willwork Service Desk to finalize your invoice. No adjustments will be made after the close of the show.

Rate Schedule

- \$90.00 per cart on move in (one way - ST) \$118.00 per cart on move in (one way - OT)
- \$130.00 per cart on move out (one way - DT)



Please Note: There is a 200 lb maximum for the cartload service. Anything over 200 lbs, will need to be checked in through the main dock and standard material handling rates will apply.

POV/Cartload carriers must follow the proper signs and direction of the Willwork Dock Supervisor to obtain access to the loading dock.

EXHIBITOR APPOINTED CONTRACTOR

Deadline: Friday, October 6, 2023

Booth Number: _____

The unpacking, erection, assembling, dismantling, and packing of displays and equipment must be done by the correct type of Union labor. Willwork, the official general service contractor, will have skilled craftsmen available to assist Exhibitors. Arrangement for labor should be made through Willwork Global Event Services, in advance whenever possible. Official labor forms are included in this Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and received by Willwork Global Event Services no later than Friday, October 6, 2023. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Show Management in any contract with service contractors of its lease with the Boston Convention & Exhibition Center. For services such as electrical, plumbing, telephone, drayage, rigging, and booth cleaning, no exception will be made, and the contractor designated by Show Management will be used.

All agents representing the Exhibitor must be fully identified by an official badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Willwork Global Event Services with Certificates of Insurance naming Willwork Global Event Services, Snowbound Expo 2023, and the Boston Convention & Exhibition Center as additional insured's at the time that a request for an exception is made. These Certificates of Insurance must include public liability and property damage insurance for at least \$1,000,000, and workmen's compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than Willwork Global Event Services to set up and dismantle their exhibits must fill out this form and return to us no later than the date shown above. If this form and the original certificate of insurance from the non-official contractor are not received by Friday, October 6, 2023, your nonofficial contractor will be allowed to supervise only. All labor must then be hired from Willwork Global Event Services for installation and dismantling of the exhibit. There are NO exceptions after the deadline date.

Only original documents are accepted, no photocopies.

EAC Company Name: _____ Contact Person: _____

Service to be provided: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____

Exhibiting Company Name: _____ Booth No.: _____

Is this company authorized to order services on your behalf? ☐ Yes ☐ No

EXHIBITOR APPOINTED CONTRACTOR

Deadline: Friday, October 6, 2023

Booth Number: _____

LIMITS OF LIABILITY AND RESPONSIBILITY

Additional Holders:

Willwork Global Event Services
23 Norfolk Ave
South Easton, MA 02375

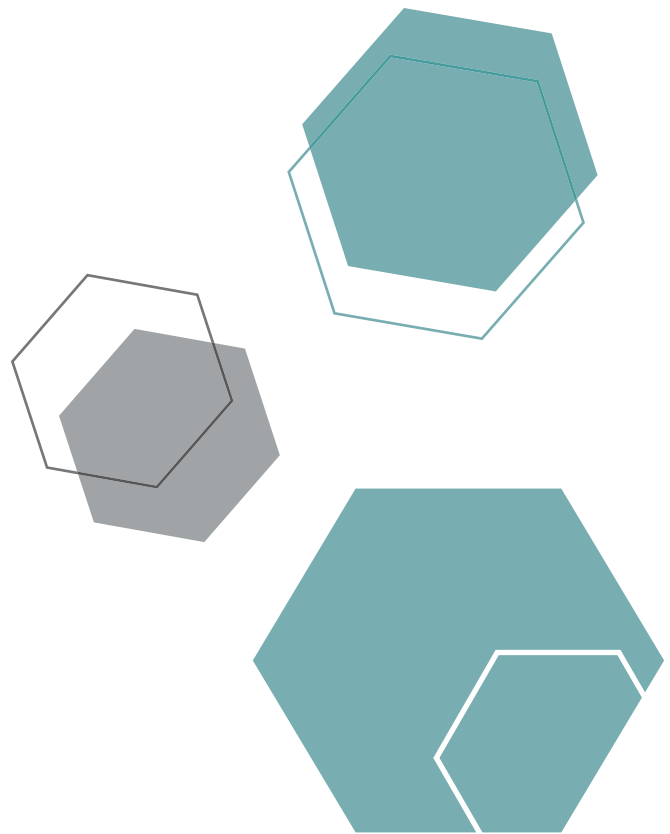
Please have all verbiage below on COI:

- Show name with date and location
- Exhibitor name and booth number
- Willwork Global Event Services, Show Name, and venue need to be included as additional insured, as required by the written contract.

Submit to:

Willwork Global Event services
23 Norfolk Ave
South Easton, MA 02375
Exhibitorservices@willwork.com

Deadline to submit EAC & COI: Friday October 6, 2023.



EXHIBITOR SAFETY & SECURITY

EXHIBITOR SAFETY

- Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Willwork cannot be responsible for injuries, falls or damage caused by the improper use of rental furniture or equipment. If assistance is required in assembling your booth, please order labor on the Willwork Order Form and the necessary ladders and tools will be provided. Please assist in our efforts to provide a SAFE WORKING ENVIRONMENT for everyone.
- All Exhibitors must set up their displays within their booth boundaries. Booths extending into the aisle are subject to Fire Marshal jurisdiction and an Exhibitor may be fined for aisle encroachment. The booth sizes stated are outside measurements. Allow a six inch leeway when installing hardwall displays.
- Any person involved in moving equipment, supplies, or goods into or out of the facility is prohibited from consuming alcohol or being under the influence of alcohol.
- Booth construction must conform to applicable building codes including electrical, plumbing, etc. All work carried out on booths on site must conform to facility regulations. Please contact the event's On-Site Safety Representative through your Show Manager for further information. In the event of an emergency evacuation, security staff will help direct you to the nearest emergency exit, so be sure to familiarize yourself with the layout of the facility.
- Use extreme caution if you are in show areas where forklifts and vehicle traffic are operating during move in and move out.

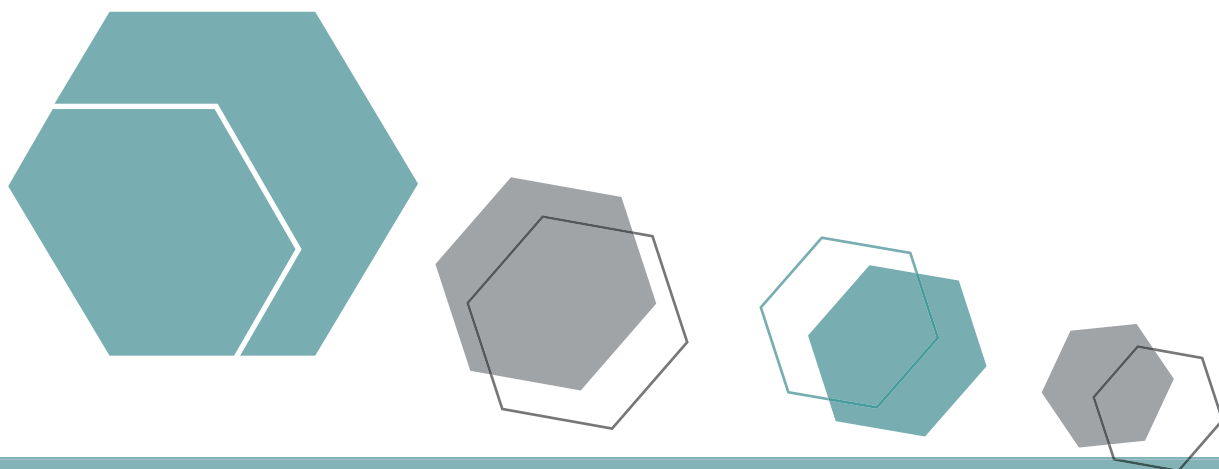
EXHIBITOR SECURITY

- Do not assume the exhibit hall is secure. Each Exhibitor must take responsibility for the security of all the items in his or her booth. Willwork, Show Management, facility personnel and the security contractor try to guard against theft and damage, but the ultimate burden falls on the Exhibitor. Move in and move out are particularly vulnerable times. Be sure to carefully safeguard your exhibit materials.

EXHIBITOR SAFETY & SECURITY

EXHIBITOR SECURITY

- Never display “one-of-a-kind” items or irreplaceable samples unless someone is present at all times to keep an eye on them. For example, plasma screens are a high theft item. Willwork strongly recommends that you insure plasma screens as NO liability for theft is assumed by Show Management, the facility or Willwork. We also recommend that the shipping containers are not marked ‘PLASMA SCREEN’.
- Do not leave your booth unattended during the hectic and heavily populated move-in and move-out times.
- Consider covering your exhibit with some sort of cloth at the close of each day. The psychological deterrent makes it more difficult for people to handle merchandise. Criminals often look for the easy mark first.
- Business tools such as laptop computers, recorders, calculators, and give-away items are the things most often stolen. They should be guarded and stored safely at night.
- Thieves will also take personal items such as purses, suit coats, and toolboxes. Do not leave personal items unprotected in your booth.
- Never store items in containers marked “Empty”.
- Show Management provides a 24-hour security system to prevent entry to the exhibit area by anyone not authorized. This security service does not guarantee Exhibitors against loss. Nor does it imply an assumption of liability for an Exhibitor’s property by Willwork, Show Management, or their agents.
- **INSURE YOUR BOOTH!** Your exhibit materials should be insured from the time they leave your facility until the time they return. Consult with your insurance agency about adding a rider to your existing policy.



