



BOSTON CONVENTION & EXHIBITION CENTER

SITES



"Built by users, for users."



SERVICE

EVENT PLANNING GUIDE

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MESSAGE FROM THE EXECUTIVE DIRECTOR



Welcome to Boston and the Boston Convention & Exhibition Center.

Thank you for bringing your upcoming event to Boston and the BCEC, one of the top convention centers in the world. That is not an empty boast: the BCEC has earned the International Association of Congress Centres' (AIPC) gold standard, the highest certification a convention facility can achieve under AIPC's strict guidelines.

In fact, both the Hynes and the Boston Convention & Exhibition Center are now only the fourth and fifth in North America and the 14th and 15th in the world to achieve AIPC's gold standard. During your event, we hope you see what sets us apart and makes us among the best meeting and convention destinations in the world.

The BCEC, located in South Boston near the Innovation district, offers visitors a high-tech, leading edge facility with a flexible floor plan that can accommodate events of all types and sizes. The BCEC boasts 516,000 square feet of contiguous exhibit space, 160,000 square feet of flexible meeting space, and a 40,020-square-foot, column-free ballroom, all handicap-accessible. The BCEC is located two miles from Logan Airport, two minutes from Boston's major highways, and three minutes from Amtrak and inter-city bus service. Proximity to downtown Boston and public transit couldn't be more ideal.

Our qualified and dedicated staff is the link that brings everything together, and they're ready to assist in every way possible to make your upcoming event a success. Take advantage of our local food, qualified transportation services, free Wi-Fi for attendees and mobile apps, and our Guest Services Associates (the "red coats"), who will help your attendees throughout the event. Please feel free to contact us with any questions and concerns, as customer service is our top priority.

It is our pleasure to be working with you, and we hope that you will be back in the future.

Cordially,

A handwritten signature in black ink that reads "James E. Rooney". The signature is written in a cursive, flowing style.

James E. Rooney
Executive Director
Massachusetts Convention Center Authority

IMPORTANT

EVENT PLANNING GUIDE DESCRIPTION

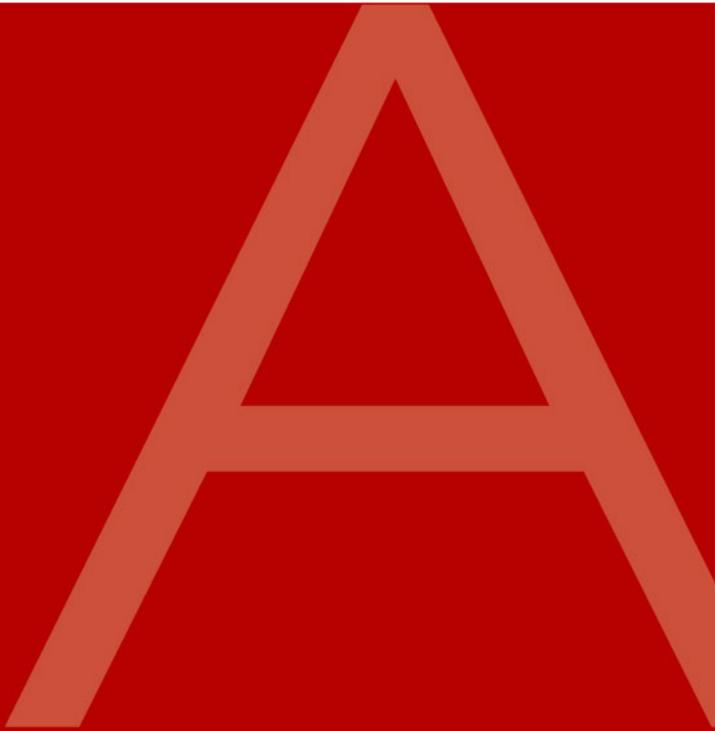
This Event Planning Guide is part of your Event License Agreement. Please read all relevant parts carefully. We've designed this Guide in color-coded sections to facilitate your navigation. Prices and regulations are subject to change without notice. Information is updated periodically. Please see the Timeline of Important Dates and Deadlines included in this Guide. This Timeline will guide you in providing necessary information to your Event Services Manager in a timely manner. If you have any questions about this Timeline or this Guide, please contact your Event Services Manager or Sales Manager, if you have not been assigned an Event Services Manager.

Every event is different and the policies, rules and regulations can not cover every scenario. If there is anything that is not covered in the Guide, the Massachusetts Convention Center Authority (MCCA) reserves the right to determine necessary considerations on an as-needed basis. Our sole effort is to ensure the success of your event and safeguard the safety and experience of all our visitors.



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BCEC FACILITY OVERVIEW



BCEC FACILITY OVERVIEW

Boston Convention & Exhibition Center

The Boston Convention & Exhibition Center (the “BCEC”) is owned and operated by the Massachusetts Convention Center Authority (MCCA).

The BCEC was designed with input from worldwide convention planners, making the 2.1 million square-foot facility the most user-friendly in America. All areas have been planned to provide convenient and safe access.

ADA Compliant Facility

The BCEC strives to meet the needs of all its’ patrons at all events and is fully ADA compliant. All areas, including restrooms and the Wicked Good Market are accessible. Elevators are located on each level and a limited number of wheelchairs are available at the first aid station at no charge. Special hearing devices can be connected into the MCCA sound system. If you have any attendees with special needs, please let your Event Services Manager know, as soon as possible, so that all necessary accommodations can be made in advance.

The Grand Ballroom

Designed to be the “grandest room” in the Northeast, the Grand Ballroom is 40,020 square feet of open, elegant, column-free space, overlooking Boston’s Harbor and skyline. The richly carpeted space can be divided into two separate ballrooms of 20,010 square feet, each featuring state-of-the-art audio/visual, dimming, and design lighting systems, highlighted by a vaulted hardwood ceiling, peaking at 32 feet. In order to preserve the elegance, exhibits of any kind are not permitted.

Exhibition Hall

The Exhibition Hall level is comprised of 516,000 square feet in one contiguous exhibit space virtually column-free. This space may be arranged as a single entity, or be acoustically subdivided into up to ten different configurations. Each of the halls has its own entrance to allow self-contained movement. Ceiling-heights are 40 feet, nearly 100 percent higher than standard facilities. Glass skybridges span the exhibit floor for maximum, easy point-to-point movement.

The Exhibition Hall floor surface, rated at 400 psft, is made up of polished concrete. Utility floor ports are located on 30 foot x 30 foot centers with telephone, electric, and Internet connections. Water, wastewater

drain, and compressed air are located on 30 foot x 60 foot centers. There are 62 covered bays as well as five (5) rollup elephant doors and our state-of-the-art dock levelers can accommodate vehicles of all sizes.

Wicked Good Market

Our 370-person capacity Wicked Good Market with a full bar service can feed approximately 1,300 people per hour. Situated directly above the exhibit halls and offering a full panoramic view of the excitement and activity on the exhibition floor, the Wicked Good Market offers a variety of food and beverage items featuring the following concepts including Mex, Bowls, Sauce, Heat, Wok and Hub. The Wicked Good Market may be available for customized uses and private events as well. In addition to the Wicked Good Market service portable restaurant services can be made available to accommodate your exhibitor and individual show needs.

Inner Roadway

The BCEC offers one-way circulation for enhanced safety. Six covered drop-off areas are available, one at each registration area. This ring road allows travel around the perimeter of the building and is designed to separate convention traffic from local traffic and separate exhibitor traffic from attendee traffic.

Loading Dock

The loading dock is located on the west side of the building, accessible via the Haul Road. The loading dock features 62 bays and 5 rollup doors for easy access loading and unloading of trucks and POVs. Dock levelers can accommodate vehicles of all sizes and the 45’ clearance provides easy-turn radius for easy off-loading and storage use. Ramps can be utilized for drive-on accessibility.

Meeting Rooms

The BCEC offers 80 carpeted meeting rooms, totaling over 160,000 square feet of meeting space. Ceiling heights are 16’6”–19’0” and also feature state-of-the-art lighting, sound and variable temperature controls in each room for immediate adjustments. Individual rooms can be combined to fit varied meeting room size requirements. Use of space outside of the immediate rooms may be used for registration purposes only and storage of any kind is not permitted in these rooms.

Non-Smoking Facility

The BCEC is a non-smoking facility. Smoking is NOT allowed in the building at any time. Designated smoking areas are located outside the building.

Parking

The BCEC maintains a parking lot on property known as the South Parking Lot. There are also valet parking services available on-site. Please keep in mind that there is no 24-hour parking or overnight parking at the BCEC.

Pre-Function Space

The Pre-Function spaces provide the setting for event registration, information booths, receptions, cocktail parties, and other traditional activities. All Pre-Function, Lobby and Registration areas are centrally located, with direct flow into the exhibit halls and meeting rooms. There are six (6) separate registration areas on two separate levels of the facility. Electric, telephone, and Internet access for registration is readily available at all designated areas. However, exhibits are not permitted in the Pre-Function spaces.

Recycling

The MCCA recognizes the importance of operating an environmentally sound business within the community. Our team has established a systematic recycling program that allows employees, contractors, exhibitors and patrons to recycle the following:

- Cardboard
- Mixed paper
- Commingled materials
- Plastic wrap
- Carpet & Carpet padding
- Pallets
- Low voltage cabling
- Kitchen cooking oils and grease
- Fluorescent light bulbs
- E-Waste
- Food waste

The MCCA also launched CONVENTIONS C.A.R.E., a donation program that encourages event planners to leave unused materials at designated locations during the conclusion of an event. This program not only helped the MCCA divert over 73,000lbs from the waste stream in 2010 but it also serves as a resource for charitable organizations that are in need of unused products.

The MCCA uses only Green cleaning products. All restroom paper products are made of 100% recycled content (25–35% post consumer). Our vacuums have a “Hepa” filter which doesn’t allow dust particles back into the air.



MEET THE TEAM

To deliver the kind of successful event your attendees and exhibitors expect, a smooth and well-coordinated relationship between our staff and yours is vital. The following staff members along with your Event Services Manager are the essential team players of this relationship, and will work on your behalf with the rest of our staff, before, during and after your event.





Maureen Shea Baker, General Manager – 617-954-2073

Fred Peterson, Director of Facilities Operations – 617-954-2459

Steve Snyder, Chief Information Officer – 617-954-2250

Jack Haley, Chief Facilities Officer – 617-954-2435

Rob Noonan, Chief of Public Safety – 617-954-2487

Diane DiAntonio, Director of Event Operations – 617-954-2308

Erica Smith, Director of Exhibitor & Guest Services – 617-954-2087

Stephanie Shalkoski, Director of Digital Media 617-954-2289

JoAnn Washington, Director of Sales – 617-954-2304

John Donahue, Superintendent of Building Services – 617-954-2042

James Folk, Superintendent of Transportation Services – 617-954-2067

Alice Mulcahy, Nurse – 617-954-2240

Mitch Phelps, General Manager – Levy Restaurants, Inc. – 617-954-2201

Hani Hindiyeh – Projection Presentation Technology – 617-954-2245

James Callanan – JCALPRO, Inc. – 617-954-2814

Kevin Miller – FedEx Office – 617-954-2203

Anna-Marie Gable – Penfield’s – 512-610-9221



CLIENT GUIDELINES, INFORMATION AND REGULATIONS



INFORMATION TIMELINE: IMPORTANT DATES AND DEADLINES

THIS TIMELINE IS A TOOL TO ASSIST YOU WITH YOUR PRE-PLANNING PROCESS.

18-24 Months prior to Event	Sign and return two copies of your Event License Agreement (ELA). (One executed copy will be returned for your records.)
15-18 Months prior to Event	Your Event Services Manager (ESM) and Catering Sales Manager will contact you to discuss details of your Event.
12 Months prior to Event	<ul style="list-style-type: none"> • Place your ESM and your Catering Sales Manager on your mailing list. • General Service Contractor to forward six (6) full-scale copies of working floor plans for exhibit hall(s) and ballroom(s) to your ESM for Public Safety approval. • General Service Contractors are required to utilize the base plan provided by the MCCA, and located at http://www.massconvention.com/apps/bcecfloorplans/
6 Months prior to Event	Provide the following preliminary plans: <ol style="list-style-type: none"> 1. Preliminary Transportation Plan 2. Event Security Plan 3. Send an exhibitor kit for approval to your ESM before printing. 4. Rigging requirements
3 Months prior to Event	Provide the following: <ol style="list-style-type: none"> 1. Submit final event security requirements 2. Final Transportation Plan and Signed Certificate of Compliance 3. Loading Dock and Marshalling Plan
2 Months prior to Event	Provide the following: <ol style="list-style-type: none"> 1. Certificate of Insurance 2. Final floor plans for exhibit hall(s) and ballroom(s) – six (6) copies 3. Registration floor plans – six (6) copies 4. All public space floor plans – six (6) copies 5. Signage and sponsorship plans (45 days) 6. Production plans
1 Month prior to Event	Forward final event specifications, complete with diagrams, service orders, food & beverage orders, signed security proposals, and final exhibitor list, to your ESM, Catering Sales Manager, and Public Safety Manager.
2 Weeks prior to Event	To help with your budget needs, your ESM will forward to you a cost estimate to sign-off on services ordered.

SHOW MANAGEMENT MANDATORY SERVICES: HALL EVENTS NON GATE SHOWS

THE TABLE ON THIS PAGE AND THE FOLLOWING PAGE PROVIDE A SNAPSHOT TO ASSIST YOU WITH BUDGET PLANNING. PLEASE REFER TO THE CLIENT ORDERING GUIDE PREPARED BY YOUR EVENT SERVICES MANAGER SPECIFICALLY FOR YOUR EVENT FOR PRICING.

ITEM	DESCRIPTION
Public Safety	Mandatory posts based on show details
Medical	Mandatory 1,000+ attendees; Beginning one hour before event opens and ending one hour after event closes
Aisle Cleaning	Each event day
Cleaning Attendants	Two cleaning attendants per hall mandatory during show hours

MCCA EXCLUSIVE SERVICES: HALL EVENTS NON GATE SHOWS

ITEM	SERVICE DESCRIPTION
Business Center	Refer to your Event Services Manager (ESM) for contact information
Cleaning	Refer to Client Ordering Guide for detailed description of services and pricing
Coat Check	Refer to your ESM for contact information
Compressed Air & Gases	Refer to Client Ordering Guide for detailed description of services and pricing
Electrical	Refer to Client Ordering Guide for detailed description of services and pricing
Food & Beverage	Refer to your ESM for Catering Sales Manager contact information
House Sound	Refer to your ESM for contact information
Internet	Refer to Client Ordering Guide for detailed description of services and pricing
Medical	Refer to Client Ordering Guide for detailed description of services and pricing
Plumbing	Refer to Client Ordering Guide for detailed description of services and pricing
Public Safety/Security	Refer to your ESM for contact information.
Rigging	Includes the operation of ground-supported crank-ups, and the operation and provision of lifts for theatrical purposes Refer to your ESM for contact information
Telephone	Refer to Client Ordering Guide for detailed description of services and pricing

RULES AND REGULATIONS — GENERAL CONDITIONS

Advertising / Advertising Signage / Promotional Events

Advertising should clearly state admission charges, if any apply. The MCCA logo should be included in all printed promotional materials. For the logo and/or photos of the BCEC, please contact your Event Services Manager (ESM). Approvals or rejections will be made in writing to the Licensee. Before being distributed, all advertising must be approved, in writing, by your ESM.

The MCCA recognizes the need to promote your event outside of the exhibit hall(s) space, in order to direct or draw attendance. The MCCA maintains the exclusive right to all revenue-producing signage outside of the exhibit hall(s). Revenue-producing signs or banners are ones that derive revenue or value trade from a commercial or exhibiting company or corporation for the purpose of advertising a product or service. All requests for promotional and directional signage, outside of the exhibit hall(s) space must be submitted to your Event Services Manager at least 45 days prior to the first scheduled move-in date. The MCCA reserves the right to charge the Licensee a fee per promotion banner, sign or item equivalent to 10% of the gross revenue.

All promotional events during the show, including fashion shows, product demonstrations, lectures, dances and concerts, are subject to prior written approval by the BCEC. Please inform your Event Services Manager of any events that will be happening during your show.

The MCCA's policies relative to signage and/or decorations may change from time to time at the MCCA's sole discretion.

Affixing to the Facility Structure

Licensee shall not allow exhibitors, contractors/vendors and other participants to:

- Rigging of cable/hanging devices or affixing any materials to the ceiling, electrical buss ducts and conduits, on sprinkler pipes, ventilation equipment, windows, columns or any other physical structure at the BCEC is strictly prohibited.
- Exhibits shall not 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.