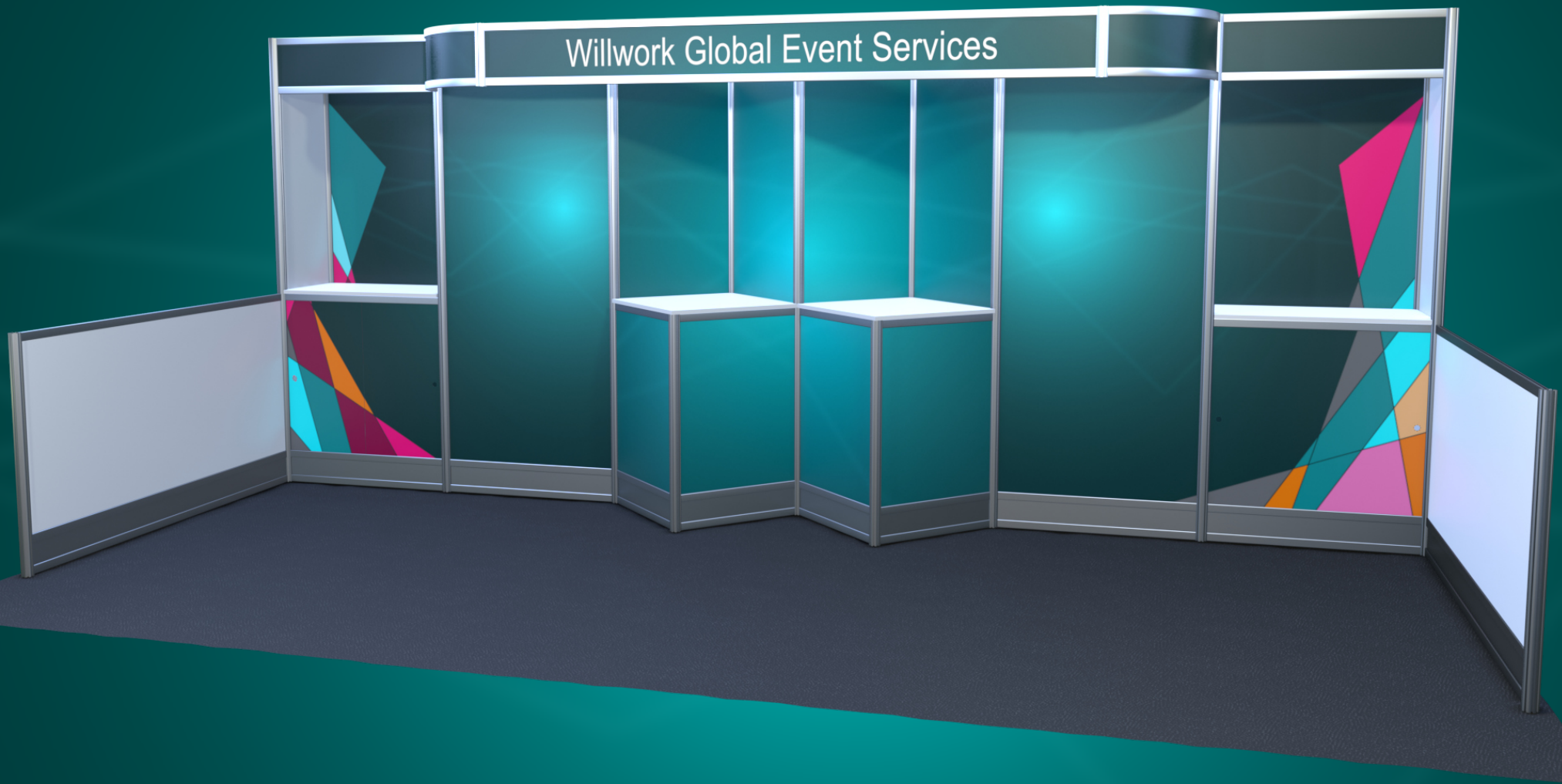
Willwork

Global Event Services

Please reach out to:
Matt.Ede@willwork.com or
exhibitorservices@willwork.com
to customize your booth today!

MODULAR RENTAL CATALOG

2022 - 2023 VERSION



PACKAGE 1A 6' TABLE TOP EXHIBIT

INCLUDES:

- (1) 68.375" X 9.5" HEADER
- (1) 6' DRAPED TABLE

AVAILABLE GRAPHIC UPGRADES (PLEASE INQUIRE)

- (1) 26.375" X 39.5" DISPLAY PANEL
- (2) CURVED 29.5" X 39.5" DISPLAY PANELS



PACKAGE 1B 8' TABLE TOP EXHIBIT

INCLUDES:

- (1) 76.75" X 9.5" HEADER
- (1) 8' DRAPED TABLE

AVAILABLE GRAPHIC UPGRADES (PLEASE INQUIRE)

- (1) 37.75" X 39.5" DISPLAY PANEL
- (2) 29.5" X 39.5" CURVED DISPLAY PANELS



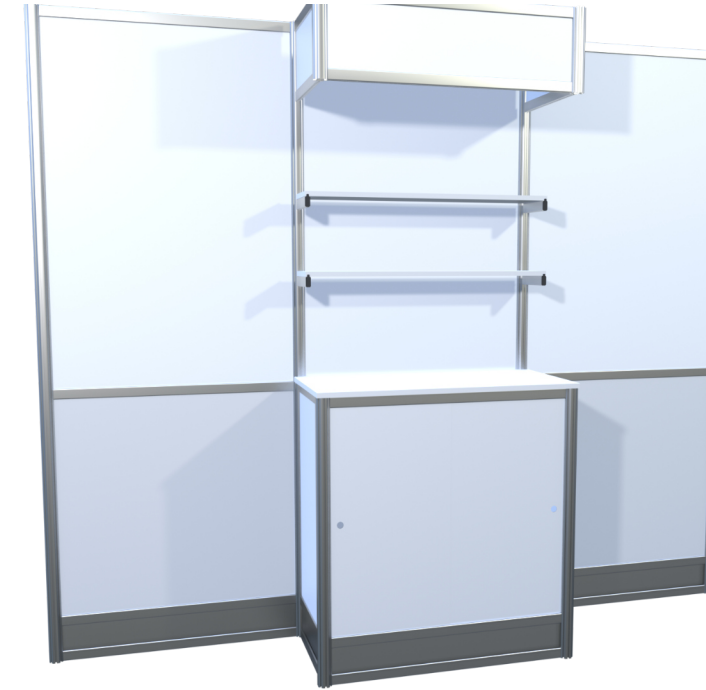
PACKAGE 2A FREE STANDING CENTER COUNTER EXHIBIT

INCLUDES:

- (1) 37.75" X 9.5" HEADER
- (2) WHITE SHELVES AND STORAGE CABINET
- INCLUDES STANDARD CARPET

AVAILABLE GRAPHIC UPGRADES (PLEASE INQUIRE)

- (2) 37.75" X 54.375" DISPLAY PANELS



PACKAGE 2B FREE STANDING COUNTER EXHIBIT

INCLUDES:

- (1) 115.75" X 9.5" HEADER
- (6) WHITE SHELVES AND STORAGE CABINET
- INCLUDES STANDARD CARPET



PACKAGE 3 CURVED BACK WALL EXHIBIT

INCLUDES:

- (1) 115.75" X 9.5" HEADER
- INCLUDES STANDARD CARPET

AVAILABLE GRAPHIC UPGRADES (PLEASE INQUIRE)

- (2) 37.75" X 89.25" DISPLAY PANELS
- (2) 29.5" X 89.25" CURVED DISPLAY PANELS

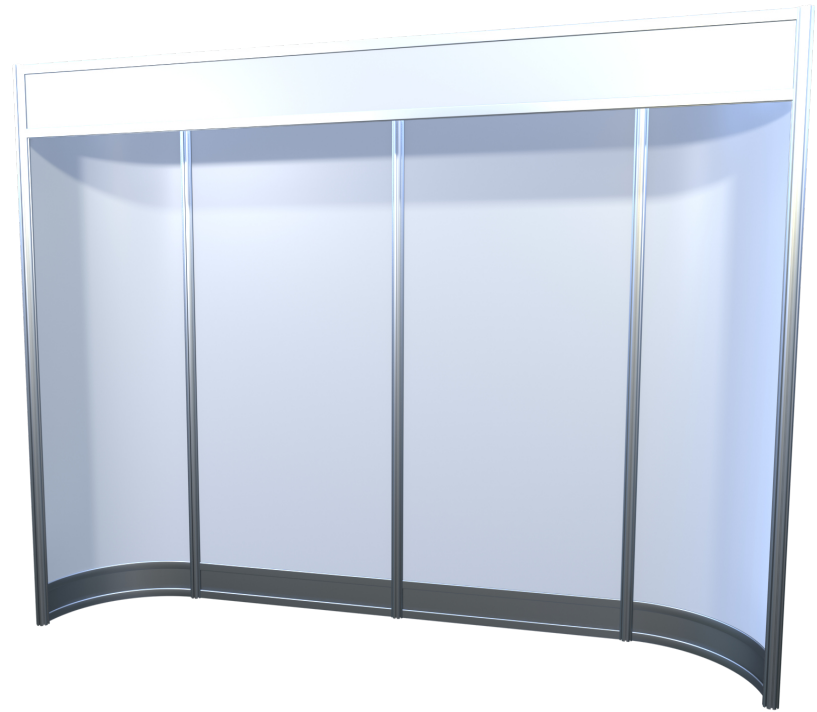
PACKAGE 4 BACK WALL COUNTER EXHIBIT

INCLUDES:

- (1) 115.75" X 9.5" HEADER
- INCLUDES STANDARD CARPET

AVAILABLE GRAPHIC UPGRADES (PLEASE INQUIRE)