- Exhibits shall not erect any decorations or use adhesive materials, including tape that can deface the walls, ceilings, floors, facilities, and equipment contained on the premises.
- Walls, floors, ceilings, or other areas of the facility or its furnishings or fixtures are not to be painted or have permanent coverings applied.

Animals / Pets

No live animal, reptile, fish, bird or non-indigenous insect is allowed into the BCEC, unless proper precautions have been made to control and restrain such animal, reptile, fish, bird or non-indigenous insect and for which prior written permission has been provided. Guide dogs may accompany a disabled or physically challenged person within the BCEC. Please let your Event Services Manager know if you plan on bringing in any animals.

Balloons

The Licensee can bring helium balloons into the Grand Ballroom and meeting rooms. At no time are exhibitors allowed to bring helium balloons into the facility. Helium tanks can not be brought into the BCEC. All air and gasses must be ordered through your Event Services Manager.

Bell Persons / Couriers

Bell persons from surrounding hotels, as well as couriers, are not allowed in the building, nor are they allowed on the show floor. Deliveries must arrive at the loading dock area to be moved by union laborers or received by union laborers at the doors. Bell persons and couriers are expected to honor our no-tipping policy, while on BCEC property. Please do not offer any service provider a tip while at the BCEC.

Bone Yards

Bone yards are allowed in the BCEC with prior approval. The proposed location(s) must be identified on the BCEC Truck Marshalling – Loading Dock graphic and on all applicable floor plans submitted by the GSC for Public Safety review. The proposed bone yard location(s) cannot block any ingress or egress of the exhibit hall floor and cannot block/hide Automatic Defibrillators (AEDs) and Fire Extinguishers. Emergency exit signs must be visible. These areas are

to be kept clean, well organized and maintained by the GSC on a daily basis.

BCEC proposed bone yard locations include the South Wall, the four corners of the Exhibit Hall, underneath the pedestrian skybridge separating Halls A/B1. All locations must have at least a 16' pipe/drape that covers the entire area and cannot be visible from Level 1.

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.

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 or in limited quantities from MCCA Event Services.

Damages

Any damage to any MCCA property or equipment should be reported immediately to the BCEC's Public Safety department, by calling the Chief of Public Safety, at (617) 954-2222. If the facility is not in the same condition as it was received, the MCCA will clean and make the necessary repairs and include the costs for such cleaning and repairs in the Licensee's settlement. All damage, except for normal facility wear and tear, is the responsibility of the Licensee. You are encouraged to schedule a mutually convenient walk-through appointment with your Event Services Manager to verify the condition of the facility prior to your event. A final walk-through will take place at the completion of the event and a damage evaluation report will be completed.

The Licensee shall not cause or permit any nails, staples, hooks, tacks, screws, or the like to be driven into any part (including but not limited to, any wall, ceiling, column, stone, window, drape, painted, carpeted or concrete surfaces) of the Premises. Licensee shall not erect any decorations or use adhesive materials, including tape that can deface the walls, ceilings, floors, facilities, and equipment contained in the premises.

The walls, floors, ceilings, or other areas of the BCEC or its furnishings or fixtures are not to be painted by the Licensee or have permanent coverings applied. Materials may be attached to the Premises by means of cords, ropes, or ribbons, or in any other manner, which will not mar, deface, or damage the Premises or its furnishings and fixtures, provided prior written consent of the Licensor for such method of attachment is obtained. General Service Contractors may not use tape to mark the carpeted areas of the building.

No hand-trucks, carts, or other devices to move equipment or freight will be allowed in the meeting rooms or on ballroom carpet, without the use of plywood, Masonite®, or Visqueen®. Motorized vehicles, forklifts, gas or electric carts may not be operated in lobbies. Heat tape and double-face tape may not be used on carpeted or marbled floors. Any floor coverings over permanent carpet must be approved in advance.

Licensee agrees not to exceed the published load limits of any floor areas, ceiling tracks, and rigging points.

Distribution of Flyers

The distribution of flyers is prohibited in all MCCA public areas.

Deliveries

The BCEC does not accept any deliveries prior to the commencement of the contract term. Licensee, exhibitor shipments and any shipments to be handled by the general service contractor should be shipped to their attention with the show name and booth or room number clearly written on the label.

The MCCA does not employ labor to accept or move any items within the BCEC for exhibitors. Any deliveries that arrive before the contract date, or without the proper information regarding their show, will be refused. The shipper will be responsible for all associated costs.

The Licensee can make special arrangements by contacting your Event Services Manager.

Exclusive Services

The BCEC is the exclusive provider of the following services: food & beverage, cleaning, medical, 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.

Exhibit Hall Services

The BCEC does not provide equipment to exhibitors at any time. Please contact your Event Services Manager for Licensee needs. Please note that drinking water service for an exhibit hall event as well as any public spaces must be ordered through the exclusive F&B service provider.

Food & Beverage Services

The BCEC prohibits any food or beverages from being brought into the building, except by Levy Restaurants, the exclusive F&B 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 (to be determined by a Levy Restaurants Catering Sales Manager) 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.

Sampling Authorization Form – This form outlines policies and procedures pertaining to F&B sampling at the BCEC. The document contains specific information regarding allowable sample sizes, eligibility of sampling, method of distribution, etc. This form is

required by Levy Restaurants in order to obtain permission to sample and to obtain a Temporary Food Service Permit.

Temporary Food Service Permit Application – The City of Boston Inspectional Services Division requires a temporary food service permit for any F&B 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). Please contact “your show’s Exhibitor Service Manager” for additional information.

For more information on available Exhibitor Catering Services or further assistance, please contact:

Levy Restaurants , Catering Sales Office,
617-954-2321

Wicked Good Market

Due to the complexities of multiple events occurring at the BCEC, the Wicked Good Market is not for sale without the express permission of the General Manager.

Glitter, Confetti, Popcorn, and Other Materials

The use of glitter, confetti, sand, or simulated snow types of material, as well as popcorn, is NOT permitted in the BCEC without prior approval from your Event

Services Manager. If your request is approved, an additional cleaning cost may apply, and/or a fire detail may be required at a cost to the Licensee.

Additionally, adhesive-backed decals may not be given away or utilized. Any costs incurred by the BCEC for the removal of these items will be charged to the Licensee.

Gratuities Policy

It is against MCCA policy for any employee, agent, contractor or subcontractor, while working for the MCCA, to accept gratuities or gifts from the Licensee and/or any exhibitors. Offering of tips and gratuities to any MCCA employee, agent, contractor or subcontractor is not necessary and strictly prohibited. In the event the Licensee is approached or solicited by any MCCA or affiliated employee, please report this violation to the Public Safety Manager on duty at (617) 954-2222.

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.)

The General Service Contractor must provide the approved Hand Carry Policy signs and post at all entrances to the exhibit halls during the exhibitor move-in, and no less than two (2) hours before the exhibit hall closes on the last exhibit hall date until move-out ends.

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 all facility access points including The Westin Waterfront Hotel skybridge.

Hazer/Fogger Equipment

The MCCA Public Safety Department must approve the use of a hazer/fogger or similar equipment. Use is limited to event-related activities. Authorized areas are the ballroom(s), and exhibit hall(s) utilized for general sessions and special events. The use of hazer/fogger equipment by an individual within the exhibit hall display area or meeting rooms is prohibited.

The use of hazer/fogger equipment requires a permit from the Boston Fire Department, (617) 343-3443. A fire fighter detail is required for rehearsal time as well as the event wherever the hazer/fogger equipment is utilized. The number of fire fighters on detail is determined by the MCCA Public Safety Department in conjunction with the Boston Fire Department. It is the responsibility of the Licensee to obtain the necessary permits through the fire marshal's office at the Boston Fire Department.

Contact the MCCA Public Safety Department at 617-954-2222 for assistance in applying for the permit.

Approved use of hazer/fogger equipment will incur a charge from the facility to turn on/off fire detection systems.

Identification Badges / Credentials

All personnel are required to display identification badges/credentials on their outer most garment at all times while on MCCA property. General Service Contractors and decorators and all other affiliated contractors are responsible to see that their employees and management staff display their identification badges/credentials in compliance with facility rules from the first day of move-in until move-out is completed. Exhibitors must be supplied with badges by show management, prior to being admitted to the exhibit area. Show management will supply the facility's Public Safety Manager with a sample set of identification badges/credentials, together with a full, written description of restrictions associated with them.

Samples must be submitted to the facility's Public Safety Manager at least thirty (30) days prior to the event.

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 rated for 20 amps are allowed.

Lottery Equipment

The MCCA is an authorized Massachusetts State Lottery Agent. The Massachusetts State Lottery equipment located in the BCEC can not be moved. With advance notice, the MCCA may approve a request to have the machines and counter covered but not removed from public locations.

Material Handling

The Licensee is allowed to perform its own material handling, providing all of the following criteria are met:

- Personnel performing the work **must** be bona fide, full-time employees ("authorized personnel") of said company.
- The Licensee 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.

- The Licensee 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. Labor through an approved General Service Contractor (GSC) or the exclusive rigging service provider must be hired by the Licensee to unload/re-load and push in all vendors.

Media

With the permission of the Licensee, the media is welcome to cover events in the BCEC. The BCEC has designated parking for media vehicles; please contact your Event Services Manager for special arrangements.

Meeting Room Services

The BCEC, through the Event Services Manager, will provide the initial standard set-up of the meeting rooms with available MCCA equipment. Set-ups for meeting rooms other than standard sets may be subject to additional charges. Please contact your Event Services Manager for further details. Please note that linens are only provided free of charge for the following sets: food & beverage function, registration tables and the first row of a classroom set. All equipment needed for exhibitors in meeting rooms and pre-function spaces will incur a charge.

Noise Levels

The BCEC reserves the right to require any group whose noise levels disturb another group within the facility to reduce their sound to a reasonable level that does not disturb any other group. If you feel that your event will have high noise levels at any time (including bands, loud music for dancing, shouting, singing, or other noise), please make arrangements with your Sales Manager and Event Services Manager to ensure that no other group will be in the vicinity of your event. The BCEC is not responsible for any losses or damages associated with sound level requirements.

Pre-Function Furniture

Pre-function furniture can not be moved.

Pre-Function Space (North Lobby and all other public spaces)

No move-in or tear-down is permitted in public spaces while other events are in the facility. All move-in and

move-out schedules must be sent to your Event Services Manager for approval.

Pyrotechnics

The use of pyrotechnics is prohibited in the BCEC.

Regulations of Use

Licensees may not use the premises or permit any use of the BCEC to be used for any purpose other than the event described in the Event License Agreement.

Licensees shall NOT permit the use of the premises:

- For lodging
- In conflict with any law, ordinance, rule or regulation of any governmental authority
- In any manner which would violate the provisions or insurance coverage on or related to the BCEC, or increase the rate of such insurance
- In any manner which constitutes waste or nuisance
- In any manner which causes or threatens to cause alteration or injury to the BCEC.
- In any manner that would disturb or obstruct other occupants, including the use of pre-function space, high noise levels, obstruction of signage, or any action that in any way violates the quiet enjoyment of any part of the facility for any occupant. BCEC management reserves the right to adjust any sound levels that carry beyond the immediate area of the event.

Solicitations

No solicitations or collections in the BCEC, whether for charity or otherwise, shall be made, attempted, or allowed, without prior written consent of your Event Services Manager.

Tape

Double-faced tape used for installation of aisle or exhibitor carpet must be approved by your Event Services Manager. Removal of tape and/or residue will be at the expense of the Licensee.

Taxes, Licenses, Certificates and Permits

All entities conducting business with the MCCA must obtain and keep business licenses, certificates, permits and certifications as may be required by Federal, State or local laws or regulations and shall pay all taxes required including sales, excise, and use tax. In addition, all entities conducting business with the

MCCA must register with the Secretary of State's Office where required by law.

Use of Space

Licensees may not use the premises or permit any part of the BCEC to be used for any purpose other than the event described in the Event License Agreement.

- The Licensee may not occupy their contracted space anytime before or after the time stipulated in the Event License Agreement. This includes time for set-up, audio/visual set-up and breakdown, GSC move-in and move-out, or storage of materials. Please ensure that your space is contracted to allow you and your GSC/contractors/vendors sufficient time for move-in and move-out. The Licensee is responsible for ensuring that the subcontractors have sufficient move-in time and are out by the end of the contracted term. Any hours in excess of this agreement are subject to additional fees.
- Lobbies, pre-function areas, and the food facilities are considered common areas and not under Licensee control. All activities using common areas, such as registration, special exhibits or displays, etc., must be noted on the floor plans to be approved by the MCCA and the Public Safety department. By law, clear access (minimum 4 feet) must be maintained to all restaurants, cafeterias, lounges, permanent food service facilities, restrooms, telephones, escalators, elevators as well as all exit and entrance doors.
- Use of space outside of the meeting rooms directly named within the Event License Agreement is limited to the area immediately outside the space, and these areas may be used for registration purposes only. Use of this space may not in any way disturb or obstruct other occupants.
- Meeting rooms may not be used for storage. If you have any questions about space availability or use, please contact your Event Services Manager.
- Meeting rooms cannot be used for exhibits. No pipe and drape or booths are allowed. Only table top exhibits can be placed in meeting rooms. Please contact your Event Services Manager for complete details.
- Pre-function space cannot be used for exhibits, including table top exhibits.

- Temporary advertising and banner hanging may be allowed in the common areas and pre-function spaces, subject to prior written consent from the General Manager and at prevailing rates.
- Children under the age of 18 are not allowed on the exhibit hall floor or loading dock during move-in and move-out. There will be no exceptions to the above rules. If you should have any questions, please contact the BCEC at 617-954-2000.

Vehicles and Other Motorized Equipment

Vehicles that are to be brought into the BCEC must be pre-approved by your Event Services Manager, and all requirements made under that agreement must be followed. In some cases, vehicles will not be allowed in the building, and there are restricted areas that vehicles cannot enter. Special permission by your Event Services Manager is required to place vehicles in public and common areas inside the facility. Keys to start the vehicle, as well as any deactivation codes for security features, must be left with the BCEC Public Safety department.

Motorized vehicles are defined as any vehicle which 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 1/2 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

4. operated on the exhibit hall without a lead person walking in front of the vehicle warning people of vehicle movement.
5. 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.
6. Fueling or defueling of vehicles is prohibited.

West Side Exhibit Hall Roll-Up Doors

The west side exhibit hall roll-up doors leading to Level One provide egress to the west side from the exhibit hall floor.

- The exhibit hall roll-up doors are required to be open at each respective exhibit hall in use during exhibit hall hours.
- Floor plan layouts are required to specify aisles to the escalators and opening in drape to allow attendees to travel to the escalators that lead to the Level One roll up doors.
- It is highly recommended that when roll-up doors are activated, that these doors are staffed for access control (badge/credential confirmation). In the event the Licensee determines that these doors will not be staffed for access control, there is potential for unauthorized access to the exhibit hall.

MCCA SERVICES

The BCEC is the exclusive provider of the following services: food & beverage, cleaning, medical, 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 the Licensee and should be ordered through your Event Services Manager. 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. Please contact your Event Services Manager for details and order forms.

Exhibitors may order services through the MCCA Exhibitor Services Center (617) 954-2230 or online at www.massconvention.com.

ATMs

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

Attendee Survey

The MCCA conducts an on-site survey at all exhibit events with more than 2,000 attendees. Our goal is to collect and analyze real-time visitor data and make any necessary changes to ensure your event's success. Surveys are conducted by our knowledgeable Guest Services staff via stationary terminals and iPads. We will work with the Licensee to position the survey desk in a convenient location for the attendees such as the exhibit hall floor. The Licensee will be provided access to all collected data and has the option to add up to three (3) of their own questions to the survey. As a thank you for participating, guests will also be entered into a random prize drawing. Please contact your Event Services Manager for a current copy of the attendee survey that will be conducted at your event.

Audio / Visual Services

The BCEC offers in-house A/V services on a preferred basis with the contracted in-house A/V vendor 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 contracted in-house A/V vendor 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

Our services can NOT be resold or bundled as a package without prior written approval from your Event Services Manager.

Business Center

The contracted in-house vendor is the exclusive service provider of the Business Center. From simple documents to complex projects and on-going programs the Business Center will provide document management solutions to meet your needs. The Business Center 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 including express and ground service, fax service with delivery on incoming messages and desktop/word processing.