- (2) 37.75" X 54.375" DISPLAY PANELS
- (2) 26.375" X 54.375" ANGLED DISPLAY PANELS



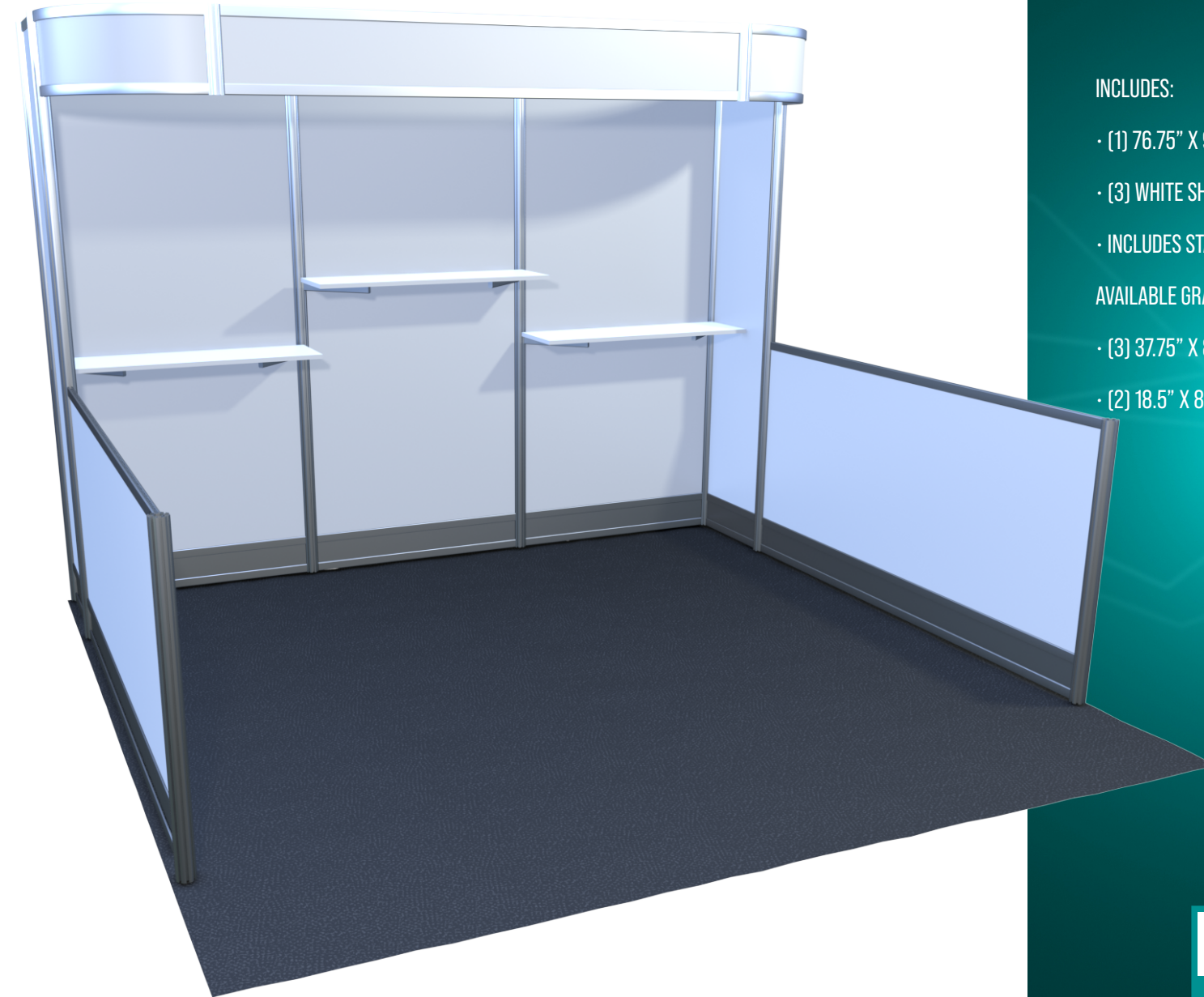
PACKAGE 5 10' X 10' EXHIBIT

INCLUDES:

- (1) 76.75" X 9.5" HEADER
- (3) WHITE SHELVES
- INCLUDES STANDARD CARPET

AVAILABLE GRAPHIC UPGRADES (PLEASE INQUIRE)

- (3) 37.75" X 89.25" DISPLAY PANELS
- (2) 18.5" X 89.25" DISPLAY PANELS



PACKAGE 6 10' X 20' ANGLED EXHIBIT

INCLUDES:

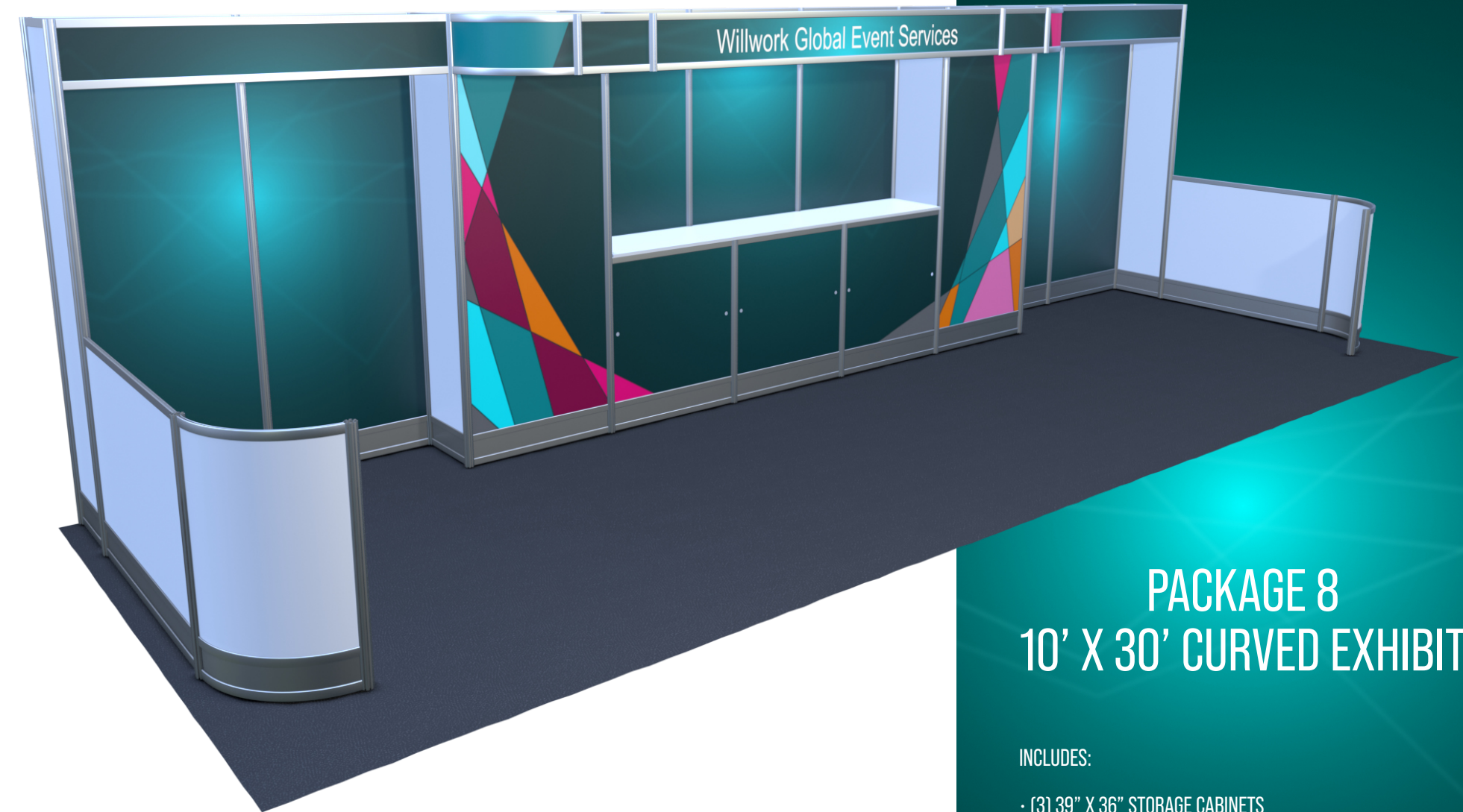
- (2) 39" X 36" STORAGE CABINETS
- (2) 37.75" X 89.25" DISPLAY PANELS
- (4) 26.375" X 54.375" ANGLED DISPLAY PANELS
- (1) 115.75" X 9.5" HEADER
- INCLUDES STANDARD CARPET



PACKAGE 7 10' X 20' CURVED EXHIBIT

INCLUDES:

- (2) 39" X 36" STORAGE CABINETS
- (2) 37.75" X 54.375" DISPLAY PANELS
- (4) 37.75" X 89.25" DISPLAY PANELS
- (1) 115.75" X 9.5" HEADER
- INCLUDES STANDARD CARPET



PACKAGE 8 10' X 30' CURVED EXHIBIT

INCLUDES:

- (3) 39" X 36" STORAGE CABINETS
- (3) 37.75" X 54.375" DISPLAY PANELS
- (6) 37.75" X 89.25" DISPLAY PANELS
- (1) 115.75" X 9.5" HEADER
- INCLUDES STANDARD CARPET

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Please reach out to:
Matt.Ede@willwork.com or
exhibitorservices@willwork.com
to customize your booth today!

BEMATRIX RENTAL CATALOG

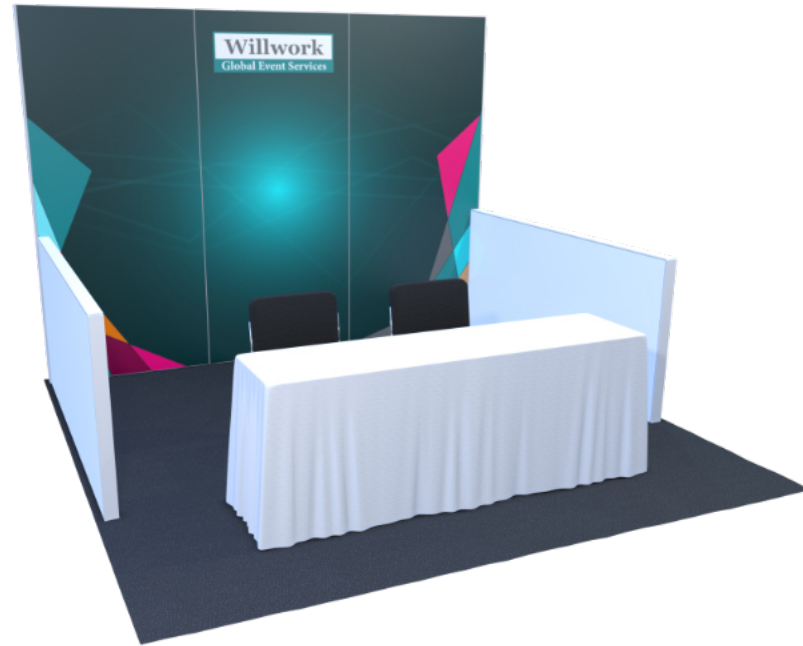
2022 - 2023 VERSION



THE BASIC 10' X 10'

INCLUDES:

- BRAND-ABLE WALL PANELS
- (1) SKIRTED TABLE
- (2) CHAIRS
- (1) WASTE BASKET
- (1) 10'X 10' STANDARD CARPET



THE STANDARD 10' X 10'

INCLUDES:

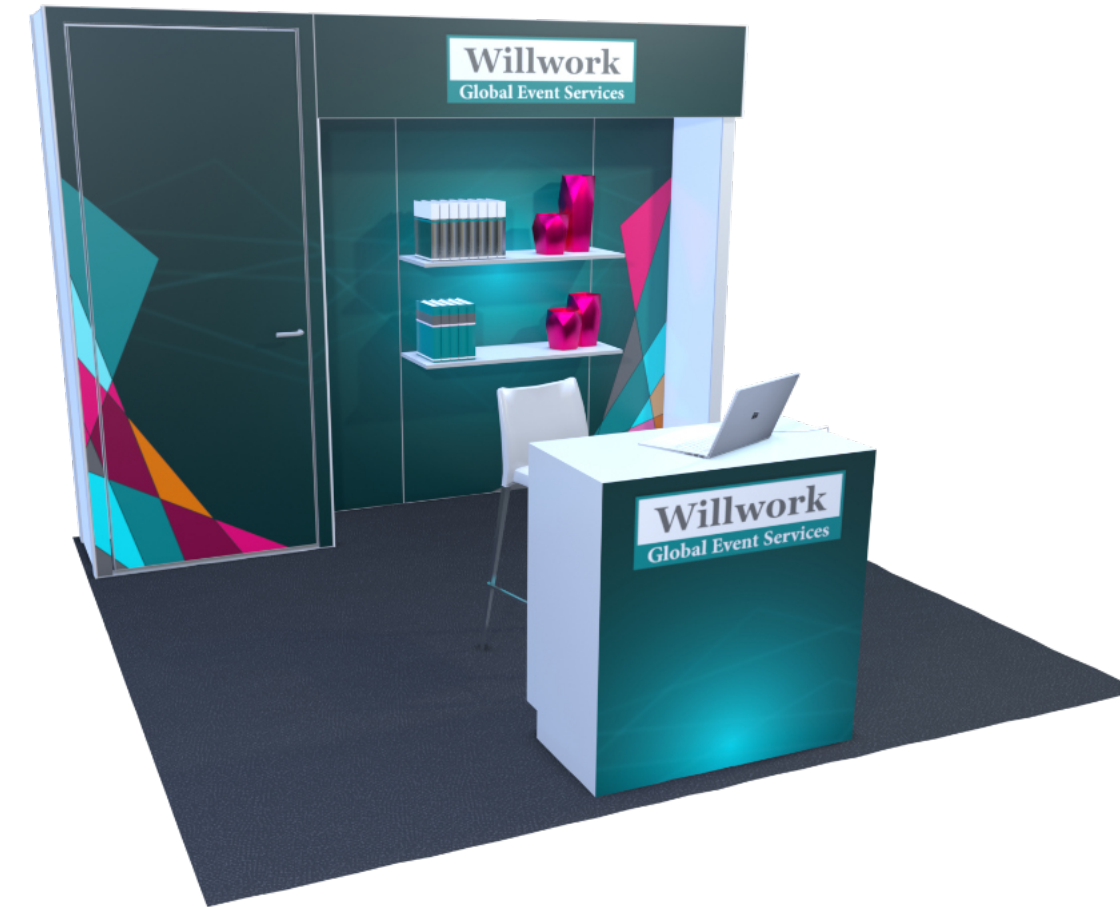
- BRAND-ABLE WALL PANELS
- (1) BRAND-ABLE FRONT COUNTER WITH STORAGE
- (1) STOOL
- (1) DEMO COUNTER WITH STORAGE
- (1) 40" WALL MOUNTED MONITOR
- (1) WASTE BASKET
- (1) 10'X 10' STANDARD CARPET



THE SELECT 10' X 10'

INCLUDES:

- BRAND-ABLE WALL PANELS
- (1) STORAGE CLOSET
- (1) HEADER GRAPHIC
- (2) BACK WALL SHELVES
- (1) BRAND-ABLE FRONT COUNTER WITH STORAGE
- (1) STOOL
- (1) WASTE BASKET
- (1) 10'X 10' STANDARD CARPET



THE WORKS 10' X 10'

INCLUDES:

BRAND-ABLE WALL PANELS

UNIQUE CEILING FEATURE WITH DOWN LIGHTING

(1) 40" WALL MOUNTED MONITOR

(1) FULL WIDTH REAR DEMO COUNTER

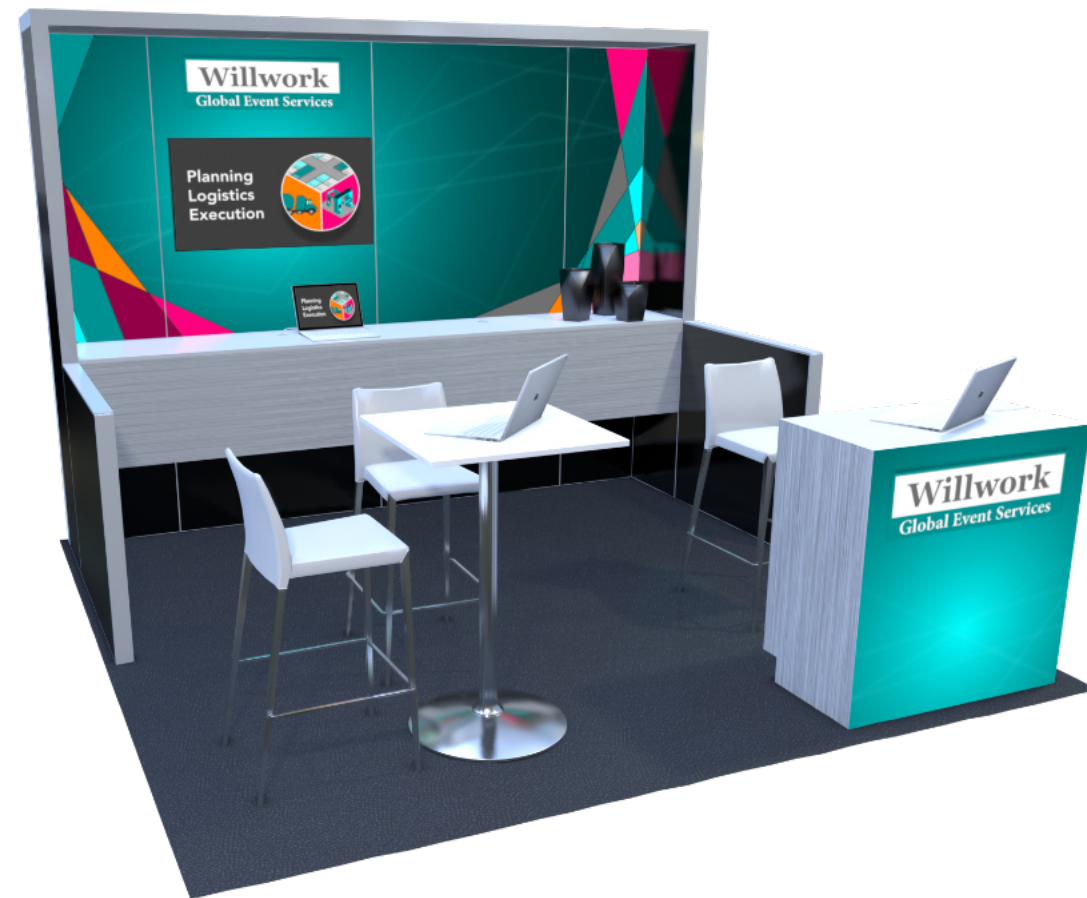
(1) BRAND-ABLE FRONT COUNTER WITH STORAGE

(3) STOOLS

(1) PUB STYLE TABLE

(1) WASTE BASKET

(1) 10'X 10' STANDARD CARPET



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THE STUDIO 10' X 10'

INCLUDES:

BRAND-ABLE WALL PANELS. APPROXIMATE SIZE: 10'X 8'

UNIQUE CEILING FEATURE WITH DOWN LIGHTING

(2) 40" WALL MOUNTED MONITOR

(2) DEMO COUNTERS WITH STORAGE

(2) STOOLS

(1) PUB STYLE TABLE

(1) WASTE BASKET

(1) 10'X 10' STANDARD CARPET



Willwork
Global Event Services

THE SELECT 10' X 20'

INCLUDES:

BRAND-ABLE WALL PANELS

(1) LARGE AV/STORAGE CLOSET

(1) LARGE HEADER GRAPHIC

(2) 55" WALL MOUNTED MONITORS

(2) CUSHIONED CHAIRS

(1) END TABLE

(1) CONSOLE TABLE

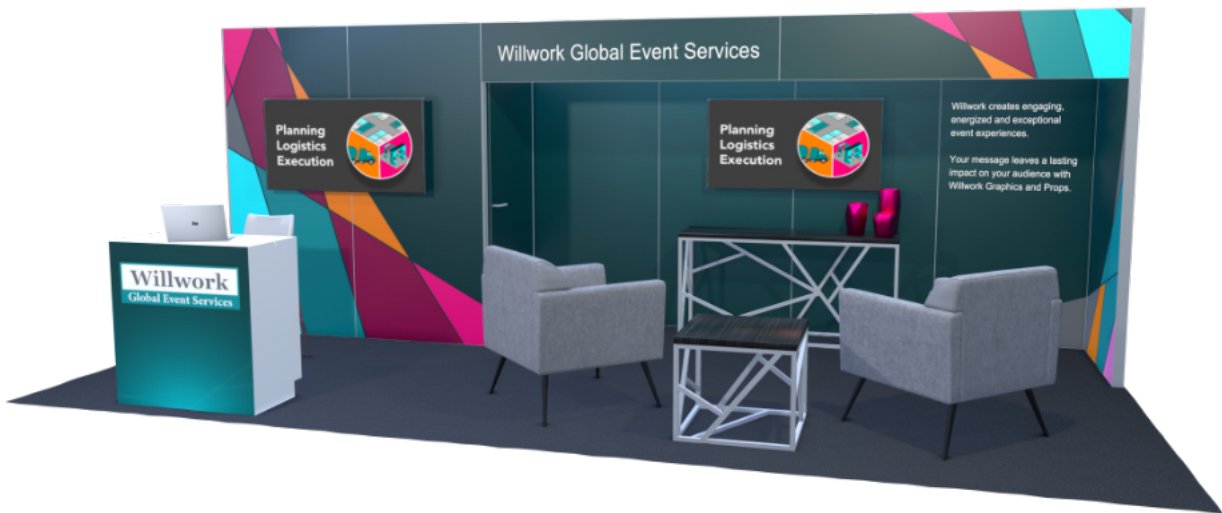
(1) BRAND-ABLE FRONT COUNTER WITH STORAGE

(1) STOOL

(1) WASTE BASKET

(1) 10'X 20' STANDARD CARPET

Willwork
Global Event Services



THE WORKS 10' X 20'

INCLUDES:

BRAND-ABLE WALL PANELS

(1) LARGE AV/STORAGE CLOSET

UNIQUE CEILING FEATURE WITH DOWN LIGHTING

(2) 55" WALL MOUNTED MONITORS

(1) 3M WIDE REAR COUNTER

(1) BRAND-ABLE FRONT COUNTER WITH STORAGE

(4) STOOLS

(1) PUB STYLE TABLE

(1) WASTE BASKET

(1) 10'X 20' STANDARD CARPET

Willwork
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THE DEMO 10' X 20'