Cleaning Services

The BCEC provides cleaning services for the Licensee and exhibitors on an exclusive basis. Cleaning services available are aisle and booth vacuuming or sweeping, cleaning attendants/porter service, and carpet shampooing.

The BCEC provides complimentary cleaning service of all restrooms and public areas. We also provide basic cleaning of the exhibit hall during setup.

Mandatory cleaning for the Licensee consists of:

- Nightly aisle cleaning pre- and all show days. (The nightly aisle cleaning staff will dump all booth wastebaskets left in the aisle by exhibitors. Liners are not provided).
- Cleaning attendants during event hours for all exhibit hall events with a minimum of two (2) cleaning attendants per exhibit hall.

Dining In the Neighborhood Program

The Dining In the Neighborhood Program is a complimentary service provided by the MCCA to all events with more than 5,000 attendees. It is a great alternative to on-site dining that will keep attendees in the waterfront area and return them to the facility promptly. Your Event Services Manager will discuss this function during the pre-planning phase.

Electrical Service

The BCEC offers 120v, 208v, and 480v, single- and three-phase electrical service of various amperages (ranging from 15 to 400 amps), throughout the exhibit halls. Overhead and utility floor port service is available for Halls A, B, and C. Twenty-four hour power is available in all locations for an additional charge.

The BCEC staff will drop power at available locations within exhibitors' booths. If you would like power distributed to specific areas of a booth or under carpet, the GSC or preferred set-up personnel can provide this service.

When designing your exhibit floor plan please take into consideration that not all areas of the exhibit hall

have access to overhead and high amperage electrical service.

HVAC

During move-in and move-out the BCEC will keep the building temperature in the contracted space between 50F – 85F degrees at no cost to the Licensee. If a temperature change outside of this range is requested by the Licensee, an hourly cooling/heating charge will be incurred.

The BCEC will maintain contracted and public space at a constant temperature range of 71F – 73F during show hours. Adjustments can be made to the Global Temperature of the facility at the Licensee's request. Requests for HVAC outside show hours may incur a charge. Please see your Event Services Manager regarding any special requests.

Plumbing Service/Compressed Air

The BCEC can provide water lines with up to 1" (approximately 60 GPM) fill and drain water and supply drain lines (up to 3") to many areas of the exhibit halls.

The BCEC can supply air to most areas of the exhibit halls (approximately 110 PSI). A variety of compressed gases are also available. The Licensee can bring helium balloons into the Grand Ballroom and meeting rooms. At no time are exhibitors allowed to bring helium balloons into the facility. Helium tanks cannot be brought into the facility. All air and gasses must be ordered through your Event Services Manager.

First Aid / Medical

Mandatory Medical Staff Coverage

The health and safety of your attendees, exhibitors and staff is as important to us as it is to you. The BCEC First Aid Office is staffed with a Registered Nurse, who is certified as an Emergency Medical Technician (EMT). MCCA Public Safety Officers may respond, along with the Nurse, to all medical calls.

Medical coverage is mandatory for all events with 1,000 or more persons attending. Coverage is required one hour before the event opens and ending one hour after the event closes. Medical coverage is recommended during move-in/out hours.

All requests for medical coverage from the Licensee must be submitted to the Event Services Manager at least thirty (30) days prior to the event, in order to

guarantee sufficient coverage. The First Aid Office telephone number is 617-954-2221.

Guest Service Associates

The MCCA provides Guest Service Associates at each event when possible to help welcome attendees to the BCEC and assist with questions about the facility, as well as, the city of Boston. This is a complimentary service provided by the MCCA. Our staff of Guest Services Associates can be easily distinguished by their red blazers or vests and are stationed throughout the facility. Please contact your Event Services Manager with questions.

Lost and Found

During event operating hours, lost and found is located at the Public Safety desk on Level 1 (North Lobby) at the Summer Street entrance. After event hours, lost and found items are stored in the PSCC. To inquire about a lost item or report a found item, contact 617-954-2222, or go to the following Internet link www.massconvention.com/publicsafety.

Medical Shows / Waste

Any hazardous wastes disposal and cleanup must be approved prior to move-in. The Nurse and your Event Services Manager can assist you with these arrangements. Standard rates will apply. Sharps need to be in red containers and clearly labeled as such, to avoid being disposed of in our regular trash pickup. Please DO NOT leave needles and sharps boxes unattended.

Trash Removal

The BCEC has a robust trash removal and recycling program. See www.massconvention.com for additional information. We strongly encourage all events to help divert from landfill as much trash generated during an event and to maximize the amount of recycling and composting from their show. For the disposal of hazardous waste please contact your Event Services Manager.

PUBLIC SAFETY

(Gate shows, please refer to Gate Show section in this Guide for additional requirements)

The BCEC is equipped with a state-of-the-art security and fire/life safety system.

Security and Fire/Life Safety Systems Features:

- A computerized Fire/Alarm Life Safety System

- A sophisticated, intelligent digital Closed Circuit Television (CCTV) camera system
- A Comprehensive Perimeter/Intrusion Alarm System integrated with the CCTV system
- Proxy Card Access with Full Audit Trail capabilities
- Intellikey® system with Full Audit Trail capabilities
- Motorola SmartNet® Two-Way Radio System
- Bi-Directional Antenna System which boosts signal strengths for all emergency responders
- Full-service First Aid Station

Public Safety Administration Contact Information

Event Security services can be obtained directly from the MCCA's Public Safety Department, or by directly contracting with one of our pre-qualified event security vendors.

The BCEC Public Safety Office, which is located on Level o Northeast, administers and manages all public safety/security systems and procedures. A review of the BCEC public safety/security requirements is initiated with each event so that all safety and security issues are addressed and appropriate security and medical coverage is provided. The BCEC Public Safety Manager can be reached at 617-954-2222. The Public Safety Manager will work with your chosen security vendor to provide you with emergency procedures and contact information, as well as to review and approve all event coverage plans, move-in/move-out schedules, and exhibitor access plans to make sure they meet the mandatory coverage requirements for the BCEC

Communications and the Command Center

MCCA Public Safety personnel communicate via a multi-channel radio network directly with the BCEC's state-of-the-art Public Safety Command Center (PSCC). Response to all Public Safety related calls for service (Security, Police, Fire and Medical) is coordinated through the PSCC. In addition, the PSCC has the ability to communicate with all other departments within the MCCA, including Event Services, Facility Maintenance, and Exhibitor Services.

In the event of a major emergency, the PSCC becomes the Incident Command Center and communicates directly with the Boston Police Department, the Boston Fire Department, the Boston Emergency Medical Service and the Massachusetts State Police, who will dispatch the appropriate assistance.

Alarm Response

All BCEC Public Safety personnel, along with the Building Maintenance System (BMS) Department, are trained to respond and take action regarding any facility alarm activation.

The Boston Fire Department is automatically notified by the fire alarm system, and responds in a timely fashion due to the proximity of the local Fire Station, which is two blocks from the BCEC. If you should have any questions or need further information, please contact the Public Safety Manager at 617-954-2222.

Fire and Life Safety Equipment

The MCCA provides fire and life safety equipment to assist in emergencies. Anyone found responsible for moving, removing, or blocking fire safety equipment is subject to a fine. An inventory of fire extinguishers and Automated External Defibrillators (AEDs) is conducted prior to event move-in, and upon completion of event move-out.

Non-Emergency Situations

During your event, you will be in direct contact with your Event Services Manager for all facility services. The Event Services Manager will be your primary point-of-contact in non-emergency situations. The Event Services Manager will be able to access all service providers within the facility immediately by two-way radio, including Public Safety services. Should you have a non-emergency related need or request, please contact your Event Services Manager.

Required Announcements for Assembly Occupants

City of Boston Fire Code requires individuals leading room seminars, general sessions and ball room events make an audible announcement prior to the start of **each** program or performance that notifies occupants of the locations of the exits to be used in case of a fire or other emergency. The MCCA Public Safety Department provides an information sheet to assist clients and presenters in complying with this regulation.

Emergency Contact Information

To report an emergency, please call extension 2222 via a house phone or (617) 954-2222 from outside the BCEC. This telephone number is a direct line to the BCEC Public Safety Command Center (PSCC), which is staffed twenty-four hours a day, seven days per week and is the emergency communications hub for the BCEC. All house phones located inside all meeting

rooms, on outside walls of meeting rooms and outside walls of exhibit halls are labeled with this number.

When reporting an emergency, please give the following information:

- **The location**
- **The nature of the emergency**
- **Number of persons involved**
- **Nature and extent of injuries, if any**
- **Any other pertinent information that may be helpful for responding emergency crews**

Please call the BCEC Public Safety Command Center at 617-954-2222 to report all emergencies. The Command Center is in direct contact with all local emergency services and will call 911 on your behalf. If you choose to contact 911 on your own, please notify the Command Center immediately afterward so that they can assist with the 1st responders in locating where you are in the building. Failure to contact the Command Center may result in a significant delay in the response time of emergency personnel.

Public Safety Coverage Requirements

The following is a list of required and/or recommended public safety staff coverage that will be needed to effectively address safety and security requirements for your event. Please be reminded that during the course of normal business and when the BCEC does not have an event, the perimeter and any access points into the facility remain secured. If access is needed to any of these secured areas, a Public Safety Officer will be required to provide access control at event/show expense.

Overcrowding/Crowd Control/Event Conditions

At the sole discretion of the MCCA Public Safety Department additional MCCA Public Safety officers or police details may be required at the Licensee's expense for events where it can be reasonably anticipated that large crowds causing over-crowding or flow issues in or around MCCA facilities, alcohol events, open to the public events, events that attract protest/demonstration activity, and/or political rallies. Officers are responsible for assisting in the movement of crowds through the facility in a safe manner in order to prevent accident or injury. The number of attendees and specific events or exhibits within the overall event will determine when these increases are required.

Mandatory Coverage & Recommended Coverage Based On Intended Use of Exhibit Halls

- Any and all exhibit hall access doors are mandatory ONLY if the Licensee requires “Secured Access Control” of the exhibit hall space
- If the Licensee does NOT require access control of an exhibit hall space then no security coverage is required at exhibit hall doors
- Show or event volunteers may work in place of security officers for “way finding” purposes only at the exhibit hall doors
- Overnight exhibit hall patrols are recommended to monitor property and provide fire safety but are NOT required

The following is a list of mandatory public safety staff coverage for events: (see Floor Plan at the end of this section)

- **Officer Coverage Period**
Officer coverage begins from the first contracted move-in day and remains in effect until the last hour of the last day of move-out. Any last-minute extended coverage or late night move-out involving the loading docks is billable to show management at the premium rate.
- **Officer Coverage Rules**
Public Safety Officer coverage includes a required 1/2 hour briefing period and a 1/2 hour posting period.

In compliance with the law, Public Safety Officers must be provided with meal and break periods. The schedule requires a ratio of one (1) relief officer for every five (5) posted officers.
- **Event Supervisors**
A single event Supervisor is required for any event under 500 hours. Any event with over 500 hours of coverage requires additional event supervisory coverage based on the number of attendees, the geographical locations of the event within the facility and particular use of each exhibit hall and meeting room.
- **Exterior Loading Dock Platform Officers**
During move-in and move-out, officers are required for the loading dock platforms that are directly related to the exhibit halls being used. One officer for each of the large industrial doors is required.
- **Southwest Badging Station Officer**

All personnel coming onto the loading docks from the South Lot, including exhibitors and GSC employees, must be credentialed. The Southwest Badging Station Officer is required to issue facility credentials and /or verify show-issued credentials.

- **Event Exhibit Hall Officers**
During event exhibit hall hours, a single Public Safety Officer is required per hall to serve as a life and safety officer.

After-show hour periods, officers are required in the exhibit halls as long as freight or show product remains on the show floor. One officer for each Hall (A, B1, B2, and C) is required to protect exhibitor property.
- **VIP Processing Officers**

Any VIP movements that require escort services and /or elevator operations are billable back to show management.
- **Anticipated Unrest**
Any anticipated unrest, such as labor actions, controversial issues, or guest speakers that may cause protest or demonstration activity will require additional Public Safety Officers for crowd control. The number of required officers will be at the sole discretion of the MCCA Public Safety Department, in collaboration with show management.
- **Boston Fire Department Details**
Whenever all or part of the facility’s Fire Detection and/or Suppression system is turned off to facilitate show/event related activity (i.e., haze, smoke, confetti cannons, etc.), Boston Fire Department personnel in numbers deemed sufficient by the Boston Fire Department must be hired at show/event expense to provide fire watch services.
- **Police Details**
The MCCA, through its Public Safety Department, reserves the right to mandate the hiring of police details in sufficient numbers to maintain public safety and to control crowds in the event that the consumption of alcohol at events and/or shows may become a public safety hazard. This decision will be made in the sole opinion of the MCCA and will be at a cost to the Licensee.
- **Ballroom/Social Events**

One (1) officer is required for every 500 attendees. This officer assists with crowd flow and acts in emergency situations to assist patrons.

Recommended Coverage

- The number of officers at doors can vary. Most often there is one (1) officer per four (4) continuous doors. The number of officers can also be based on entrance opening size and pedestrian volume.
- An officer should be posted at each elevator in service that travels to/from the exhibit hall floor.
- Due to the mandatory requirement of the west side roll-up door(s) being open, an officer should be posted at the top of each escalator that services the exhibit hall floor to the west side Level One. If the Licensee determines that these doors will not be staffed for access control, there is the potential for unauthorized access to the exhibit hall floor.
- It is recommended that each access point into the exhibit hall be staffed with a Public Safety Officer.
- It is strongly suggested that registration areas are staffed with a Public Safety Officer after hours.
- VIP or celebrity appearances such as booth appearances, book signings, etc. may need an assigned Public Safety Officer to provide escort/dignitary protection duties.

Event or Show Security Coverage

- Event Security coverage for the BCEC can be provided by any one of our pre-qualified vendors, or procured directly from the MCCA Public Safety Department. All security coverage plans must adhere to the minimum requirements as outlined, and are subject to the final approval of the MCCA Public Safety Department, regardless of which vendor is selected to provide event security. In the event that an adequate coverage plan is not provided, the MCCA reserves the right to impose a coverage plan on the event.
- For help developing a coverage plan, or requesting a proposal from the MCCA's Public Safety Department, please contact the MCCA's Public Safety Business Development Manager at 617-954-2355 or by emailing eventsecurity@massconvention.com. The Business Development Manager can also provide contact information for the pre-qualified security vendors.

The security staffing requirement shall be one (1) officer for every 500 attendees. The purpose of this staff officer is to assist with crowd flow and to act as an evacuation captain specific to the event in case of emergency. An officer will also be recommended (not required) for events that may have silent auctions, memorabilia and valuables on display for the purpose of asset protection.

Meeting Room Security

Meeting room locks are state-of-the-art and provide total access accountability through the use of smart chips in the keys. The keys are provided at no charge to clients; however the keys must be returned or a key fee will be assessed. The BCEC offers the flexibility to control (restrict) access to one or more rooms. Upon request, we will provide keys to a limited number of meeting rooms; up to five (5) rooms with restricted access and up to fifteen (15) additional keys for limited access rooms. The Public Safety Department must receive requests for restricted and limited access room keys no less than two (2) weeks before move in. Contact the Public Safety Manager at 617-954-2222 for additional information or to order this service.

Recommendations for the Use of Safes

If you believe that you have valuables that require a safe on-site at the BCEC, we make the following recommendations:

- Inform the Public Safety Manager and your Event Services Manager that a safe will be on site and for what purpose(s).
- Notify the Event Services Manager of the date and time that the safe will be arriving and departing the site location.
- Do not store cash overnight on site. It is recommended that arrangements be made with a local bank for periodic cash pickups or with the hotel provider for overnight cash storage.
- If a large sum of cash is going to be stored on site, it is recommended that you hire a Boston Police Detail, through the Event Services Manager, to monitor the room.
- It is recommended that a dual action safe be used; both key and combination access, and that separate personnel operate each function.
- It is recommended that a rental safe be re-keyed or the combination changed on site. Do not leave the

combination to the safe unattended or compromised at any time.

Requests for Armed Security Services

All arrangements and recommendations for armed security services must be coordinated through the MCCA Public Safety Department at 617-954-2222.

TECHNOLOGY

Digital Displays

The BCEC's nearly 80-foot-tall exterior Marquee located along Summer Street, 160-foot-wide North Lobby Video Wall, and network of wall-mounted Plasma Displays greet conference attendees and passersby with a variety of engaging content. The Marquee is architecturally unique with seven screens covering almost 3,000 square feet and a whopping 2.3 million LED Lights. The Video Wall features 2,000 square feet and incorporate two different types of LED technology. Strategically positioned through the BCEC, the Plasma Network represents an opportunity to feature multimedia messaging via 31 digital displays with 1366x768 resolution. Together the digital displays offer unique ways to engage guests with stunning full-motion video and animated content. With the addition of sound, we can feature live camera feeds for overflow sessions, cable feeds, or even video games! The possibilities are only limited by your imagination.

Content on the Displays

The Marquee features a variety of programming during the daily operating hours of 7am-10pm. This content includes MCCA, third party advertisements, and event content. The percentage of content dedicated to an event is dependent on the package you purchase. MCCA content includes BCEC and area identification messages, upcoming events, non-profit community events and other initiatives, creative pieces and Art on the Marquee.

Art on the Marquee is a unique initiative to showcase public art on the largest digital canvas in New England. We feature digital art videos created by local Massachusetts artists that answer public calls for art; different artworks appear each day on the Marquee as part of the normal programming schedule. On Sunday evenings we dedicate one hour to feature all of this artwork exclusively from 8pm-9pm on the Marquee.

The Video Wall operates during event days, normally during the hours of 7am-10pm. Content on the Video Wall includes MCCA and event content. The percentage of content dedicated to an event is dependent on the package you purchase. MCCA content includes welcome messages, Boston videos, transportation information, and promotion of BCEC courtesy services, and more.

The network of Plasma Displays operates 7am-10pm daily and features MCCA, third party advertisements, and event content. The percentage of content dedicated to an event is dependent on the package you purchase. MCCA content includes welcome messages, Boston videos, transportation information, and promotion of BCEC courtesy services, and more.

Opportunities for Events

The Boston Convention & Exhibition Center's digital outdoor Marquee and indoor Video Wall are the first of their kind in the industry, and along with the Plasma Network, will give your attendees an experience that no other convention venue can.

All events with more than 1,000 attendees or located in the ballroom may take advantage of a complimentary digital display package that includes content and display time. A welcome message and schedule are created using logos provided by event. No custom content including graphics, calls to action and sponsorship messages are included.

Any BCEC event may purchase additional display time to feature custom content or programming to promote their brand, welcome guests, feature calls to action, or acknowledge sponsors or speakers. Events may also choose to re-sell this additional display time to interested sponsors and exhibitors.

Custom Content Guidelines

All Digital Display content must comply with the MCCA Advertising and Sponsorship Standards, the BCEC Marquee Content Creation Guidelines, the BCEC Video Wall Content Creation Guidelines, and the BCEC Plasma Network Content Creation Guidelines. These documents are provided to clients during the digital displays sales process and are available via the massconvention.com website and MCCA Digital Media team.

Should an event choose to purchase additional display time beyond the complimentary package, they may hire the MCCA Digital Media team for content creation at the rate of \$200 per hour. The MCCA Digital Media team will work the event through creative conceiving, file development/production, and scheduling.

All content must be provided to the MCCA, in ready to go format, no less than two weeks before the event commencement date for reviewing and testing purposes. No content developed by the event shall appear on the Digital Displays unless the MCCA has approved the content in writing. The event shall abide by all schedules, standards, and technical protocols that may be required by MCCA. The MCCA will notify the event of MCCA and third party advertising content scheduled to appear on the Digital Displays during the event days.

Facility Restrictions

All Digital Displays will be operational at the discretion of the convention center. No event may turn off the displays. With the activation of the Video Wall in the North Lobby, soft banners are no longer permitted. Floor-supported structures may not impede any sight lines for the Video Wall. Any rigging in the North Lobby and/or staging of floor-supported structures require the written approval of your Event Services Manager. No soft banners or floor-supported structures may impede any sight lines for the Plasma Displays. Please contact your Event Services Manager for details regarding these facility restrictions.

Guest Network Operations Center (GNOC)

The BCEC offers a Guest Network Operating Center (GNOC) that is designed to help the event technical staff manage an event from one central location. Conveniently located adjacent to Hall A, this area provides secure storage and office space for technical staff.

48 Cat6 copper pairs, 72 multimode fiber pairs, and 12 single mode fiber pairs connect the GNOC to the facility's main distribution center. Equipment racks with power, shelves, and cooling fans are available for use. Two Extreme Networks 48si switches are also available.

30 day advance notice is required for use of the GNOC. Availability is on a first-come, first-served basis. Please

contact your Event Services Manager if you would like to utilize this space.

GNOC Guidelines

Cases, crates, shipping containers may not be stored in the hallway outside of the GNOC. If additional storage space is needed, the Event Services Manager or Technical Coordinator should be alerted and every effort will be made to find alternative arrangements.

Internet / Network Services

The BCEC offers state-of-the-art networking capabilities and high-speed Internet access. 100 Mb switches collapse to a Gigabit Ethernet fiber optic backbone that provides fault tolerant distribution throughout the facility. Exhibitors and Licensee staff are provided with unique VLANs and IP subnets, as part of the basic service offering. The facility is provisioned with three (3) T-3 (45 Mb) connections to the Internet from separate ISPs. Each meeting room, pre-function space, and exhibit hall utility floor port or column has Category 5 twisted pair and multi-mode fiber optic connections.

When network service is ordered, our technicians will deliver a single Category 5 cable with a male RJ45 connector to the exhibitor's booth or meeting room (other connection types are available on request). BCEC staff will provide end-to-end testing for in-house connections; and in the case of Internet services, the staff will confirm that routing and DNS is correctly functioning to external sites.

All MCCA Internet services include one initial line regardless of how many IPs come with service—all IP addresses are provided with each cable drop. A printed copy of the complete TCP/IP address information will be provided at the beginning of the show. To connect additional computers to the network, additional IP addresses must be ordered. For a large number of computers, the BCEC can provide DHCP services to simplify configuration and setup. The Licensee may bring their own switches and cables or rent them through their Event Services Manager. In order for computers to correctly access the network, they must have a 10/100 Ethernet interface card and a standard TCP/IP stack installed.

An IP address must be ordered for each device connected to the BCEC network, regardless of any local proxy server, router, wireless access point, or any means of masking provided by others.

Network Services staff are available for technical assistance during all event activity hours. Standard rates may apply for physical wiring and set up of computers. Network Services staff do not set-up or wire.

Paging

Paging is available throughout the facility. This service is free of charge during show hours and move-in/-out periods that occur between 7:00 AM and 5:00 PM, Monday – Friday. Overtime charges may apply during other periods.

Recording

A central recording room is available for use. All meeting rooms, including the ballrooms, and exhibit halls, can be recorded from this location. Outputs are line-level on 1/4 inch jacks.

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 your Event Services Manager for more details and pricing.

Telephone Service

The BCEC offers telephone services with an analog single-line dial tone or a digital multi-line service. Complimentary handsets are provided for each single-line service ordered; multi-line units must be returned at the close of the show/event. Special services, such as call waiting and voice mail are available, at additional charges.

An Avaya S-8700 switch services the telephone system with a capability of supplying over 2000 separate numbers, 300 digital and 800 analog handsets. Connectivity is over CAT3 cable, for all telephone service. The S-8700 can also provide Internet IP phones through the network system over Cat 5 wiring.

Teleconferencing service is available through a Polycom View Station MP. A single line is required for use.

Videoconferencing is available using ISDN lines. ISDN lines are offered through an AT&T 5ESS switch and are available for voice, data, and video. Please note: MCCA now offers these services.

Wireless Connectivity

With the increased demand of wireless communications at the BCEC, the MCCA has developed a plan to stay ahead of the curve and bring a state of the art wireless system to the BCEC with Cisco CleanAir technology. This new system is centrally controlled and has the ability to improve wireless roaming and data speeds. This technology also provides self-healing and self-optimizing wireless, along with real time troubleshooting, robust security, and policy enforcement. This new system will allow the MCCA to provide exhibitors and attendees the ability to use the latest technologies.

The BCEC offers free wireless connectivity within the facility, using 802.11 A, B and N, G protocols for your attendees. Coverage in the facility is complete, including exhibition halls, meeting rooms and all back of house areas. No additional equipment is required beyond the wireless access equipment installed in the client device.

It is important to note that this is an unmanaged service. Should an exhibitor or presenter require a higher level of connectivity, he or she should consider a wired service.

Questions regarding the wireless system, its capacity or infrastructure should be directed to a Technical Coordinator.

Wi-Fi

The MCCA owns and operates 802.11 compliant Wi-Fi systems in the Boston Convention & Exhibition Center, The Hynes Veteran Memorial Convention Center and the MassMutual Center. The Authority provides these systems to its customers (event clients, exhibitors, attendees) free of charge as an exclusive service. The MCCA may suspend service to any customer if it determines that such customer's devices are not 802.11 compliant or their devices are causing interference to MCCA's systems.

The MCCA is the sole provider of Wi-Fi Internet services within its facilities. Customers may not use their own wireless access points, wireless routers, MiFi devices, or any other device to provide shared Wi-Fi Internet access. Customers are not authorized or permitted to install and operate their own Wi-Fi systems without the specific prior written approval of the MCCA.

Radio Frequency (RF) Interference

The MCCA public safety radio system is operated within in the 806mhz to 868mhz spectrum. If MCCA determines that any equipment, including but not limited to wireless microphones, radio systems, or video distribution systems, is creating any RF Interference within the MCCA's facilities to this frequency spectrum it must be shut down immediately,.

TRANSPORTATION SERVICES

The Transportation Department is responsible for working with your event to get your attendees in and out of the building as safely and efficiently as possible. The Transportation Department will contact you well in advance of your event to begin the transportation planning process, and will work closely with you and your Event Services Manager. In order to ensure a cohesive and successful plan, we recommend that transportation planning for your event begin at least six (6) months in advance of your event.

For your convenience in helping to plan transportation for your event, the MCCA has developed a webpage dedicated to transportation information for the BCEC:

http://www.massconvention.com/maps_dir.html.

This webpage includes a number of documents and maps that can be downloaded and used as needed to assist you with planning your event, as well as for distribution to your exhibitors and attendees. The Transportation Department updates this page as needed, so we recommend that you check back for new information on a regular basis.

Transportation Management Services

In addition to working with events on their transportation plans, the MCCA Transportation Department also runs its own transportation service, called Boston Convention Transportation Services (BCTS). If you do not already have a transportation provider for your event, or if you would like to receive a competitive bid for transportation services, BCTS can provide you with every type of transportation from hotel shuttles to sedan service, and anything in between. For more information on this service please email transportationservices@massconvention.com.

Shuttle Buses

The MCCA Transportation Department's mission is to ensure the safe and efficient movement of event traffic and to minimize impact on the transportation infrastructure in the city of Boston while meeting the

needs of our clients, their exhibitors and attendees. We accomplish this through extensive planning and coordination with our events, local city and state transportation agencies and police.

Shuttle bus operations will be managed by BCTS or a private transportation service provider that is hired by the Licensee.

Prior to being permitted to operate on MCCA property, the transportation service provider must sign a Certificate of Compliance form. By signing this form, the transportation service provider acknowledges that any transportation vendor they contract with to provide their equipment are in compliance with all federal, state and local laws and regulations, and have obtained and kept all required business licenses, certificates, permits and certifications. In addition, they certify that all transportation vendors they use to supply equipment are in compliance with the Massachusetts Department of Revenue requirements with respect to payment of required taxes including sales, excise and use, and are registered with the Department of Public Utilities and Massachusetts Secretary of State's office where required by law.

All shuttle bus plans must be submitted to the MCCA Transportation Department for approval 30 days in advance of the event. The MCCA Transportation Department will work with the transportation service provider to determine appropriate access points in and out of the facility, as well as pick-up and drop-off locations. Shuttle buses are not permitted to pick-up/drop-off on Summer Street at any time.

Transportation Management Company (TMC) – Equipment, Operations and Management

In order to fulfill a working partnership that benefits and guarantees the success of all involved, the MCCA's Transportation Department, in conjunction with each client's Transportation Management Company (TMC) will develop a Transportation Management Plan (TMP) that accounts for all of these critically important moving pieces. The TMP will be used as a tool to optimize traffic control and ensure that all modes of transportation utilize the facility's appropriate pickup/drop-off locations. It is the duty of the MCCA's Transportation Department to ensure that all TMPs comply with all MCCA regulations, will not pose any risks to the safety risk of our patrons, and will not adversely impact local and regional traffic. The MCCA reserves the right to alter and adjust all TMPs when

necessary to alleviate safety or traffic issues that may arise.

All TMCs/TSPs must be approved by the MCCA. The approval process documentation can be found on the MCCA Transportation webpage:

http://www.massconvention.com/bcec_ser_trans.html

Shuttle Bus Marshaling

In an effort to be a good neighbor to our surrounding businesses and residents, all Transportation Management Companies (TMC)/Transportation Service Providers (TSP) are reminded that shuttle busses are prohibited from illegally parking anywhere in the vicinity of the BCEC. It will be the responsibility of the TMC/TSP to inform any carrier contracted of this in writing prior to the event. Bus operators must also be made aware of this on the day of the event by the TMC staff. The BCEC may have marshaling space available on-site for selected events. Special requests must be made 30-days in advance of the event. Please contact the MCCA's Transportation Manager or designee for cost and availability.

Routes

Each bus accessing the BCEC will clearly display the color-coded or numbered route to facilitate on-site bus management operations. The MCCA has developed a number of model bus routes that may be used by the Licensee and transportation operators for bus route planning purposes. Maps of these bus routes may be found on the BCEC transportation webpage.

Charter Bus Services

To the best extent possible, the Licensee must inform the MCCA Transportation Department of additional charter bus services expected for the event that may not be part of the regular shuttle operation. Examples of such services are buses hired by exhibitors or groups that have chartered buses for attendees. Due to security concerns, these buses may not be permitted onto the facility if they have not been pre-announced by the Licensee. Additionally, they will only be allowed on property if space allows. The curbside at 415 Summer Street will be aggressively managed by MCCA Transportation Agents, and charter buses will not be permitted to drop-off or pick-up at this location at any time.

Drop-off / Pick-up Requirements

Shuttle buses are not permitted to drop-off or pick-up at the Summer Street entrance to the facility. They are permitted to use only the Northeast, Southeast,

Northwest, and Southwest entrance vestibules on Level One, or the Northeast or Southeast entrance vestibules on Level Zero. There is capacity to handle a maximum of 24 buses on Level One of the BCEC (12 on either side) and eight buses on Level Zero.

Additionally, shuttle bus activity may need to be coordinated with other events occurring in the facility at any given time. The MCCA Transportation Department will be responsible for coordinating shuttle bus service activities to and from the BCEC and ensuring that the operator complies with pre-approved routing and assigned drop-off, pick-up, berthing, and marshaling at designated areas.

Truck Operations

The BCEC benefits from convenient truck access from the interstate highway system via the South Boston Bypass Road. For additional information on truck operations, please see the section of the Event Planning Guide titled "Loading Dock Policies." Maps and directions to the Loading Dock are available on the BCEC transportation webpage. No overnight parking is allowed on BCEC property.

Public Transportation

We strongly encourage you to promote public transportation as an option for your attendees and exhibitors. Public transportation in the Boston area is provided by the Massachusetts Bay Transportation Authority (MBTA). 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.

Additional information about public transportation in Boston can be found on the MBTA's website:

<http://www.mbta.com>.

Information about water taxi service can be found at

<http://www.citywatertaxi.com>.

Taxi Information

MCCA staff will coordinate with the individual taxi cab companies and the Boston Hackney Division for the needs of each event. Assigned staff will manage taxi service logistics. In order to maintain flexibility, the taxi pick-up/drop-off location will be decided during the event planning process. Once designated, the taxi

stand location will be separate from the other transportation operations for the event.

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

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

Active Passenger Drop-off and Pick-Up

The MCCA Transportation Department will coordinate with the Licensee to designate an active passenger drop-off and pick-up area. This area will be designated so as to maximize the level of coordination with other transportation elements of the event. The preferred location for active passenger drop-off and pick-up is at 415 Summer Street to the east of the taxi stand.

Limousine Services

Similar to shuttle bus service preparations, the Licensee will work directly with the limousine provider and coordinate transportation planning logistics with the MCCA Transportation Department. All contact information must be obtained by the Licensee and submitted to MCCA staff for inclusion in the Transportation Plan. The Transportation Plan will describe the location of limousine drop-off/pick-up areas and the need for a temporary limousine pool if applicable.