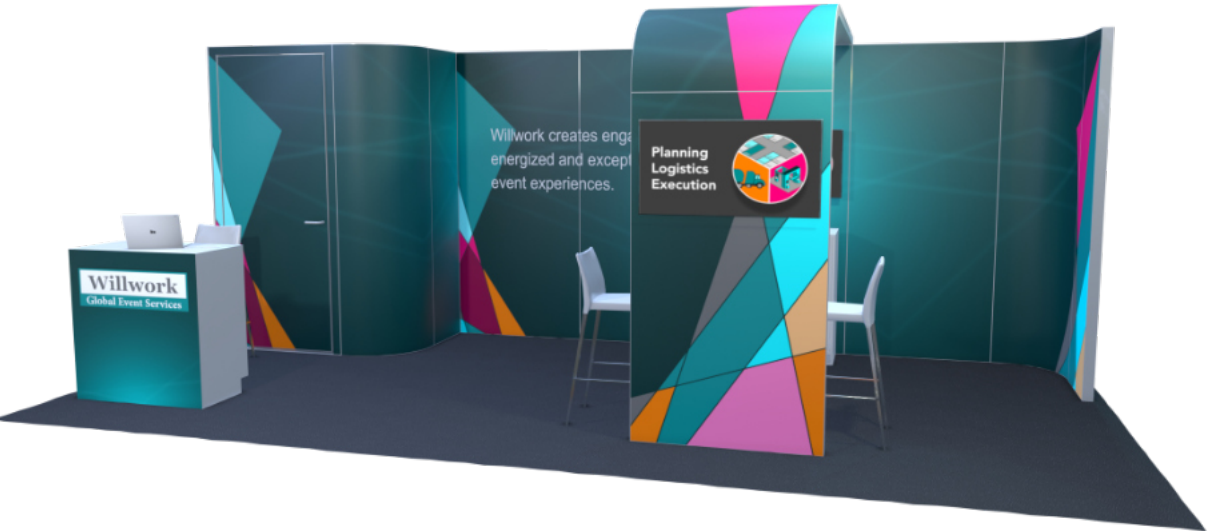
- INCLUDES:
- BRAND-ABLE WALL PANELS'
 - (2) 40" WALL MOUNTED MONITORS
 - (1) 55" WALL MOUNTED MONITOR
 - (1) REAR COUNTER
 - (2) DEMO COUNTERS WITH STORAGE
 - (1) BRAND-ABLE FRONT COUNTER WITH STORAGE
 - (3) STOOLS
 - (3) WASTE BASKETS
 - (1) 10'X 20' STANDARD CARPET



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THE STUDIO 10' X 20'

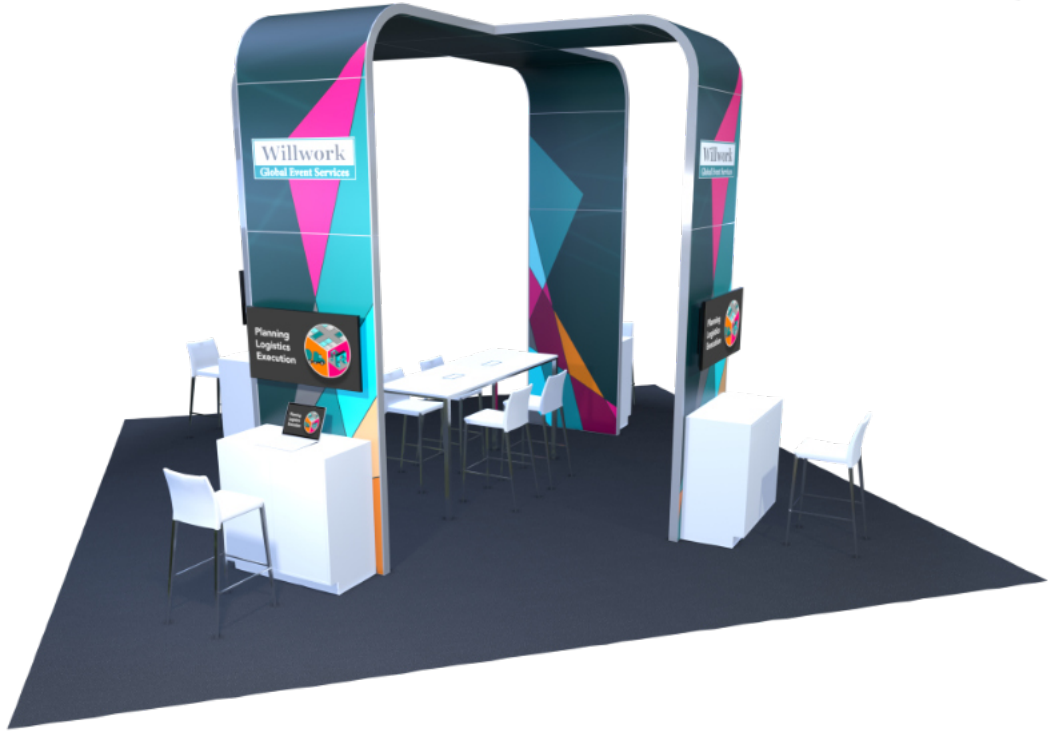
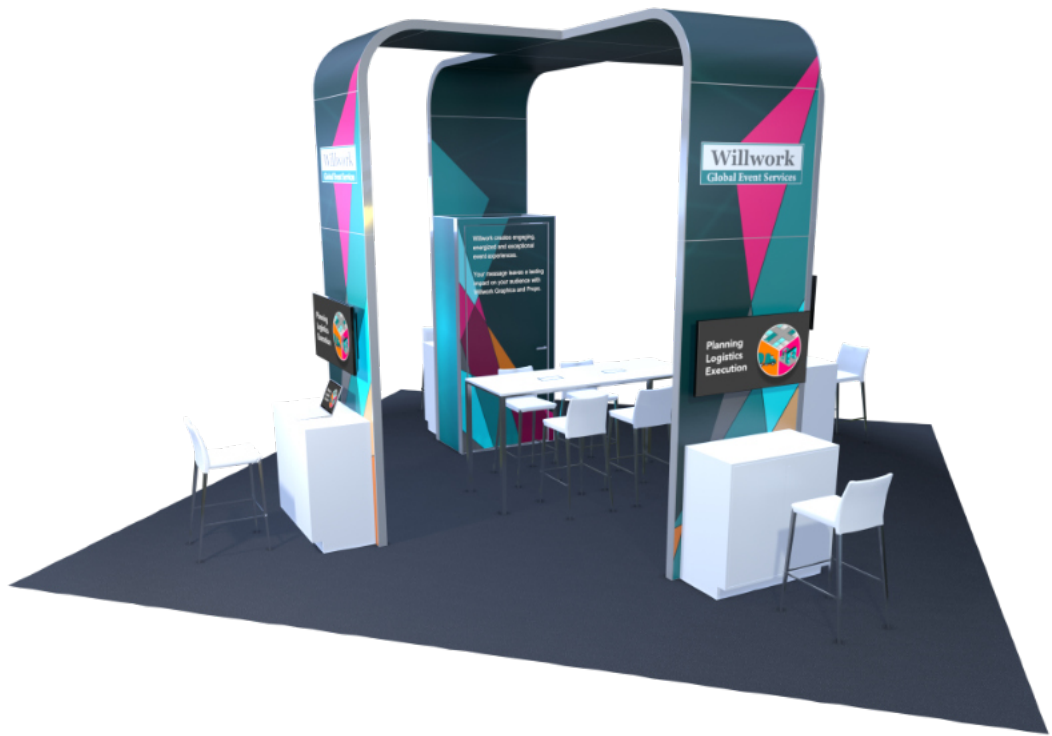
- INCLUDES:
- BRAND-ABLE WALL PANELS
 - UNIQUE CEILING FEATURE WITH DOWN LIGHTING
 - (1) STORAGE CLOSET
 - (2) 40" WALL MOUNTED MONITORS
 - (1) DEMO COUNTERS WITH STORAGE
 - (1) BRAND-ABLE FRONT COUNTER WITH STORAGE
 - (3) STOOLS
 - (1) PUB STYLE TABLE
 - (2) WASTE BASKETS
 - (1) 10'X 20' STANDARD CARPET



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THE QUAD 20' X 20'

- INCLUDES:
- BRAND-ABLE COLUMN PANELS
 - (1) STORAGE CLOSET
 - (4) 40" WALL MOUNTED MONITOR
 - (4) DEMO COUNTERS WITH STORAGE
 - (8) STOOLS
 - (1) CHARGING PUB STYLE TABLE
 - (5) WASTE BASKETS
 - (1) 20'X 20' STANDARD CARPET



THE ASCEND 20' X 20'

- INCLUDES:
- BRAND-ABLE WALL PANELS
 - (1) LARGE TOWER WITH AV/STORAGE CLOSET
 - (1) 55" WALL MOUNTED MONITOR
 - (4) 40" WALL MOUNTED MONITORS
 - (4) DEMO COUNTERS WITH STORAGE
 - (1) BRAND-ABLE FRONT COUNTER WITH STORAGE
 - (5) STOOLS
 - (2) PUB STYLE TABLES
 - (1) CONSOLE TABLE
 - (5) WASTE BASKETS
 - (1) 20'X 20' STANDARD CARPET



THE ATLAS 20' X 20'

INCLUDES:

BRAND-ABLE WALL PANELS

(1) LARGE TOWER WITH SUPER HEADER & AV/STORAGE CLOSET

(2) 55" WALL MOUNTED MONITOR

(4) 40" WALL MOUNTED MONITOR

(4) DEMO COUNTERS WITH STORAGE

(1) LARGE BRAND-ABLE FRONT COUNTER WITH STORAGE

(2) CUSHIONED CHAIRS

(1) LOVE SEAT

(6) STOOLS

(2) END TABLES

(2) CONSOLE TABLE

(5) WASTE BASKET

(1) 20'X 20' STANDARD CARPET

Willwork
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THE STUDIO 20' X 20'

INCLUDES:

BRAND-ABLE WALL PANELS

(1) LARGE MEETING SPACE

(1) 55" WALL MOUNTED MONITOR

(1) 40" WALL MOUNTED MONITOR

(2) DEMO COUNTERS WITH STORAGE

(1) BRAND-ABLE FRONT COUNTER WITH STORAGE

(9) STOOL

(2) PUB STYLE TABLE

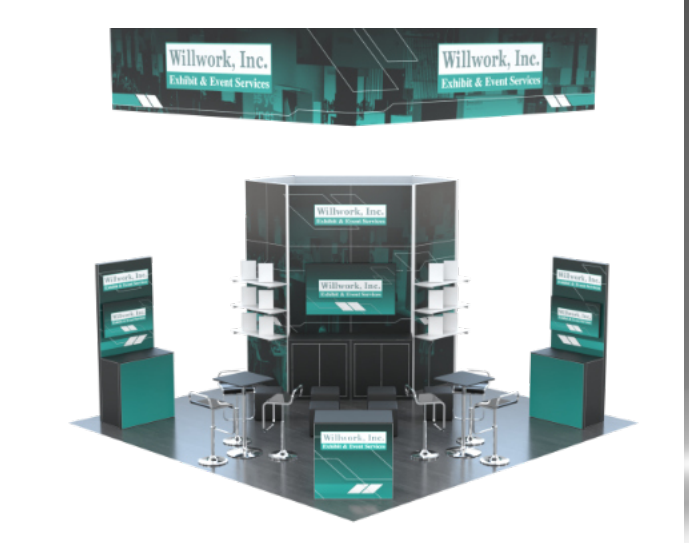
(1) CONSOLE TABLE

(4) WASTE BASKET

(1) 20'X 20' STANDARD CARPET



Willwork
Global Event Services





ORDER FORM — ACCESSIBLE STORAGE

BOOTH NUMBER _____

Accessible Storage Rate

Accessible Storage Rate: Willwork will charge \$185.66 for storage of one (1) skid or cage. Each additional skid or cage is \$90.18. Each additional cubic foot is an additional \$2.92 per foot. This charge is for the space only; it does not include labor for pick-up and delivery (see labor rates below).

Shipments to Storage

ALL SHIPMENTS MUST BE SHIPPED DIRECTLY TO YOUR BOOTH. Arrangements must be made at the Willwork Service Desk to move your storage materials from the booth area to storage. Special color labels from the Willwork Service Desk will be attached to the storage materials before they are removed from the booth.

NOTE: Exhibitors wanting to store material/product in access must have a credit card number on file (please see the: Credit Card Authorization Form) prior to services offered. Product will not be accepted for storage unless exhibitor has an exact count of the units to be placed in accessible storage.

LABOR RATES – To deliver material to and from storage

STRAIGHT TIME (One hour minimum per person).....\$219.00 Per Person / Per Hour
(8:00am – 4:30pm Monday – Friday)

OVERTIME (One hour minimum per person).....\$297.00 Per Person / Per Hour

FORKLIFT (5000 lb. Capacity).....\$325.00 Per Hour

Minimum charge per delivery in and out of Accessible Storage is one hour per man - plus a ½ hour minimum each time it is accessed during the show. Please label cartons with actual contents to facilitate deliveries of materials to booths.

Estimated storage space needed is _____ square feet. Type of product(s) I will be storing is _____
This product will be in _____ types of containers and **WILL / WILL NOT** be on skids.
(PLEASE CIRCLE ONE)

The number of containers to be stored will be _____. I will require deliveries _____ times per day.

Please print or type information below:

Contact Name:	Email:	
Telephone:	Fax:	
Exhibiting Company Name:		Booth No:

Please Note: A Credit Card must be on file to ensure payment for your order. No Goods or services will be rendered without a credit card accompanying this order. Your preferred method of payment will be used, if other than the credit card on file, to complete this order at the close of the show. Please visit the Willwork Service Desk to finalize your invoice. No adjustment will be made after the close of the show.

Official Transportation Provider

via the ABF Freight® network

Let ArcBest® make your next trade show the easiest you have attended!

We have over 100 years of experience in the freight industry and a dedicated Trade Show division with service through North America through the ABF Freight® network.

Choose guaranteed, expedited shipping solutions – air or ground – with special discounted rates for your inbound and outbound shipments.

For personalized quotes, please call

800.654.7019

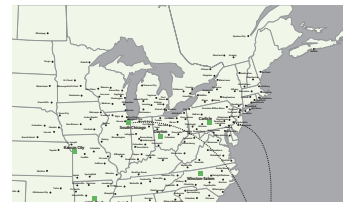
Our Services Include:

Priority handling of your inbound and outbound shipments

Guaranteed expedited air and ground services

LTL ground transportation

International transportation



Trust your important trade show shipment to the leader in exhibition transportation services

ArcBest®



REQUEST FOR INFORMATION

ArcBest® Trade Show Shipping

Exhibiting Company _____ Contact Name _____

Title _____ Email _____ Phone _____

SHIPPER INFORMATION

Company _____

Address _____

City _____ State _____ Zip _____

Pickup Date/Time _____

FREIGHT INFORMATION

Piece Count and Type _____

Total Weight _____

Dimensions (L) _____ (W) _____ (H) _____

SHIP TO: Warehouse ☐ Show Site ☐

Show Name _____

Booth No. _____

Contractor _____

Show Dates _____

Address _____

City _____ State _____ Zip _____

Delivery Date _____

ADDITIONAL INFORMATION

Residential Pickup ☐ Inside Pickup ☐

Liftgate ☐ Dock ☐

Would you like an ArcBest Trade Show Coordinator to contact you with a quote or information? ☐ YES ☐ NO

If you are faxing this form, please print a copy, complete the requested information, and then fax to 479.785.8701.

If you are completing electronically, you can either print and fax your request or click on the submit button to send your request to one of our Trade Show specialists.

ArcBest • Trade Show Shipping • P.O. Box 10048 • Fort Smith, AR 72917-0048

SUBMIT

800-654-7019

tradeshow@arcb.com | arcb.com





Email: exhibitorservices@willwork.com
Phone: (774) 568-5425

Snowbound Expo 2023 / November 3 - 5, 2023

SHOW NAME: _____
COMPANY NAME: _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS: _____

CORD INSTALLATION LABOR

		Advance	Show Site
Straight Time-	8:00 A.M. to 4:30 P.M. Monday through Friday.....	\$219.00	\$306.60
Overtime-	4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday	\$297.00	\$415.80
Double Time-	All Day Sunday and Holidays.....	\$378.75	\$530.25

- Price is per person/per hour
- Supervisor must check in at the Willwork Service Center to pick up labor

Utility services for all 120V power provided by the facility does not include the installation of cords to specific areas within the booth space. Willwork labor, display company labor or the exhibitor can perform this work. Rental carpeting and padding will not be installed until cord installation is completed.

***High voltage (208V and over), please contact the facility's electrical department.**

Emergency Contact: _____ Phone Number: _____

•Start times cannot always be guaranteed.

•If no time is provided, labor will be available on a first-come, first serve basis only.

•Carpet will not be installed until cords have been laid.

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
Total Installation						= \$ _____

CORD DISMANTLE LABOR

- Dismantle labor will be charged at 50% of the total install time rounded to the next half hour (1 hour minimum)**
- Cord dismantle will be done on straight time whenever possible.**

Date	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	x _____	= _____	@ \$ _____	= \$ _____

CORD RENTAL

Description	Price	Quantity
15' Flat Cord	\$30.00*	_____
25' Flat Cord	\$35.00*	_____
50' Flat Cord	\$50.00*	_____
Tape to cover cords	\$26.15/roll*	_____

There will be a minimum charge of \$26.15 to cover cords with tape.
Larger areas and multiple electrical drops may require more than one roll.

Total Cost _____

Applicable taxes will be applied to your order and invoiced accordingly based on specific venue jurisdiction but may also be based on the jurisdiction of where services are performed or your headquarters.

(514770) FY23 CC.H

electrical/internet cord labor

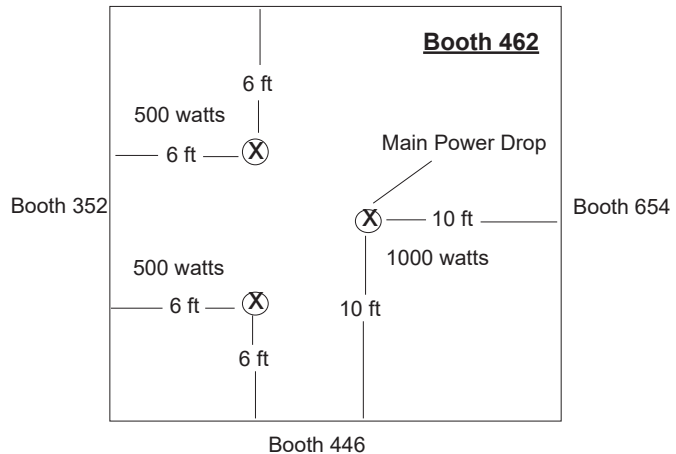
TERMS & CONDITIONS

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. Willwork is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Willwork, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL Willwork 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 Willwork, 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 peninsula 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 = ⊗

# 401	# 405	# 407	# 409 10 x 20 in line booth	
20 x 20 Peninsula ⊗ Power will be at rear of drupe line	⊗	⊗	⊗	⊗
	# 504	10 x 10 in line booth # 506	# 508	# 510

ELECTRICAL/INTERNET CORD LABOR GRID

SHOW NAME **Snowbound Expo 2023** DATES **November 3 - 5, 2023.**

COMPANY NAME _____ BOOTH # _____

ADJACENT AISLE OR BOOTH # _____

This image shows a full page of blank graph paper. The grid consists of small, equal-sized squares formed by thin black lines. There are 20 columns and 20 rows of squares, creating a total of 400 square units. The grid covers the entire area of the page, leaving no margins or other markings.

ADJACENT AISLE OR 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

(514770)

electrical/internet cord labor grid

Exhibitor Ordering Guide

BOSTON CONVENTION & EXHIBITION CENTER

JANUARY 1, 2023 - DECEMBER 31, 2023



Signature
BOSTON™

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, 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. 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)	\$400.00	\$495.00	\$590.00
208v single phase 60 amp	\$760.00	\$940.00	\$1,135.00
208v single phase 100 amp	\$1,165.00	\$1,455.00	\$1,745.00
208v three phase 30 amp (nema l21-30p)	\$715.00	\$895.00	\$1,075.00
208v three phase 60 amp	\$1,085.00	\$1,355.00	\$1,635.00
Note: Any 100+ amp connection must be approved by MCCA Exhibitor Services. Please call 617.954.2230.			
208v three phase 100 amp	\$1,725.00	\$2,160.00	\$2,590.00
208v three phase 200 amp	\$3,290.00	\$4,115.00	\$4,940.00
208v three phase 400 amp	\$5,815.00	\$7,265.00	\$8,720.00
480v three phase 30 amp	\$1,095.00	\$1,365.00	\$1,645.00
480v three phase 60 amp	\$1,905.00	\$2,380.00	\$2,860.00
480v three phase 100 amp	\$3,510.00	\$4,395.00	\$5,276.00
480v three phase 200 amp	\$6,975.00	\$8,720.00	\$10,470.00

STANDARD CONNECTIONS (120 volt power)	DISCOUNT	STANDARD	ON-SITE
500 watt box One 5 amp circuit and one receptacle or plug point	\$145.00	\$175.00	\$205.00
1000 watt box One 10 amp circuit and two receptacles or plug points	\$185.00	\$225.00	\$275.00
2000 watt box One 20 amp circuit and a minimum of three receptacles or plug points	\$225.00	\$280.00	\$340.00
4000 watt box Two 20 amp circuits and a minimum of three receptacles or plug points	\$265.00	\$330.00	\$390.00

ADDITIONAL ELECTRICAL SERVICES & EQUIPMENT	DISCOUNT	STANDARD	ON-SITE
25' round extension cords 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	\$55.00
6 Port Power Strip Purchase	\$30.00	\$30.00	\$35.00
24 hour power 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.	Add 50% to Initial Connection Rate		

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) \$100.00
- 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
Single-Line Phone Service Service includes one phone number and rental of one hard wired digital display phone. Equipment must be returned at the close of show.	\$315.00	\$385.00	\$475.00
Multi-Line Phone Service 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.	\$460.00	\$565.00	\$685.00
Vonage Single Line App Service 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	\$190.00	\$235.00	\$285.00
Vonage Multi-Line App Service 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	\$265.00	\$340.00	\$395.00

ADDITIONAL TELEPHONE SERVICES AND EQUIPMENT	DISCOUNT	STANDARD	ON-SITE
Call Forward (per phone line) Allows user to send calls to another phone.	\$55.00	\$70.00	\$90.00
Voicemail (per phone line) Allows user to setup a custom greeting and receive messages from incoming callers.	\$50.00	\$65.00	\$80.00
Call Waiting (per phone line)	\$55.00	\$70.00	\$90.00
Unreturned Device Fee Phone device delivered with service. Only charged if not returned post show.	\$175.00	\$175.00	\$175.00

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) \$100.00

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**.