The Licensee in coordination with the MCCA Transportation Department will issue specific maps, including BCEC access and designated service locations. For larger events, a separate limousine pool will be designated and each vehicle will be required to display its permit authorization to access the BCEC designated drop-off/pick-up area.

Parking

The BCEC currently maintains 1,345 parking spaces in the South Parking Lot which is located at the rear of the facility. There are also 200 parking spaces that are utilized for valet parking. Both operations accept credit cards and cash. Please keep in mind that there is no 24-hour parking, or overnight parking at the BCEC. For larger events there are nearly 10,000 parking spaces at nearby parking facilities that could be used to create “blocks” of parking for BCEC events. The parking element of the Transportation Plan will describe the use of these parking resources. The Plan will seek to minimize displacement of parkers from existing facilities and parking-related impacts in the South Boston residential neighborhood.

ADA Parking

If valet service is available for the event, those attendees that are driving themselves can park with valet. Those wishing to park their own vehicles will be directed to park in the ADA area in the South Parking Lot, in the rear of the facility. From there, they can take a handicap-accessible sidewalk to Level Zero, where they can enter the BCEC through the Southeast lobby.

Valet Parking

Valet service is an amenity and may not be available for all events. If this service is desired for an event, please inquire with the Transportation Department. In order to maintain flexibility, the designated location for valet is coordinated as a part of the transportation planning process for each event. Additionally, the Licensee should note that the valet parking lot capacity is limited, and the service will be closed once this lot has filled. Valet Service may also be temporarily shut down at any time at the sole discretion of the MCCA Transportation Department in order to facilitate the smooth flow of traffic into the facility.

The MCCA Transportation Department will coordinate directly with the valet service provider regarding hours of operation and staffing for the valet service. The valet provider accepts cash and major credit cards. Valet parking services are offered at no additional cost to the Licensee. However, if the Licensee would like to fully sponsor parking for attendees or exhibitors, this may be worked out directly with the Transportation Department. Please contact the Transportation Department for rates and availability.



CERTIFICATE OF COMPLIANCE

I hereby certify that all commercial transportation carriers providing services at the Boston Convention and Exhibition Center or John B. Hynes Memorial Convention Center are in compliance with all federal, state, and local laws and regulations and have obtained and kept current all required business licenses, certificates, permits, and certifications. I further certify these carriers are in compliance with Massachusetts Department of Revenue requirements with respect to payment of required taxes including sales, excise, and use tax. I further certify these carriers are registered with the Massachusetts Department of Public Utilities and Massachusetts Secretary of State's Office where required by law. I acknowledge and agree that transportation carriers shall not assign, sell, sublet, or otherwise transfer any right or obligation to perform services under the Transportation Plan to any entity that is not in compliance with the aforementioned laws and regulations.

I understand that the Transportation Plan may be reviewed by appropriate regulatory agencies such as the Department of Public Utilities and Department of Revenue and that any violation of federal, state, or local laws or regulations shall constitute grounds for immediate revocation of the privilege to conduct business at the Massachusetts Convention Center Authority.

I, the undersigned, under pains and penalties of perjury, certify that the above information is true and correct and that I am authorized to execute this document on behalf of the entity listed below.

By: _____

[Name and Title of Owner or Authorized Representative (printed)]

Phone number: _____

For: _____

[Company Name]

Signature: _____

Date: _____

GATE SHOWS: CLIENT GUIDELINES, INFORMATION AND REGULATIONS

Please note that all of the rules and regulations in the previous Client Guidelines and Regulations section apply to Gate shows as well. What follows are additional guidelines for all gate shows.

CONSUMER SHOWS: A consumer show or public show is an event that serves specific industries or interests, held for a particular duration of time (1 – 10 days) that are open to the general public. They include home shows, car shows, sportsman shows, RV and boat shows, computer and technology shows, craft shows and many other, large and small.

*** (this was taken from the NACS web-site www.publicshows.com)*



GATE SHOWS INFORMATION TIMELINE: IMPORTANT DATES AND DEADLINES

THIS TIMELINE IS A TOOL TO ASSIST YOU WITH YOUR PRE-PLANNING PROCESS.

<p>18 -24 Months prior to Event</p>	<p>Sign and return two copies of your Event License Agreement (ELA). (One executed copy will be returned for your records.)</p>
<p>15-18 Months prior to Event</p>	<p>Your Event Services Manager (ESM) and Catering Sales Manager will contact you to discuss details of your Event.</p>
<p>10 Months prior to Event</p>	<ul style="list-style-type: none"> • Place your ESM and your Catering Sales Manager on your mailing list. • General Service Contractor to forward six (6) full-scale copies of working floor plans for exhibit hall(s) and ballroom(s) to your ESM for Public Safety approval. Floor plans must include: <ol style="list-style-type: none"> 1. Box Office location and size 2. Turnstiles location, quantity and size 3. All physical construction plans 4. Registration location(s) 5. All planned space usage • General Service Contractors are required to utilize the base plan provided by the MCCA, and located at http://www.massconvention.com/apps/bcecfloorplans/
<p>6 Months prior to Event</p>	<p>Provide the following:</p> <ol style="list-style-type: none"> 1. Overview of show 2. Preliminary Transportation Plan 3. Preliminary Event Security Plan 4. Copies of all license applications 5. Send an exhibitor kit to your ESM for approval prior to printing 6. Rigging requirements
<p>3 Months prior to Event</p>	<p>Provide the following:</p> <ol style="list-style-type: none"> 1. Submit final event security requirements 2. Final Transportation Plan and Signed Certificate of Compliance 3. Loading Dock and Marshalling Plan
<p>2 Months prior to Event</p>	<p>Provide the following:</p> <ol style="list-style-type: none"> 1. Certificate of Insurance 2. Registration floor plans - six (6) copies 3. All public space floor plans - six (6) copies 4. Signage and sponsorship plans (45 days) 5. Production plans
<p>2 Weeks prior to Event</p>	<p>To help with your budget needs, your ESM will forward a cost estimate to sign-off on services ordered. Three (3) days prior please send sample tickets to your ESM.</p>

SHOW MANAGEMENT MANDATORY SERVICES: HALL EVENTS GATE SHOWS

THE TABLE ON THIS PAGE AND THE FOLLOWING PAGE PROVIDE A SNAPSHOT TO ASSIST YOU WITH BUDGET PLANNING. PLEASE REFER TO THE CLIENT ORDERING GUIDE PREPARED BY YOUR EVENT SERVICES MANAGER SPECIFICALLY FOR YOUR EVENT FOR PRICING.

ITEM	DESCRIPTION
Public Safety Officers	Please see Public Safety section for mandatory coverage
Fire Safety Detail	All show hours
Police Detail	All show hours
Medical	Mandatory – Beginning one hour before event opens and ending one hour after event closes
Aisle Cleaning	Each show day
Cleaning Attendants	Two cleaning attendants per hall during show hours
Ticket Collectors	Collector of all paid tickets at point of entry
Hand Stampers	Hand stamps attendees at point of entry
Implementation of Transportation Management Plan	The Transportation Department will send out the MCCA Comprehensive [Transportation] Plan to City and State stakeholders once completed.

MCCA EXCLUSIVE SERVICES: HALL EVENTS GATE SHOWS

ITEM	SERVICE DESCRIPTION
Business Center	Refer to your Event Services Manager (ESM) for contact information
Cleaning	Refer to Client Ordering Guide for detailed description of services and pricing
Coat Check	Refer to your ESM for contact information
Compressed Air & Gases	Refer to Client Ordering Guide for detailed description of services and pricing
Electrical	Refer to Client Ordering Guide for detailed description of services and pricing
Food & Beverage	Refer to your ESM for Catering Sales Manager contact information
House Sound	Refer to your ESM for contact information
Internet	Refer to Client Ordering Guide for detailed description of services and pricing
Medical	Refer to Client Ordering Guide for detailed description of services and pricing
Plumbing	Refer to Client Ordering Guide for detailed description of services and pricing
Public Safety/Security	Refer to your ESM for contact information.
Rigging	Includes the operation of ground-supported crank-ups, and the operation and provision of lifts for theatrical purposes Refer to your ESM for contact information
Telephone	Refer to Client Ordering Guide for detailed description of services and pricing

TICKET COLLECTION REQUIREMENTS FOR GATE SHOWS

These guidelines facilitate the collection of the \$1 surcharge, per paid admission ticket, which is payable to the MCCA at the conclusion of the event.

Turnstile / Point of Entry

Each gate show is required to designate one central point of entry through which all paid attendees will enter the exhibit hall. The Massachusetts Convention Center Authority (MCCA) will supply and set turnstiles at the designated central point of entry to capture the number of paid attendees. Paid attendees are defined as the bearer of any revenue-generating ticket sold by the Licensee or its designee.

At the designated turnstile entrance, a separate entry point without a turnstile is required for paid attendees utilizing wheelchairs/electric scooters and strollers. Non-paying attendees should also utilize this entry point and should not pass through a turnstile. Non-paying attendees include children (meeting the minimum age requirement as defined by the Licensee) and attendees bearing a complimentary ticket issued by the Licensee or its designee. A count of paid attendees will be collected manually at this point of entry by an MCCA ticket collector equipped with a hand-operated clicker.

The MCCA requires each attendee to receive a hand stamp upon entry to the exhibit hall. The MCCA will supply the hand stamp which will be administered by an MCCA hand stamper. This is included in the event-specific ticket collector/hand stamper proposal.

The MCCA will be the sole collector of revenue-generating tickets during published show hours. All collected tickets will be released to the Licensee at the close of each show day.

Re-Entry / Exhibitor Entrance

A separate point of entry is required for paid attendees and non-paying attendees to re-enter the exhibit hall each show day. The same entrance is also designated for daily exhibitor entry. All re-entering attendees and exhibitors should not pass through a turnstile. Re-entering attendees are identified by a hand stamp and exhibitors are identified by a badge.

Signage

The Licensee is responsible for providing signage at each attendee and exhibitor point of entry. Signage should clearly direct attendees and exhibitors to the correct entrance. Three separate signs are required to identify points of entry: Attendee, Exhibitor and Attendee Re-Entry.

Ticket Collection / Attendee Count

The MCCA prepares an event-specific ticket collector/hand stamper proposal based on show hours and attendance. Each turnstile is staffed by an MCCA ticket collector who collects the ticket from the attendee and an MCCA hand stamper who administers a hand stamp. The Licensee must provide the MCCA with examples of each ticket produced for use during the event. Sample ticket information must be received at least three business days prior to the opening show day.

If the Licensee elects to utilize scanners for E-tickets or other similar tickets, the Licensee is responsible for supplying one scanner per turnstile and one for the designated handicap entrance along with an instructional sheet for each scanner. The use of scanners must be pre-approved by the MCCA.

Ticket Collection Box

The MCCA ticket collector collects a ticket from each attendee via a collection box at each turnstile and at the designated handicap entrance. The MCCA will supply and set these collection boxes. Collected tickets will be counted, as necessary, to validate turnstile and hand-clicker attendance counts.

TRANSPORTATION

Facility Rules and Procedures for Public (Gate) Shows

The MCCA (the Authority) Transportation Department facility Rules and Procedures for public shows-also known as gate shows-are the same as MCCA facility rules and procedures for convention and trade shows, with the following exceptions:

1. Boston Police detail officers will be hired in sufficient numbers so as to insure that vehicular traffic generated by public shows on surrounding city streets does not gridlock, and to work in conjunction with State Police to ensure that the highway system operates safely with as little disruption as possible. Key intersections will be

- identified solely by the MCCA Transportation Department.
2. Massachusetts State Police detail officers will be hired in sufficient numbers so as to ensure that vehicular traffic generated by public shows on state owned highways and streets does not gridlock, and to ensure that the regional highway system operates safely, and with as little disruption as possible. Key intersections, highway on/off ramps and other key state roadways will be identified solely by the MCCA'S Transportation Department.
 3. The MCCA Transportation Department will assess and determine the appropriate number of Portable Variable Message Signs (PVMS) needed for the safe and efficient movement of traffic and vehicles during the event.

PUBLIC SAFETY

Facility Rules and Procedures for Public (Gate) Shows

The MCCA (the Authority) Public Safety Department facility Rules and Procedures for public shows-also known as gate shows-are the same as MCCA facility rules and procedures for convention and trade shows, with the following exceptions:

1. Boston Police detail officers will be hired in sufficient numbers so as to insure that public shows are conducted in a safe and orderly environment. Detail officers will be deployed inside MCCA facilities at strategic posts as determined jointly by the MCCA Public Safety Department and show management. Examples of such posts include but are not limited to ticket booth areas, cash rooms, liquor distribution areas, etc. Detail officers will also be deployed around city owned streets that comprise the perimeter of MCCA facilities in order to assist at pedestrian crossings, to direct traffic, and to prevent gridlock at key intersections as determined solely by the MCCA Public Safety Department.
2. Boston Fire Department detail officers will be hired in sufficient numbers so as to insure the safety of MCCA facility occupants and the facilities themselves, at the sole discretion of the MCCA Public Safety Department.
3. The Licensee will arrange to hire security officers in sufficient numbers to ensure that public shows are conducted in a safe and orderly environment. Security officers are deployed inside MCCA facilities at strategic posts as determined jointly by the MCCA's Public Safety Department and show management. Examples of such posts include, but are not limited to, ticket sale areas, cash rooms, liquor distribution areas, hall entry points, loading docks etc.
4. Show management will hire Medical personnel in sufficient numbers to ensure that, in addition to a City of Boston Emergency Medical Services response, on site medical services are available in a timely manner should they become needed during an event at MCCA facilities. The required coverage times for events is from thirty minutes before the doors open and continuing until thirty minutes after the conclusion of the event/show or until the building is cleared. The MCCA recommends that medical personnel be on site during the dates and times exhibitors move in and move out due to the type of work being conducted and heavy equipment being used.
5. A Security Officer will be hired when cash registration is set on site to control access and provide asset protection to these specific areas. This officer will be required beginning one hour before registration and ending when the cash has been secured at the conclusion of each particular day.
6. An Officer will be required to patrol each exhibit hall being used for gate shows. This officer will provide crowd control, emergency response and assist entrance staff during high volume periods with access control. This coverage will begin 1 hour before the event hours and conclude 1hour after closing time each day.

EXHIBITOR GUIDELINES, INFORMATION AND REGULATIONS



RULES AND REGULATIONS — EXHIBITOR PARTICIPATION

Access Control and Credentialing

The following information applies to all Exhibitors traveling to the BCEC, unloading Exhibitor-related cargo, and parking at the BCEC:

Exhibitors accessing the BCEC must be processed 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 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.

Affixing to the Facility Structure

Licensee shall not allow exhibitors to:

- Rigging of cable/hanging devices or affixing any materials to the ceiling, electrical buss ducts and conduits, on sprinkler pipes, ventilation equipment, windows, columns or any other physical structure at the BCEC is strictly prohibited.
- Exhibits shall not 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.
- Exhibits shall not erect any decorations or use adhesive materials, including tape that can deface the walls, ceilings, floors, facilities, and equipment contained on the premises.
- Walls, floors, ceilings, or other areas of the facility or its furnishings or fixtures are not to be painted or have permanent coverings applied.

Booth Set-Up and Dismantle

Exhibitors

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

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

Booth Staging

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

Cabling

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

Candles

Candles are permitted for dining setting for the ballroom and exhibit halls so long as the flame from the candle does not exceed the height of the required fire safe enclosure, which is usually made of glass or other non-combustible material. Candles can be placed on tables only. Candles cannot be placed on any shelving, window ledges or sills, or any other place

where the candle and its encasement could fall and cause injury and or fire. Use of candelabras and other such arrangements are prohibited. Candles cannot be placed on, in, or near the same area with other combustibles, such as dried flower arrangements, confetti, etc. All candles and required encasements to be used must be approved by the MCCA Public Safety Department at least 60 days prior to the date of their intended use.

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 or in limited quantities from MCCA Event Services.

Cooking Demonstrations

If cooking or heating appliances will be used they Authority prefers they are powered by electricity, using 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 in 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 Authority'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).
 - a. Multiple single-well cooking units may be placed together if the aggregate cooking surface does not exceed 288 sq. in. (.19 sq. m)
5. 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 flame, cooking or other sources of heat are prohibited under any tent, canopy or tarp.

Exclusive Services

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

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

Exhibitor Product

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

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

- Removed from MCCA facilities by the exhibitor; or
- Properly disposed of; or
- Donated to a previously identified non-profit charity; 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 from

another 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 Massachusetts Convention Center Authority (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 and 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 reserve 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.