MANAGED SERVICES Manually configured services require entry of IP addresses into the device before the device may access the internet.	DISCOUNT	STANDARD	ON-SITE
Basic Service Package 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.	\$1,045.00	\$1,110.00	\$1,335.00
1.54 Mbps Managed Service 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.	\$2,115.00	\$2,510.00	\$3,000.00
3 Mbps Managed Service 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.	\$5,150.00	\$5,910.00	\$7,090.00
6 Mbps Managed Service 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.	\$8,710.00	\$10,030.00	\$12,040.00
10 Mbps Managed Service 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.	\$11,655.00	\$13,380.00	\$16,055.00

15 Mbps Managed Service 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.	\$17,170.00	\$19,735.00	\$23,680.00
20 Mbps Managed Service 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.	\$22,810.00	\$26,235.00	\$31,480.00
25 Mbps Managed Service 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.	\$28,335.00	\$32,610.00	\$39,135.00
30 Mbps Managed Service 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.	\$33,720.00	\$38,800.00	\$46,555.00
35 Mbps Managed Service 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.	\$39,250.00	\$45,155.00	\$54,185.00
40 Mbps Managed Service 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.	\$44,395.00	\$51,060.00	\$61,275.00

ADDITIONAL INTERNET SERVICES & EQUIPMENT	DISCOUNT	STANDARD	ON-SITE
Copper Patch/ Booth to Booth Connection 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.	\$370.00	\$475.00	\$565.00
Fiber Patch/ Booth to Booth Connection 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.	\$525.00	\$650.00	\$785.00
Switch-8 Port This switch can connect up to 7 computers or devices together, giving all access to the internet service ordered.	\$110.00	\$155.00	\$185.00
Switch-16 Port This switch can connect up to 15 computers or devices together, giving all access to the internet service ordered.	\$155.00	\$185.00	\$225.00
Switch-24 Port This switch can connect up to 23 computers or devices together, giving all access to the internet service ordered.	\$385.00	\$500.00	\$595.00
25' CAT 5e Cable	\$50.00	\$65.00	\$75.00
50' CAT 5e Cable	\$70.00	\$90.00	\$105.00
100' CAT 5e Cable	\$110.00	\$135.00	\$160.00
Ethernet Cable Coupler	\$19.00	\$23.00	\$30.00

TECHNICAL SERVICES	DISCOUNT	STANDARD	ON-SITE
Cable TV Service Cable TV service is basic business cable service provided by Comcast Cable. Service is provided to booths from floor boxes or columns.	\$275.00	\$340.00	\$410.00
CATV Tuner (Only available at the BCEC) 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.	\$65.00	\$80.00	\$100.00

*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) \$135.00
 - » Network Engineer (All times) \$165.00
- 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.

PACKAGE RIGGING SOLUTIONS 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
Basic Rigging Package 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.	\$1,910.00	\$2,387.00	\$2,864.00
Electrical Rigging Package 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.	\$2,190.00	\$2,737.00	\$3,284.00
Cable Bridge Package 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 NOT include the electrical service. Service must be added separately. The package service is provided during standard service hours, Monday-Saturday 7am – 12am, except holidays.	\$3,485.00	\$4,182.00	\$5,018.00
Overtime Charges 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
Truss 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	\$33.00	\$41.25	\$49.50
Truss 8’ Section – Silver 12”x12” Box	\$52.80	\$66.00	\$79.20
Truss 10’ Section – Silver 12”x12” Box	\$66.00	\$82.50	\$99.00
Truss 5’ Section – Black 12”x12” Box	\$43.00	\$52.00	\$61.00
Truss 8’ Section – Black 12”x12” Box	\$68.00	\$83.00	\$99.00
Truss 10’ Section – Black 12”x12” Box	\$87.00	\$103.00	\$123.00
Truss 5’ Section – Silver 20.5”x20.5” Box	\$55.00	\$65.00	\$79.00
Truss 8’ Section – Silver 20.5”x20.5” Box	\$90.00	\$106.00	\$126.00
Truss 10’ Section – Silver 20.5”x20.5” Box	\$110.00	\$132.00	\$159.00
Corner Block A corner block is an aluminum piece that attaches to truss to create a right angle.			
Corner Block – Silver 12”x12” Box	\$61.00	\$72.00	\$90.00
Corner Block – Black 12”x12” Box	\$79.00	\$96.00	\$114.00
Corner Block – Silver 20.5”x20.5” Box	\$87.00	\$103.00	\$123.00
Base Plate A base plate is used as a stand for ground supported truss or poles.	\$43.00	\$52.00	\$61.00
Rotator A rotator is a motor used to rotate a hanging sign.	\$182.00	\$220.00	\$265.00
Motor 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.	\$182.00	\$220.00	\$265.00

Cheeseboro - Silver A cheeseboro is a clamp used to attach two pieces of truss or pipe together.	\$7.00	\$8.00	\$10.00
Cheeseboro - Black A cheeseboro is a clamp used to attach two pieces of truss or pipe together.	\$9.00	\$12.00	\$15.00
Grapple A grapple is a connector that allows you to make a 90 degree connection between trusses.	\$13.00	\$16.00	\$20.00

CUSTOM LIGHTING SOLUTIONS 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	\$225.00	\$275.00	\$325.00
Medium Lighting Kit (7-11 lights) Requires truss and motors	\$395.00	\$480.00	\$570.00
Large Lighting Kit (12-15 lights) Requires truss and motors	\$550.00	\$660.00	\$795.00
X-Large Lighting Kit (16-20 lights) Requires truss and motors	\$675.00	\$810.00	\$970.00

DIMMER RACKS & LIGHTING CONTROLS 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	\$100.00	\$120.00	\$145.00
Dimmer Control 2.4 x 12	\$180.00	\$220.00	\$265.00
Dimmer Control 2.4 x 24	\$390.00	\$470.00	\$565.00

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	\$890.00
40' - 45' Boom Lift	\$1,285.00
60' Boom Lift	\$1,780.00

- 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
Water – Individual Connection 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.	\$360.00	\$465.00	\$555.00
Additional Water Connections Clients requiring more than an individual water connection should order each additional connection as needed.	\$215.00	\$270.00	\$320.00
Drain – Individual Connection The MCCA can provide waste drain connections up to ¾” line size.	\$360.00	\$465.00	\$555.00
Additional Drain Connections Clients requiring more than an individual drain connection should order each additional connection as needed.	\$200.00	\$245.00	\$295.00
Fill and Drain 0-100 Gallons 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.	\$190.00	\$230.00	\$280.00
Each Additional 500 Gallons	\$120.00	\$165.00	\$195.00

SINK RENTALS	DISCOUNT	STANDARD	ON-SITE
Cold Water Sink Rental 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.	\$725.00	\$895.00	\$1,075.00
Small Hot & Cold Water Sink Rental 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.	\$990.00	\$1,225.00	\$1,475.00
Large Hot & Cold Water Sink Rental 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.	\$1,225.00	\$1,540.00	\$1,850.00

COMPRESSED AIR AND GASSES	DISCOUNT	STANDARD	ON-SITE
Compressed Air – Individual Connection Compressed Air is delivered at approximately 110 psi and a dew point of 35 degrees F (medical instrument quality).	\$455.00	\$555.00	\$670.00
Additional Connection Clients who require more than an individual connection should order additional connections as needed.	\$230.00	\$290.00	\$345.00
Other Compressed Gases 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 ₂	\$190.00	\$225.00	\$275.00
50 Lbs Dry or Liquid CO ₂	\$210.00	\$245.00	\$295.00
Dry Nitrogen 300 ft ³	\$250.00	\$305.00	\$365.00

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) \$100.00

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
Per Hour Per Officer 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.	\$35.50	\$42.75	\$51.50
Per Hour Per Supervisor	\$42.25	\$54.50	\$66.00

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

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Exhibitor Order Form Electrical Services

Effective January 1, 2023

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 <http://www.signatureboston.com/bcec/bcec-ordering-guide.aspx>.

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)		\$145.00	\$175.00		+50% rate		\$175.00		\$265.00	
1000 Watt Box (10 amps)		\$185.00	\$225.00		+50% rate		\$225.00		\$340.00	
2000 Watt Box (20 amps)		\$225.00	\$280.00		+50% rate		\$280.00		\$415.00	
4000 Watt Box (20 amps x 2)		\$265.00	\$330.00		+50% rate		\$330.00		\$490.00	

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		\$400.00	\$495.00		+50% rate		\$495.00		\$745.00	
208V Single Phase 60 Amp		\$760.00	\$940.00		+50% rate		\$940.00		\$1,415.00	
208V Single Phase 100 Amp		\$1,165.00	\$1,455.00		+50% rate		\$1,455.00		\$2,185.00	
208V Three Phase 30 Amp		\$715.00	\$895.00		+50% rate		\$895.00		\$1,345.00	
208V Three Phase 60 Amp		\$1,085.00	\$1,355.00		+50% rate		\$1,355.00		\$2,035.00	
208V Three Phase 100 Amp		\$1,725.00	\$2,160.00		+50% rate		\$2,160.00		\$3,240.00	
208V Three Phase 200 Amp		\$3,290.00	\$4,115.00		+50% rate		\$4,115.00		\$6,175.00	
208V Three Phase 400 Amp		\$5,815.00	\$7,265.00		+50% rate		\$7,265.00		\$10,905.00	
480V Three Phase 30 Amp		\$1,095.00	\$1,365.00		+50% rate		\$1,365.00		\$2,050.00	
480V Three Phase 60 Amp		\$1,905.00	\$2,380.00		+50% rate		\$2,380.00		\$3,570.00	
480V Three Phase 100 Amp		\$3,510.00	\$4,395.00		+50% rate		\$4,395.00		\$6,585.00	
480V Three Phase 200 Amp		\$6,975.00	\$8,720.00		+50% rate		\$8,720.00		\$13,080.00	
25' Round Extension Cord		\$40.00	\$45.00							
6 Port Power Strip Purchase			\$30.00							

Total Due: \$

SIGNATURE

To pay with a Discover, MasterCard, Visa or American Express, you may order online at www.signatureboston.com.