If you have questions on guidelines or fire codes please contact:
MCCA Public Safety Department, 617-954-2222

BCEC 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 automated external defibrillators (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.

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, $\frac{3}{8}$ 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.

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, $\frac{3}{8}$ 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. <http://www.mass.gov/eohhs/gov/departments/dph/programs/environmental-health/exposure-topics/radiation/public-health-regulations-radiation-control.html>.

Food & Beverage Samples

The BCEC prohibits any food or beverages from being brought into the building, except by Levy Restaurants, the exclusive F&B 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.

Sampling Authorization Form (Page E10)– This form outlines policies and procedures pertaining to F&B sampling at the BCEC. The document contains specific information regarding allowable sample sizes, eligibility of sampling, method of distribution, etc. This form is required by Levy Restaurants in order to obtain permission to sample and to obtain a Temporary Food Service Permit.

Temporary Food Service Permit Application– The City of Boston Inspectional Services Division requires a temporary food service permit for any F&B 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). Please contact “your show’s Exhibitor Service Manager” for additional information.

For more information on available Exhibitor Catering Services or further assistance, please contact:

Levy Restaurants , Catering Sales Office,
617-954-2321

Glitter, Confetti, Popcorn, and Other Materials

The use of glitter, confetti, sand, or simulated snow types of material, as well as popcorn, is NOT permitted in the BCEC without prior approval from your Event

Services Manager. If your request is approved, an additional cleaning cost may apply.

Additionally, adhesive-backed decals may not be given away or utilized. Any costs incurred by the BCEC for the removal of these items will be charged to the Licensee.

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 and if you are approached or solicited by any MCCA or service contractor personnel 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 (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

- 1) 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)
- 2) There shall 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.
- 3) Exits shall be so located and exit access shall be so arranged that exits are readily accessible at all times.
- 4) Where exits are not immediately accessible from an open floor area, safe and continuous unobstructed passageways, aisles, or corridors leading directly to every exit shall be maintained and shall be so arranged as to provide access for each occupant to at least two exits by separate ways of travel.
- 5) Where more than one exit is required, exits shall be remotely located from each other and so arranged and constructed as to minimize any possibility that more than one may be blocked by any one fire or other emergency condition.
- 6) At no time shall 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.
- 7) During certain events the total occupancy of larger meeting rooms and the ballrooms meeting room 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 shall be submitted for approval. If approved, the doors and exit signs must be covered to prevent any confusion to the occupants.

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

A. 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 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 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.

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

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

- 1) Plans should be submitted a minimum of 90 days before the move in date of the event and must adhere to the following:
 - a. They must be scaled, signed and dated by a registered architect or professional engineer.
 - b. They must include the show name and dates.
 - c. They must include exhibitor's name and assigned booth number.
 - d. They must include directional information (i.e. indicate neighboring aisles and/or booth numbers).
 - e. They must indicate maximum exhibit height, within the booth. Height guidelines are established, per event, by show management.
 - f. They include provide connection details for the elevated floor, stairs, permitted loading for furnishings, storage units, work surfaces or occupants who will be permitted access to the upper level.
 - g. They must include 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 certifications of flame retardant treatments are available at show site.
- 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 the square footage. The detector must sound an audible alarm and be installed per 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.

C. 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 must be protected by an automatic fire sprinkler system, 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 any covering over a multi-level exhibit exceeding 300 sq. ft. (27.9 sq. m)

i. Exception - Exhibitors installing the below approved flame retardant materials as coverings may avoid the need to install a fire extinguishing system –

1. A flame retardant material with a fusible seams that under low temperatures (176° F / 80° C) will split and open the canopy to allow smoke to rise, activate sprinklers and allow water through the opening.

2. A flame retardant open mesh material with a minimum 70% opening.

3. 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.

4. 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 Convention Center 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 by clicking 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 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 may be ordered in lieu of a temporary fire sprinkler system as an alternative method for fire safety compliance.

D. Fire Code Compliance

Type 1	Exhibits with two stories under 300 square feet and less than 10 occupants
Type 2	Exhibits with two stories over 300 square feet or more than 10 occupants
Type 3	Exhibits with covering under 300 square feet
Type 4	Exhibits with covering at or over 300 square feet

	Type 1	Type 2	Type 3	Type 4
Maximum Dimensions	Yes	Yes	Yes	Yes
Second Level	Yes	Yes	-	-
Exit Stairways	Yes	Yes	-	-
Smoke Detector	Yes	Yes	Yes	Yes
Posted Occupancy	Yes	Yes	No	No
Fire Extinguishers	Yes	Yes	Yes	Yes
Extinguishing System	Yes	Yes	No	Yes *
Stamped Plan Review	Yes	Yes	No	No
Public Safety Review	Yes	Yes	No	Yes

* - See Paragraph C.1bi for alternative materials to avoid the need for a extinguishing system

Non-Credentialed Exhibitor Staff

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

Parking on Loading Dock Limited to 30 Minutes

Exhibitor staff members parking on the loading dock and displaying their loading dock parking pass on the dashboard of the motor vehicle for the purposes of unloading cargo have a limit of 30 minutes in order to do so. Exhibitor staff remaining in the loading dock area beyond the 30 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.

Positive Means of Identification Required

While inside the facility Exhibitor staff must be in possession of a positive means of identifying themselves with photo identification (ID), preferably a state issued motor vehicle operator's license, etc.

Public Safety Recommendations

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 is NOT allowed in the building at any time. Designated smoking areas are located outside the building.

Solicitations

No solicitations or collections in the BCEC, whether for charity or otherwise, shall be made, attempted, or allowed without the prior written consent of your Event Services Manager.

Vehicles and Other Motorized Equipment

Vehicles that are to be brought into the BCEC must be pre-approved by your Event Services Manager, and all requirements made under that agreement must be followed. In some cases, vehicles will not be allowed in the building, and there are restricted areas that vehicles cannot enter. Special permission by your Event Services Manager is required to place vehicles in public and common areas inside the facility. Keys to start the vehicle, as well as any deactivation codes for security features, must be left with the BCEC Public Safety department.

Motorized vehicles are defined as any vehicle which 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 1/2 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 and its contracted entities are the exclusive providers of the following services: food & beverage, cleaning, electrical, medical, business center, telephone, Internet, rigging, the operation of ground-supported crank-ups, plumbing, and the supply of compressed air and gases. Most of these services are available directly to exhibitors and can be provided through the Exhibitor Services Center. They are subject to prices and conditions detailed in our Exhibitor Ordering Guide. Our services can NOT be resold or bundled as a package without prior written approval from the General Manager. Discounts may apply to some services by meeting the advance payment deadlines and conditions notes on the forms.

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

For rates and additional information, exhibitors should contact our Exhibitor Services Department at (617) 954-2230 or visit our secure online ordering web site at www.massconvention.com.

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

Our services can NOT be resold or bundled as a package without prior written approval from the BCEC General Manager.

Business Center

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

TRANSPORTATION

Public Transportation

We strongly encourage you to promote public transportation as an efficient transportation 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.

Additional information about public transportation in Boston can be found on the MBTA's website: <http://www.mbta.com>.

Information about water taxi service can be found at <http://www.citywatertaxi.com>.

Taxi Information

MCCA staff will coordinate with the individual taxi cab 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 taxi cab drop-off and pick-up.* This taxi stand location will be separate from the other transportation operations for the event.

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

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

Parking

The BCEC currently maintains 1,345 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. For larger events there are nearly 10,000 parking spaces at nearby parking facilities that could be used to create "blocks" of parking for BCEC events. The parking element of the Transportation Plan will describe the use of these parking resources. The Plan will seek to minimize displacement of parkers from existing facilities and parking-related impacts in the South Boston residential neighborhood.

ADA Parking

If valet service is available for the event, those attendees that are driving themselves can park with valet. Those wishing to park their own vehicles will be directed to park in the ADA area in the South Parking Lot, in the rear of the facility. From there, they can take a handicap-accessible sidewalk to Level Zero, where they can enter the BCEC through the Southeast lobby.

Valet Parking

The MCCA can provide valet parking services at the BCEC.

Parking Options and Directions

Motorists can find the BCEC by using the highway ramps from I-90 and I-93 that are conveniently located in the South Boston Waterfront area. South Boston Waterfront parking lots can also be easily accessed from these highways. Directions and appropriate temporary directional signs placed in the local street network will be provided to guide event attendees to off-site parking facilities that support a BCEC event. These signs will be placed at the direction and expense of the Licensee and will be designed to complement permanent directional signs that are in place to direct motorists to the BCEC. The Licensee will distribute directions to parking areas to event attendees with the purpose of keeping motorists on the highway system prior to entering the South Boston Waterfront.

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 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, 1.25 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
2. \$300.00 for a large double visi cooler
3. \$25.00 per drop off and per pick-up for steward
4. \$150.00 per day minimum for dry or refrigerated storage
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 (5:00PM EST) on DEADLINE.

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

SHOW NAME
DATE

Company Name _____ Booth No. _____

Company Address _____

Contact Name _____ Telephone () _____ Ext _____

Email _____ Onsite Contact _____ Cell _____

PLEASE SPECIFY: Item / Distribution Purpose / Quantity / Portion Size / Method of Dispensing

Agreed _____

Exhibiting Firm

Approved _____

Levy Restaurants

Date _____

PLEASE RETURN FORM TO LEVY RESTAURANTS BY DATE TO ENSURE CONFIRMATION AND APPROVAL.

For additional services and information, please contact Levy Restaurants:

Catering Sales Department

415 Summer Street, Boston MA 02210

Telephone 617.954.2321 Fax 617.954.2159



**GENERAL SERVICE CONTRACTOR GUIDELINES,
INFORMATION AND REGULATIONS**



INTRODUCTION

This section reflects the policies and regulations developed and applied by the Massachusetts Convention Center Authority (the “MCCA”) to its Boston Convention & Exhibition Center (the “BCEC”), BCEC South Lot Marshalling. Any rules and regulations imposed by show management for specific events are in addition to those stated in this document. The BCEC rules and regulations are applicable, but not limited, to all General Service Contractors, Service Providers and Vendors as defined below. The MCCA reserves the right to change, modify, or add to these rules and regulations without prior notice.

DEFINITIONS

Massachusetts Convention Center Authority (MCCA) Facility

Consists of The Boston Convention & Exhibition Center (BCEC) (herein referred to as “BCEC”). Information regarding the BCEC can be obtained at our website, www.massconvention.com or by calling 617-954-2000.

Show Management

The organization or individual contracting for the use of the Facility by means of a signed Event License Agreement (herein referred to as “Licensee”).

General Service Contractors/Decorator (GSC)

The primary Contractor designated to provide overall freight, drayage, decorating, signage, production, theatrical and other event related services by the Licensee.

Service Provider(s)

Any company, business entity or individual providing event related services directly to exhibitors or show management in addition to those provided by the General Service Contractor.

Contractor(s)

Consolidation of terms referring to all General Service Contractors/Decorator (GSC), Service Providers and Vendors authorized to use the Facility.

RULES & REGULATIONS

Show Management

Show management is required to hire an approved GSC to perform drayage, decorating, loading dock control, and the loading and unloading of freight.

The trades people that perform these functions are employees of the GSC. Exhibitors and company-employees may participate in the off-loading and setup of their booth under certain parameters see Exhibitor Participation Rules. Exhibit floor deliveries to the GSC, require that the GSC load/off-load all equipment and display material from commercial carriers/common carriers or van lines. Further, all vehicles received by the GSC, over 24 feet require GSC labor to off-load or load. The GSC for the event will have skilled craftsmen to assist exhibitors who wish to hire personnel to perform the above services. Arrangements for all temporary labor should be made through the GSC.

Facility Contact

The Facility is organized so that an Event Services Manager is assigned to every event. The Event Services Manager is the primary contact for Contractors and Licensees. All communication must take place between the Contractors and the Event Services Manager relative to activities taking place on-site. For information on Event Services Manager assignments, call 617-954-2000.

MCCA Code of Conduct

The MCCA Code of Conduct provides general guidelines regarding the MCCA’s expectations of contractor employee conduct while working on MCCA property. It is not intended to address every situation or behavior that may occur. The MCCA reserves the right to impose appropriate remedial action for any inappropriate conduct not specifically covered in this code. The MCCA is the final authority on the interpretation of this Code of Conduct and on decisions relating to violations of the Code. This Code of Conduct is designed to help ensure that ALL contractor employees working in MCCA facilities conduct themselves in a friendly, courteous and respectful manner at all times and applies to all contractors working on all MCCA Property. Any violation of any rules contained herein, as determined by the MCCA, may result in violators being immediately removed, trespassed and/or face possible criminal prosecution.

1. **MCCA Identification:** All employees and contractors are required to wear MCCA or Exhibitor Services Contractor Association (ESCA) issued identification badge on their outermost garment at all times while working at an MCCA facility. Upon request and as a requirement to be issued a MCCA ID,

all employees and contractors working with an MCCA facility must carry on their persons a current and valid government issued photo identification (i.e. driver's license) at all times.

2. **Access to Work Areas:** The appropriate route to and from the work area is through the loading dock corridor or service corridors of MCCA facilities.
3. **Inspections:** ALL persons, bags, briefcases, backpacks, coolers, Authority lockers, vehicles, and other containers are subject to inspection at any time.
4. **Unauthorized Vehicles:** Unauthorized vehicles are prohibited from parking anywhere on MCCA property. Specifically in the loading dock area.
5. **Motorized Equipment Operation:** Operation of all motorized equipment on MCCA property must be done so in a safe manner in accordance with the appropriate license for each specific piece of equipment. All motorized equipment license must be present with the operator at all times while working at an MCCA facility and available upon request.
6. **Violence:** Fighting, physical violence, attempted physical violence, intimidation, creating a disturbance, horseplay, disorderly conduct or the use of abusive language toward any employee or visitor is strictly prohibited. No threats, pressure or coercion may be used by any person where the object is to influence any of the Authority's customers, users, licensees, exhibitors, clients, contractors, suppliers or attendees to use any particular vendors, products, services or goods.
7. **Weapons:** The possession of firearms, knives, explosives or weapons of any kind is strictly prohibited.
8. **Theft:** Theft, attempted theft, misappropriation of property or the aiding / abetting of such acts is strictly prohibited.
9. **Alcoholic Beverages and Controlled Substances:** The possession or use of alcoholic beverages and Controlled Substances including but not limited to illegal drugs, drug paraphernalia, and contraband is strictly prohibited.
10. **Solicitation of Tips, etc.:** Solicitation or accepting of tips, gratuities or property is strictly prohibited.
11. **Access to Events:** No one may use their identification badge, uniform or position as a means of admission into any event at MCCA facilities, unless that person is assigned to work in that area.
12. **Client & Exhibitor Work Interference:** No contractor employees may approach or interfere with the work of the clients of the MCCA or exhibitors for the purposes of mandating specific labor work requirements. Any issues or complaints regarding specific labor work rules must be directed to the Local's Business Agent, general service contractor, and or MCCA. Continued violations of this provision will result in trespass from MCCA facilities, for contractors and employees.
13. **Signs, Banners and Handouts:** The posting or placement of any notices, signs, placards, banners, announcements or distribution of any material or periodicals is prohibited.
14. **No Smoking:** By State Law, MCCA facilities are smoke free facilities.
15. **Reports to the Authority's Public Safety Department:** Every individual working on MCCA Property is required to report to the Public Safety Department the following: damage to any property or equipment immediately after occurrence; theft or unauthorized possession of any property or equipment; any unsafe condition or activity; and, any emergency, such as fire or medical emergency, any and all accidents involving physical damage to individuals, property or equipment.
16. **Violations:** Those contractor employees trespassed/ejected from MCCA facilities cannot regain access until such time that the contract employer has contacted the MCCA's Public Safety Department and the MCCA has subsequently approved the employer's personnel actions, including disciplinary action taken.

CONTRACTOR CHECK-IN / CHECK-OUT PROCEDURES

Boston Convention & Exhibition Center (BCEC)

All Contractors are required to enter the BCEC through the southwest entrance adjacent to the South Parking Lot for credential processing unless directed to the Employee Entrance, located on Level o North, at o (zero) Fargo Street. The Contractor Company Supervisor will conduct the daily staff selection process and issue assignments at this location. The Contractor Company Supervisor is responsible for emailing labor lists to the Public Safety Manager at BCECLaborList@massconvention.com as soon as possible, but no later than 3:00 p.m. of the day before the labor call, or in the case of weekend/ Monday labor calls, Saturday, Sunday and Monday labor lists must be received no later than 3:00 p.m. on Friday. These labor lists must include the date(s), time(s) and event name that the list applies to, and must be sorted in alphabetical order, last name, first name, middle initial. All supervisory and shop steward personnel must be identified as such on all labor lists, in addition to the names of all laborers expected to be working. Please coordinate your labor calls with the BCEC Public Safety Manager at 617-954-2222.

Once officially assigned work within the BCEC by the Contractor Company Supervisor, the contractor's employee will approach the Public Safety Officer and present the Public Safety Officer with a current and valid photo identification card (preferably a State issued motor vehicle operator's license) issued to the contractor's employee seeking access to the BCEC. The assigned Public Safety Officer shall examine the presented photo ID to ensure that the person presenting the ID is the actual person requesting access to the facility. Once identification of the contractor's employee requesting access is verified, and the contractor's employee appears on a current and valid labor list, the assigned Officer will record the contractor's last name, first name, middle initial, date of birth and driver's license state and number from the presented ID. Once biographical information is recorded, the Public Safety Officer will issue official MCCA credentials to the contractor's employee in the form of a numbered, colored wristband or an MCCA photo ID. Issued credentials must be affixed before leaving the credentialing area; wristband IDs on the right wrist and photo IDs shall be worn on the outermost garment at all times by the contractor's

employee while he/she is in the facility. This entry and credentialing process shall be repeated for all contractors entering the facility each day, at all labor calls.

In the event that contractor personnel appear at the entrances to BCEC seeking access without the required current and valid photo ID in their possession; or the presented photo ID does not match the person presenting the ID; or the person does not appear on an official labor list; the name and organization of the person seeking such access shall be recorded by the assigned Public Safety Officer and entry shall be denied (no exceptions, and no one can "vouch" for someone not in possession of a photo ID). Assigned officers have no discretion in applying this rule. It is absolute.

Lost/Missing Credentials

Lost/missing credentials shall be reported to, and recorded by, the on duty Labor Call Public Safety Officer. 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.

Identification Badges

ALL Contractor personnel working in the BCEC are required to wear company issued identification. If company identification is not available, a temporary work pass will be issued by the Contractor's representative.

Inspections

ALL bags, briefcases, backpacks and coolers etc. are subject to inspection. NO unauthorized personal vehicles will be allowed to park in the Loading Dock or Exhibit Hall areas at any time. There are no exceptions.

Damages

An MCCA representative designated by the General Manager for either facility will conduct a damage walk-through inspection prior to the move-in and after the move-out of every event. We encourage a representative of the GSC to take part in the walk-through. Failure to accompany the MCCA's Designated Representative assumes acceptance of all damages as noted during the walk-through. If the MCCA determines that the Contractor/ Licensee is responsible for causing damage of any kind, the party agrees to reimburse the MCCA for the total cost of

repair or replacement upon submission of invoice. This includes any residual items left in the BCEC including, but not limited to, tape, adhesives, paints, or other materials. Failure to promptly pay for damages will result in suspension or cancellation of the Contractor's permit to work in the BCEC until all outstanding balances have been paid.

Gratuities Policy

It is against MCCA policy for any employee, agent, contractor or subcontractor, while working for the MCCA, to accept gratuities or gifts from the Licensee and/or any exhibitors. Offering of tips and gratuities to any MCCA employee, agent, contractor or subcontractor is not necessary and strictly prohibited. In the event the Licensee is approached or solicited by any MCCA or affiliated employee, please report this violation to the Public Safety Manager on duty at (617) 954-2222.

Exhibitor Product

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

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

- Removed from MCCA facilities by the exhibitor; or
- Properly disposed of; or
- Donated to a previously identified non-profit charity; 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 from another 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.

Work in Harmony Agreement

The Contractor agrees that its employees can at all times work in harmony with other elements of labor engaged at the BCEC.

Contractor Employee Break Areas

Contractor personnel, regardless of jurisdiction, affiliation, or employer, may not take breaks or lunch

in public areas (prefunction spaces; meeting rooms; front of house hallways and corridors; exhibit halls after move in is completed, etc.) of the BCEC. It is the responsibility of the contractor to monitor their personnel in this regard. If satisfactory compliance is not evidenced immediately upon receipt of these policies, additional staff will be scheduled to monitor activities in these areas at the contractors' expense.

Elevators and Escalators

The MCCA reserves the right to assign elevator operators as it deems necessary at either facility at the GSC's cost. Contractor employees are not permitted to transport equipment or material on escalators at any time. When possible, all deliveries should be made using the service elevators. Light loads are permitted on passenger elevators only to those areas not serviced by freight elevators. Failure to adhere to these regulations will result in the disabling of the passenger elevators and escalators.

Freight Elevators

The MCCA reserves the right to assign elevator operators as it deems necessary. It is understood that when MCCA designated personnel are not assigned to operate freight elevators, contractor personnel will be designated to operate them and will do so in a manner consistent with posted operating procedures and accepted safety practices. It is also understood that the MCCA retains authority over scheduling and priority for use of freight elevators unless such authority is delegated in writing to the GSC in advance of such use. The MCCA reserves the right to establish and when necessary, revise all policies and procedures governing the use of freight elevators. Contractors shall be held responsible for any damage to the freight elevators as a result of negligent operation, including over-loading and improper procedures.

Emergency Procedures

In the event of an emergency, all work will cease until further notice. Please listen for instructions via the public address system or from MCCA Public Safety Department staff.

To Report an Emergency in the BCEC

- Call the Public Safety Command Center at 617-954-2222 or Ext 2222 from a house phone
- Report the following:
 - Nature of Emergency
 - Location
 - Your name

- Remain at the scene if safe to do so

Building Evacuation

- If it is necessary to evacuate the facility:
 - Listen for directions via the public address system
 - Direct individuals to the closest exit
 - Prevent individuals from re-entry until “All Clear”

Do not begin operations for rescue or continue event-related work until you have been instructed to do so by the Public Safety Department. Please contact your Event Services Manager for more information regarding emergency procedures.

Equipment Layover Requests

The BCEC does not provide or reserve permanent storage areas for Contractors. The MCCA reserves the right to approve all proposed layover areas. All requests for storage or equipment layovers must be made by the GSC in writing and depicted BCEC Truck Marshalling and Loading Dock Storage Plan.

Facility Equipment

Contractors may not use, move, rearrange, or compress BCEC equipment including, but not limited to the following: public safety/life safety equipment, such as fire extinguishers, automatic external defibrillators (AEDs), tables, chairs, brooms, risers, staging, ladders, podiums, trash receptacles, and tilt trucks without express written permission from the MCCA. All BCEC equipment used without permission will be confiscated or charged for at MCCA standard rental rates. Anyone found responsible for moving, removing or blocking fire safety equipment is subject to a fine.

FREIGHT AND LOADING DOCK POLICIES

Freight and Loading Dock Policy

The MCCA has established the following procedures for the safe and efficient operation of the BCEC Loading Docks. All Contractors must adhere to the following policies and procedures. Articles, exhibits, fixtures, displays, and property of any kind and description shall be brought into and taken out only at and through such approved loading areas as the MCCA may designate from time to time. For the BCEC, Summer Street entrances or inner roadway doors are not approved loading areas. When two or more events require loading dock access, the MCCA will work with the Licensee and/or drayage schedule. The MCCA

Director of Building Services is responsible for the overall operation of the Loading Dock.

The General Service Contractor must provide the approved Hand Carry Policy signs and post at all entrances to the exhibit halls during the exhibitor move-in, and no less than two (2) hours before the exhibit hall closes on the last exhibit hall date until move-out ends.

Storage of Freight Containers/Crates

The storage of materials and equipment shall never impede general operating space, workshops, offices, electrical or telephone closets, payphones, storage rooms, stairwells, security cameras, exit doors and dock levers. Storage of containers in loading dock areas (Docks, Bays, Platforms) is permitted once the GSC has formally submitted its BCEC Truck Marshalling and Loading Dock Storage Plan three (3) months in advance of move-in. Storage in meeting rooms is strictly forbidden.

Bone Yards

Bone yards are allowed in the BCEC with approval. The proposed location(s) must be identified on the BCEC Truck Marshalling – Loading Dock graphic and on all applicable floor plans submitted by the GSC for Public Safety review. The proposed bone yard location(s) cannot block any ingress or egress of the exhibit hall floor and cannot block/hide Automatic Defibrillators (AEDs) and Fire Extinguishers. Emergency exit signs must be visible. These areas are to be kept clean, well organized and maintained by the GSC on a daily basis.

BCEC proposed bone yard locations include the South Wall, the four corners of the Exhibit Hall, underneath the pedestrian skybridge separating Halls A/B1. All locations must have at least a 16’ pipe/drape that covers the entire area and is not visible from Level 1.

Storage of Propane Tanks

During move in, event, and move out days, propane tanks shall be stored safely (cages), removed on a daily basis if empty and in accordance with MCCA rules and regulations. Propane tanks will not be stored within MCCA property under any circumstances. BCEC propane storage is located opposite the South Guard shack. Propane tanks must be removed from MCCA property after each event.

Contractors are not allowed to store propane tanks inside of the BCEC or loading dock area. Propane tanks must be removed from forklifts and stored in the

metal cages located adjacent to the south parking lot on a daily basis. Propane tanks, including empties, may not be stored outside of the approved cages. Propane tanks in excess of storage capabilities must be removed from the property. Propane tanks left in any other area will be considered a hazard and shall be confiscated.

Hazardous Materials

Each GSC/Service Provider shall have in place a written plan and materials on site to contain any liquid spills occurring on MCCA property due to equipment failure (forklifts, carts, GSC vehicles, etc.), or the transporting of event/show materials. Spills include, but are not limited to hydraulic fluid, fuel, battery acids other outer corrosives. The plans must include a method to prevent spills, containment and a procedure for the proper disposal of materials. All spills must be reported to the Public Safety Department at the time they occur.

Cleanliness of Loading Docks

Time must be set aside by the GSC/Service Providers to perform a daily clean up of the loading dock area. All debris must be disposed of, and decorating materials and forklifts, as well as other equipment, must at all times be arranged in an orderly fashion, in order to maintain a safe and clean loading dock area (dock, bays, platforms). At the completion of an event, convention, or tradeshow, the loading dock area must be left in a clean and orderly manner that satisfies MCCA standards.

Pallet Removal and Carpet Pad

The GSC shall remove wooden pallets and shipping crates from the exhibit hall floor as soon as possible. Wooden pallets and shipping crates are not permitted in the exhibit halls during events.

Material Handling Equipment

Contractors will at all times observe and abide by posted MCCA operation and safety rules/signs. All forklifts that operate within the BCEC must be equipped with the proper, functional safety devices (seat belts, horn, lights, strobe warning lights for visual moving of equipment, and a backup tone). All equipment operators must, at all times drive with caution and reduced speed. It is the responsibility of the GSC/Service Provider to ensure that all equipment operators are fully licensed or certified with applicable state and any other applicable regulatory agencies.

Mechanized equipment is not allowed in any carpeted areas.

GENERAL SERVICE CONTRACTORS/ DECORATING GUIDELINES

Floor Plans

General Service Contractors are required to utilize the base plan provided by the MCCA, and located at <http://www.massconvention.com/apps/bcecfloorplans/>. Ten (10) months prior to the event, the GSC shall forward six (6) full-scale copies of working floor plans to the Event Services Manager for initial Public Safety review. This must also include usage of a bone yard. Six (6) copies of accurately scaled floor plans of the event, convention or tradeshow must be submitted to the MCCA Event Services Manager, no later than sixty (60) days prior to move-in, for final approval. Floor plans should include the size and location of all aisles, service aisles (minimum 10-foot), automated external defibrillators (AEDs), all pipe and drape lines including perimeter lines and baffles, mandatory east/west emergency egress aisles for multi-hall events at the BCEC, utility floor ports, fire extinguishers and hoses, exits, entrance units, exhibits, General Service Contractor booths, food stands or bars, registration areas, information tables, and other displays, anticipated bone yards. Plans must be at least 1/32" scale and have the name and date of the show or event written on each sheet. Under no circumstances will a GSC be allowed to move-in without an approved Floor Plan.

The Show Manager is required to construct, operate, and maintain the event according to approved floor plans. Any changes required by the MCCA must be made and re-submitted to the MCCA prior to move-in. The GSC or Show Manager will be responsible for covering any costs incurred by problems with the floor plans.

Floorings

Forklifts, electric carts, motorized equipment and other vehicles are not permitted on carpeted, tiled, or stone floor areas throughout the BCEC. Vehicles which are approved for use in exhibition or display areas must be protected by Visqueen®, Masonite®, Homasote®, tarpaulin, plywood, or comparable protective material is to be used to prevent damage from tires, leaks, oil, etc. It is the GSC/Service Provider's responsibility to clean, repair and/or report any stains, cracks or other damages that may occur

despite precautionary measures being taken. It is the GSC/Service Provider's responsibility to assure that any stains, cracks or other damages are reported to the MCCA and repaired in the event that these damages occur despite such precautionary measures.

Floor Markings

The GSC shall use the standard stick or ball-type chalk in marking exhibit floors. Liquid chalk, water paint, or liquids of any other nature are not allowed. Costs of removing liquid chalk, paint or other marking methods will be the responsibility of the Licensee. Shoe polish is not permitted

Material Handling Equipment — Lobby Areas, Meeting Rooms, Carpeted Areas

Mechanized equipment is not allowed in any lobbies, meeting rooms, or carpeted areas. Only rubber wheeled carts may be used to transport items across tiled or stone flooring. Published load limits of any floor areas and ceiling tracks will not be exceeded. No hand-trucks, carts, or other devices to move equipment or freight will be allowed in meeting rooms or carpeted areas, without the use of plywood, masonite, homasote or visqueen. Heat tape and double-face tape may NOT be used on carpeted or terrazzo floors. Any floor coverings over permanent carpet must be approved in advance by the Event Services Manager and General Manager.

Floor Protection for Meeting Rooms, Ballroom, Carpeted Lobby, Prefunction, Registration Areas and Terrazzo/Marble Flooring

Responsibility for protecting all carpeted areas and walls and the terrazzo/marble flooring rests solely with the Contractor performing the work in these locations. This applies to areas receiving crates, pallets, freight, boxes, road cases, or other large/heavy materials likely to cause carpet/wall/floor damage. No cutting of carpet, foam core or other materials is permitted at the BCEC without proper floor protection. Placement of registration counters or any decorative elements that could damage the terrazzo/marble flooring will require carpet to be laid under counters and/or decorative elements.

All areas (exception being the exhibit hall floor) that require double-sided tape, must utilize Bron Tapes (800-782-8807; specify the following product –Low Tack Double-Face, product #BT 100 DX).

The following rules will be strictly enforced:

- All contractor equipment is subject to inspection and approval by the MCCA.
- Registration counters or any decorative elements placed in the North Lobby will require a carpet underlay to protect the terrazzo/marble floor.
- Double-sided tape at the BCEC: Bron Tapes (800-782-8807; Low Tack Double-Face, product #BT 100 DX)
- Battery-powered equipment is prohibited from use in the meeting rooms and ballrooms.
- All forklifts are prohibited from use in the meeting rooms and ballrooms.
- Flat trucks with polyurethane and polyolefin wheels with a diameter of not less than five inches are approved for use in the meeting rooms and ballrooms without floor protection.
- Homasote, masonite is required with approved flat trucks, furniture dollies, forklifts, pallet jacks and all other equipment and crating. This type of equipment is not allowed off the homasote, masonite at anytime.
- Aerial lifts and scissor lifts on carpeted surfaces must be equipped with wheel covers and diapers for battery and hydraulic mechanisms.
- Electric carts are not allowed in the meeting rooms and ballrooms at any time.
- Wheeled fiberglass cases with clean wheels are allowed on carpeted areas without protection.
- If any carpeted area is to be covered with contractor carpet, a ¼" tempered masonite with seams taped, must be laid over visqueen before the contractor carpet is installed.
- Only polycoated cloth tape, coated with high quality and high shear adhesive that will not deposit residue upon removal, will be allowed.
- Electric vehicles may not be parked on carpeted surfaces for charging.
- Motor vehicles used for display must be pushed to their designated locations. A drop cloth large enough to cover the entire undercarriage of the vehicle must be used during display. Vehicles may not be started or moved under power for any reason while on carpeted surfaces.