To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

EXHIBITOR SERVICE CENTER | MASSACHUSETTS CONVENTION CENTER AUTHORITY | 415 SUMMER STREET | BOSTON, MASSACHUSETTS 02210
617.954.2230 EXHIBITORSERVICES@SIGNATUREBOSTON.COM TAX ID#: 042768982

FOR MCCA USE ONLY

Date Received:	Received by:	Check Number:	Discover/MC/Visa/Amex:
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Exhibitor Order Form Telephone Services

Effective January 1, 2023

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 <http://www.signatureboston.com/bcec/bcec-ordering-guide.aspx>.
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		\$315.00	\$385.00	
Multi-Line Phone Service		\$460.00	\$565.00	
Vonage Single Line App Service		\$190.00	\$235.00	
Vonage Multi-Line App Service		\$265.00	\$340.00	

ADDITIONAL TELEPHONE SERVICES & EQUIPMENT	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Call Forward (per phone line)		\$55.00	\$70.00	
Voicemail (per phone line)		\$50.00	\$65.00	
Call Waiting (per phone line)		\$55.00	\$70.00	

Total Due: \$

SIGNATURE _____

To pay with a Discover, MasterCard, Visa or American Express, you may order online at www.signatureboston.com.

To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

EXHIBITOR SERVICE CENTER | MASSACHUSETTS CONVENTION CENTER AUTHORITY | 415 SUMMER STREET | BOSTON, MASSACHUSETTS 02210
617.954.2230 EXHIBITORSERVICES@SIGNATUREBOSTON.COM TAX ID#: 042768982

FOR MCCA USE ONLY			
Date Received:	Received by:	Check Number:	Discover/MC/Visa/Amex:



Exhibitor Order Form Internet & Technical Services

Effective January 1, 2023

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 <http://www.signatureboston.com/bcec/bcec-ordering-guide.aspx>.
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: \$
Basic Service Package (includes a private VLAN and subnet, public IP addresses not available)		\$1,045.00	\$1,110.00	
1.54 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$2,115.00	\$2,510.00	
3 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$5,150.00	\$5,910.00	
6 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$8,710.00	\$10,030.00	
10 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$11,655.00	\$13,380.00	
15 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$17,170.00	\$19,735.00	
20 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$22,810.00	\$26,235.00	
25 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$28,335.00	\$32,610.00	
30 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$33,720.00	\$38,800.00	
35 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$39,250.00	\$45,155.00	
40 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$44,395.00	\$51,060.00	

CONTINUED ON PAGE 25

ADDITIONAL SERVICES & EQUIPMENT		QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Copper Patch / Booth to Booth Connection			\$370.00	\$475.00	
Fiber Patch/ Booth to Booth Connection			\$525.00	\$650.00	
Switch	8 port		\$110.00	\$155.00	
	16 port		\$155.00	\$185.00	
	24 port		\$385.00	\$500.00	
25' CAT 5e Cable			\$50.00	\$65.00	
50' CAT 5e Cable			\$70.00	\$90.00	
100' CAT 5e Cable			\$110.00	\$135.00	
Ethernet Cable Coupler			\$19.00	\$23.00	

TECHNICAL SERVICES	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Cable TV Service		\$275.00	\$340.00	
CATV Tuner Rental (Only available at the BCEC)		\$65.00	\$80.00	
				Total Due: \$

SIGNATURE

To pay with a Discover, MasterCard, Visa or American Express, you may order online at www.signatureboston.com.
 To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

EXHIBITOR SERVICE CENTER | MASSACHUSETTS CONVENTION CENTER AUTHORITY | 415 SUMMER STREET | BOSTON, MASSACHUSETTS 02210
 617.954.2230 EXHIBITORSERVICES@SIGNATUREBOSTON.COM TAX ID#: 042768982

FOR MCCA USE ONLY			
Date Received:	Received by:	Check Number:	Discover/MC/Visa/Amex:



Exhibitor Order Form Rigging Services

Effective January 1, 2023

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 <http://www.signatureboston.com/bcec/bcec-ordering-guide.aspx>.
To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.

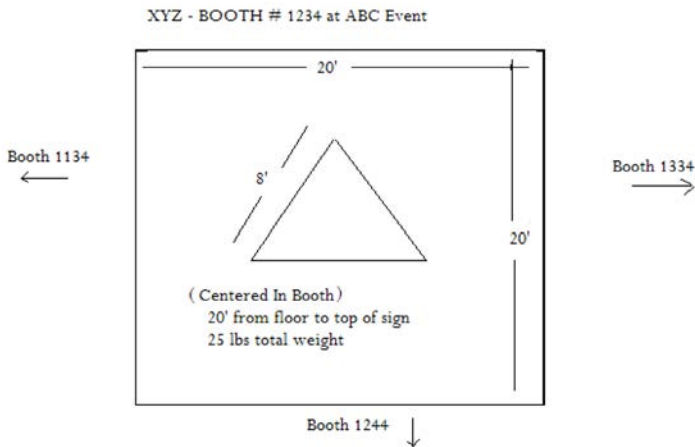
Incomplete information will delay processing.

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)? YES NO		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)		\$1,910.00	\$2,387.00		
Electrical Rigging Package (Per Sign/Banner)		\$2,190.00	\$2,737.00		
Cable Bridge Package		\$3,485.00	\$4,182.00		
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		\$33.00	\$41.25	
	8' Section		\$52.80	\$66.00	
	10' Section		\$66.00	\$82.50	
Black 12" x 12" Box Truss	5' Section		\$43.00	\$52.00	
	8' Section		\$68.00	\$83.00	
	10' Section		\$87.00	\$103.00	
Silver 20.5" x 20.5" Box Truss	5' Section		\$55.00	\$65.00	
	8' Section		\$90.00	\$106.00	
	10' Section		\$110.00	\$132.00	
Corner Block	Silver 12" x 12" box		\$61.00	\$72.00	
	Black 12" x 12" box		\$79.00	\$96.00	
	Silver 20.5" x 20.5" box		\$87.00	\$103.00	
Base Plate		\$43.00	\$52.00		
Rotator		\$182.00	\$220.00		
Motor		\$182.00	\$220.00		
Cheeseboro - Silver		\$7.00	\$8.00		
Cheeseboro - Black		\$9.00	\$12.00		
Grapple		\$13.00	\$16.00		

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		\$225.00	\$275.00	
Medium Lighting Kit		\$395.00	\$480.00	
Large Lighting Kit		\$550.00	\$660.00	
X-Large Lighting Kit		\$675.00	\$810.00	
Dimmer Racks & Lighting Controls	QTY	Discount Rate	Standard Rate	Total Due: \$
Dimmer Control 1.2 x 4		\$100.00	\$120.00	
Dimmer Control 2.4 x 12		\$180.00	\$220.00	
Dimmer Control 2.4 x 24		\$390.00	\$470.00	
				Total Due: \$



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

SIGNATURE _____

To pay with a Discover, MasterCard, Visa or American Express, you may order online at www.signatureboston.com.
To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:
EXHIBITOR SERVICE CENTER | MASSACHUSETTS CONVENTION CENTER AUTHORITY | 415 SUMMER STREET | BOSTON, MASSACHUSETTS 02210
617-954.2230 EXHIBITORSERVICES@SIGNATUREBOSTON.COM TAX ID#: 042768982

FOR MCCA USE ONLY			
Date Received:	Received by:	Check Number:	Discover/MC/Visa/Amex:



Exhibitor Order Form Plumbing Services

Effective January 1, 2023

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 <http://www.signatureboston.com/bcec/bcec-ordering-guide.aspx>.
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 ¾" line	Individual Connection			\$360.00	\$465.00	
	Additional Connection			\$215.00	\$270.00	
Drain Up to ¾" line	Individual Connection			\$360.00	\$465.00	
	Additional Connection			\$200.00	\$245.00	
Fill & Drain	0-100 Gallons			\$190.00	\$230.00	
	Each additional 500 gallons			\$120.00	\$165.00	

SINK RENTALS

Service	Description	QTY	Size	Discount Rate	Standard Rate	Total Due: \$
Cold Water Sink Rental	Includes: sink, one water and one drain connection			\$725.00	\$895.00	
Small Hot & Cold Water Sink Rental	Includes: sink, hot water heater (6 gallon cap.), dedicated power, 2 water and one drain connection			\$990.00	\$1,225.00	
Large Hot & Cold Water Sink Rental	Includes: 3-tub basin, hot water heater (6 gallon cap.), dedicated power, 2 water and one drain connection			\$1,225.00	\$1,540.00	

COMPRESSED AIR AND GASSES*

Service	Description	QTY	Size	Discount Rate	Standard Rate	Total Due: \$
Air Approx 110 PSI	Individual Connection			\$455.00	\$555.00	
	Additional Connection			\$230.00	\$290.00	
CO2	20 lb Cylinder (Dry or Liquid)			\$190.00	\$225.00	
	50 lb Cylinder (Dry or Liquid)			\$210.00	\$245.00	
Nitrogen	300 ft3 Tank (Dry)			\$250.00	\$305.00	

SIGNATURE _____

Total Due: \$

To pay with a Discover, MasterCard, Visa or American Express, you may order online at www.signatureboston.com.

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FOR MCCA USE ONLY

Date Received:	Received by:	Check Number:	Discover/MC/Visa/Amex:
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Exhibitor Order Form Security Services

Effective January 1, 2023

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 <http://www.signatureboston.com/bcec/bcec-ordering-guide.aspx>.
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: \$
				\$35.50	\$42.75	
				\$35.50	\$42.75	
				\$35.50	\$42.75	
				\$35.50	\$42.75	
				\$35.50	\$42.75	
				\$35.50	\$42.75	
				\$35.50	\$42.75	
				\$35.50	\$42.75	
				\$35.50	\$42.75	
				\$35.50	\$42.75	
				\$35.50	\$42.75	
				\$35.50	\$42.75	
			Total Man Hours:	Total Due: \$		

SIGNATURE _____

To pay with a Discover, MasterCard, Visa or American Express, you may order online at www.signatureboston.com.

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FOR MCCA USE ONLY			
Date Received:	Received by:	Check Number:	Discover/MC/Visa/Amex:

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.

CONTINUED FROM PREVIOUS PAGE

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).

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. For more information, Exhibitor Services can be contacted at 617.954.2230 or 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 o 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. 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 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 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. 617.954.2382 | Fax 617.954.2159

THANK YOU



(774) 568-5425

exhibitorservices@willwork.com

www.willwork.com