- Any items that are likely to snag carpet fibers or leave a residue may not be used on carpeted areas without 100% protection. This includes paint, adhesives, soil, grass, flowers, chalk, water, non-permitted tape, screws, nails, Velcro, rough lumber, metal, lass, or other similar items.

Carpet Damage and Repair

The cost to repair damage to carpeted areas will be billed to the appropriate party. Failure to promptly pay for damage will result in suspension or cancellation of the Contractors' permit and result in withdrawal of permission to enter or work in the BCEC until outstanding balances have been paid. Initial enforcement will be provided through the use of MCCA staff. If satisfactory compliance is not evidenced immediately upon receipt of these policies, additional staff will be scheduled to monitor activities in these areas at the Contractors' sole expense.

Public Aisles

Public aisles must be a minimum of ten feet (10') wide. A request(s) for an aisle less than ten feet (10') must be approved in writing by the MCCA Public Safety Department. Service aisles (double-back drape) must be adjacent to any booth receiving any utility, must be placed so that a utility box is inside of the aisle, and must be masked by double-back drape. No exhibitor materials can be stored in this service aisle. Additional charges will be incurred by the Licensee for any booth needing a utility that is not adjacent to a service aisle.

Back of the House Service Corridors

The storage of event freight or equipment in the meeting room or ballroom service corridors is strictly forbidden. Eating or loitering in the service corridors is strictly forbidden. The stored or affixed equipment in the service corridors is for the exclusive use of the MCCA or its vendors.

Exterior/Interior Signage Plan

Graphics may not be placed anywhere externally/ internally at either facility without submitting a written plan to the Event Services Manager forty-five (45) days prior to move-in for review and approval. The written plan should include graphic use, location, installation schedule and removal schedule. The type of material and application method is required in writing. If any clean up is required, the MCCA will provide such service and bill all charges to the Contractor. Graphics and tape are not allowed on mirrors at any time without prior written approval.

Temporary Waivers

A temporary, one-time procedure waiver may be applied for in writing to the Event Services Manager and/or General Manager. Written plans for the procedures waiver must be received forty-five (45) days in advance of the event, convention or tradeshow. Approvals are nontransferable between events or from year to year. Contractors will receive a written approval if the procedure is accepted.

Recycling Program

All Contractors will comply with the Facility Recycling Program, which is designed to achieve operating goals established by the MCCA. The BCEC will provide many outlets to dispose of recyclables, including metal, cardboard, glass, and mixed paper. Please contact your Event Services Manager for more information.

The MCCA launched CONVENTIONS C.A.R.E., a donation program that encourages event planners to leave unused materials at designated locations during the conclusion of an event. This program not only helped the MCCA divert over 73,000lbs from the waste stream in 2010 but it also serves as a resource for charitable organizations that are in need of unused products.

MOTORIZED EQUIPMENT/FORKLIFTS

Only individuals possessing a current and valid hoisting license under 520 CMR 6.0 and M.G.L. Chapter 146 §§ 53-55 and §§ 64-67 may operate forklifts, mobile elevating work platforms or articulated lifts. The operator is required to have the appropriate class license in their possession and available for inspections.

Forklift operators are required to conduct and document daily inspections of equipment at the beginning of each day or change in shift. The GSC will maintain an approved inspection sheet on-site and available for inspection by the Public Safety Department. The GSC shall maintain the original inspection sheet on file for a minimum of 180 days after the last day of the event.

The Contractor with approval from the MCCA will develop an identification program for forklifts and those personnel that are operating the forklift, lifts or motorized equipment.

GSC must post safety-related signage at all high traffic intersections.

The Contractor must have its forklift, lifts and motorized equipment supplier on an annual basis inspect and paint said equipment. The MCCA reserves the right to remove all equipment that is not in compliance with this regulation.

No forklifts, lifts or motorized equipment are allowed on unprotected carpeted, tiled or stone surfaces

Forklifts/motorized equipment may not use emergency exits or exit doors — all freight must travel through portals reserved for freight access.

Mechanized equipment may not be started or operated within the exhibit hall for the first fifteen (15) minutes after the exhibit hall closes to the public for the day or final closing of the event. Motor vehicles, farm, yard and recreational equipment are also included in this section.

Forklifts/motorized equipment operated on MCCA property must have fully functional and proper safety equipment including seat belts, horn, strobe warning light, backup tone, headlight and taillights.

Forklifts/motorized equipment shall not be used on MCCA owned roadways.

Registered, insured, and marked vehicles owned by the GSC/Service Provider may be used on MCCA roadways, while conducting official business only.

Forklifts and other motorized equipment are forbidden in all MCCA Parking Areas

All GSC forklifts and motorized equipment are prohibited from entering and/or operating within any and all MCCA parking facilities, whether public or private.

Forklifts/motorized equipment must pass all emissions and safety standards as required by OSHA and the BCEC including reverse indicators and seatbelts.

All Contractors are responsible for the proper operation of all motorized equipment and proper licensing/permitting of their employees. It is the responsibility of the employer to provide training in proper operation of all motorized equipment. Failure to abide by these rules may result in the suspension or cancellation of the Contractors' permit to operate within the BCEC.

The MCCA reserves the right to remove, at the expense of the Contractor, all equipment or personnel not complying with these regulations.

All forklifts and motorized equipment (including rental equipment) — must be removed from the BCEC within 24 hours after an event, convention or tradeshow.

Motorized Equipment Safety and Speeding

Contractors must enforce safe speed limits for all equipment operating in the BCEC including but not limited to trucks, forklifts, electric carts, delivery vehicles, etc. Electric carts may not be used in any public areas. Contractors must keep all electric carts off carpeted areas at all times, including carts assigned to Licensee. The GSC must post safety-related signage at all high traffic intersections. The MCCA reserves the right to remove all equipment or personnel not complying with these regulations.

TAXES, LICENSES, CERTIFICATES AND PERMITS

Contractors must obtain and keep current all applicable business licenses, certificates, permits and certifications as may be required by Federal, State or local laws or regulations and shall pay all taxes required including sales, excise, and use tax. In addition, all entities conducting business with the MCCA must register with the Secretary of State's Office where required by law. All Contractors working on-site may at the discretion of the MCCA be required to display a permit issued by the MCCA showing compliance with the Facility rules, regulation and permit requirements.

INSURANCE AND INDEMNIFICATION

The Contractor shall indemnify and save harmless the MCCA from all suits, actions, claims, demands, damages or losses, expenses, and costs of every kind and description to which the MCCA may be subjected to or put by reason of injury (including death) to persons or property resulting from, in connection with, or growing out of any act of commission or omission of the Contractor, its agents, servants, employees, visitors, guests, contractors, subcontractors, or any and all other persons or corporations dealing with the Contractor in any way in the occupancy and use of the BCEC. At the request of the MCCA, the Contractor shall initiate and complete all activities, including any legal proceedings, necessary to effect resolution of any such suits, actions, claims, or demands, except as set forth herein.

The Contractor shall also maintain, in a company or companies authorized to do such business in the Commonwealth of Massachusetts and which are satisfactory to the MCCA in the exercise of the MCCA's reasonable judgment, commercial general liability insurance on an occurrence basis. Such insurance shall cover claims by any person for bodily or personal injury, death or property damage occurring in connection with or arising out of the Licensed Event, with combined single limit coverage per occurrence of not less than \$1,000,000, \$2,000,000 general aggregate, which coverage shall name the MCCA as an additional insured. The Licensee shall also maintain workers' compensation insurance as required by law including employer's liability coverage in the amount of \$100,000 by accident and \$100,000/\$500,000 by disease.

The Contractor shall also maintain admitted insurance satisfactory to the MCCA under compulsory insurance laws of Massachusetts for vehicles licensed herein. For all other vehicles, the Contractor shall maintain Comprehensive Business Automobile Liability insurance naming the MCCA as an additional insured, insuring any owned, non-owned and hired vehicles to be used in and out of the Facility, such policy to insure loading or unloading hazards with limits of liability of at least a combined single limit of \$1,000,000, subject to umbrella excess requirements.

The Contractor shall also provide and maintain occurrence forms of concurrent umbrella excess liability insurance with a minimum occurrence limit of \$10,000,000.

The Contractor uses the BCEC at its own risk, and the MCCA shall not be liable to the Contractor or to any person on the premises or at the BCEC under arrangements made with the Contractor for any damage, injury or claim, including without limitation such matters resulting from the acts or omissions of third parties, excepting solely any damage or injury attributable to the negligence, gross negligence or willful misconduct of the MCCA or any other liability imposed on the MCCA by law.

The Contractor shall hold the MCCA harmless and indemnify the MCCA and release the MCCA from any claims, losses or damage to any property removed from the BCEC by the Contractor, its agents, servants, employees, visitors, guests, contractors, subcontractors, or any and all other persons or

corporations dealing with the Contractor in any way in the occupancy and use of the BCEC.

TRUCK MARSHALLING YARD USE

The MCCA currently operates marshalling yards in Allston/Brighton and the BCEC South Lot. The MCCA in its sole discretion may make marshalling yard assignments to BCEC events.

Requests for access and use of MCCA Marshalling Yard resources must be made and scheduled through the MCCA Event Services Manager by completing the BCEC Loading Dock, Truck Marshalling and Dock Use Plan from indicating specific needs as detailed below

General Rules, MCCA Truck Marshalling BCEC South Lot Yard

Authorized Contractor will inspect the marshalling yards daily. Safety problems will be promptly reported to the MCCA Public Safety Department for the BCEC South Lot Yard.

Rules governing the use of the marshalling yards are as follows:

Effective immediately all GSCs will be required to use the MCCA truck marshalling locations.

1. Such use of the Marshalling Area must be coordinated through the Operations Department. Requests should be made and scheduling accomplished through the MCCA Loading Dock Supervisor. In the event of multiple requests over the same time period, the MCCA will make yard assignments.
2. Contractors shall only utilize those areas and delineated parking spaces, (as shown on the attached map) for truck marshalling to and from events at the BCEC.
3. The Contractor shall indemnify and save harmless the MCCA from all suits, actions, claims, demands, damages or losses, expenses, and cost of every kind and description to which the MCCA may be subjected to or put by reason of injury (including death) to persons or property resulting from, in connection with, or growing out of any act of commission or omission of the Contractor, its agents, servants, employees, visitors, guests, contractors, subcontractors, or any and all other persons or corporations dealing with the Contractor in any way in the occupancy and use of the Marshalling Area. At the request of the MCCA,

the Contractor shall initiate and complete all activities, including any legal proceedings, necessary to affect the resolution of any such suits, actions, claims, or demands, except as set forth herein.

4. The Contractor agrees to maintain the Marshalling Area in a clean, safe and orderly manner. No accumulation of litter, trash, debris or other disposable material will be permitted on the premises. The Contractor shall not commit or suffer waste or impairment of the Marshalling property.
5. The Contractor covenants that it will not occupy or use the Marshalling Area, nor allow it to be occupied or used for any purposes other than those for which it is customarily used, nor in any way to occupy or use the property, nor allow it to be occupied or used in other than a proper or fitting manner, nor in a manner contrary to any law of the Commonwealth or to any ordinance or by-law of the City of Boston.
6. The Contractor will immediately inform the MCCA of any hazardous condition that exists at the Marshalling Area.
7. Vehicles shall not stay in the Marshalling Area beyond the assigned dates of the Licensed Event.
8. The MCCA does not take responsibility for the safety or security of any individual or vehicles using the Marshalling Area.
9. The MCCA has sole discretion as to the use and occupancy of the Marshalling Area.
10. No parking of any private vehicles, unrelated to deliveries and pick-ups of the BCEC, of any kind by the Contractor, its agent, employees, contractors and subcontractors or others, shall be permitted in the Marshalling Area at any time. Further, the Contractor acknowledges that no parking spaces have been reserved for its exclusive use at the MCCA Marshalling Yard.
11. All posted restrictions and regulations must be adhered to.
12. If dock space is required for marshalling activity, this must be coordinated with the Loading Dock Supervisor.

Overnight parking on MCCA property is prohibited. There is no overnight parking of either privately owned motor vehicles or trucks, tractors and/or trailers allowed on MCCA property unless expressly allowed.

Loading Dock, Truck Marshalling and Dock Storage Plans

Loading Dock, Truck Marshalling and Dock Storage Plans are required to be filed by the GSC company electronically with the MCCA Transportation and Public Safety Departments. This plan is designed to capture the GSC's anticipated needs for an event, including:

- GSC Name and primary on site contact person's cell phone number
- Move-in Dates and Times
- Move-out Dates and Times
- Marshalling Yard Hours of Operation
- Loading Dock Hours of Operation
- Transportation Agent Dates and Hours of Operation
- Number of Trucks and POVs anticipated
- Earliest Labor Calls Each Move-in and Move-out day
- Loading Dock Storage Needs

The document is also used by the MCCA Transportation and Public Safety Departments to staff for police details, marshalling yard hours, labor call dock entry control points and general loading dock coverage.

The GSC/Service provider understands that any requests for extensions or changes to the original plan will have an additional cost implication to the Show Client for staff to keep the docks in operation

MCCA Event Service Managers will electronically transmit the plan graphic to the GSC servicing the event six (6) months in advance of the first day of move-in.

The GSC must complete this plan AS SOON AS POSSIBLE, BUT NO LATER THAN THREE (3) MONTHS FROM THE FIRST DAY OF MOVE-IN of the event being serviced. The completed plan must be sent to your Event Services Manager for review with the Transportation & Public Safety Department. In the event that there are questions and/or concerns

regarding the plan, an MCCA Transportation or Public Safety Manager will contact the GSC.

GSC Marshalling Team. A marshalling team is required during move-in/move-out to effectively manage the movement of all Contractor vehicles and freight at the BCEC. This team is responsible for coordinating all Contractor activity based on requirements set forth by the MCCA during all move-in/move-out periods. The requirements are as follows:

BCEC Marshalling Team

The following positions are part of the GSC marshalling team and are responsible for the respective duties listed below.

GSC Dock Manager (General Contractor Responsibility)

- Remain in constant communication with the marshalling yard to ensure that the appropriate number of vehicles is deployed to the BCEC when space permits.
- Coordinate with GSC and freight hauler staff at the exit to from the marshalling yard to ensure that vehicles are being allowed dock access in the order they arrive to the facility, or in the order necessary to fulfill event requirements.
- Efficiently manage the inbound and outbound activity and correct any issues that arise involving Contractor activity.
- Ensure that all vehicle drivers are dropping trailers and removing unnecessary equipment from the loading dock to prevent gaps in activity periods due to overcrowding.
- Remain in contact with the BCEC Loading Dock Manager
- The GSC Dock Manager accountable for the overall production of Contractor activity during all move-in/move-out periods.
- It is the responsibility of the GSC Dock Manager to respond to all requests made by MCCA personnel in a timely and effective manner.

West Service Road Attendant at Marshalling Trailer (MCCA Transportation Agent Responsibility)

- Remain on West Service Road near the marshalling trailer

- Direct all drivers that will be loading/unloading to either the loading dock or the marshalling yard, depending on GSC Dock Manager directions
- Building deliveries for the facility must not be delayed. All such deliveries should be sent to the BCEC house docks, which are docks 1 through 6.
- Direct all POVs to the either the loading dock or the marshalling yard, depending on GSC Dock Manager directions.
- Manage West Service Road efficiently and report any problems to the GSC Dock Manager/ Marshalling Team, and or the BCEC Loading Dock Manager.
- Ensure clear and unobstructed passage for all vehicles entering West Service Road so that traffic does not back up onto Cypher Street.
- There must be no staging on West Service Road.
- Remain in constant contact with other team member to ensure success during move-in/move-out periods

West Service Road Attendant at Exit from Marshalling Yard (MCCA Transportation Agent Responsibility)

- Remain on West Service Road at the Exit from the marshalling yard
- Direct all drivers that have been staged for loading/unloading to loading dock according to GSC Dock Manager directions
- Building deliveries for the facility must not be delayed. All such deliveries should be sent to the BCEC house docks, which are docks 1 through 6.
- Direct all POVs that have been staged for loading / unloading to the loading dock according to GSC Dock Manager directions.
- Manage the intersection of West Service Road, Service Road and the South Entrance to the Dock efficiently (prevent gridlock and accidents) and report any problems to the GSC Dock Manager/ Marshalling Team, and or the BCEC Loading Dock Manager.
- Ensure clear and unobstructed passage for all vehicles exiting the Marshalling Yard and entering the Loading Dock
- There must be no staging on West Service Road and on Cypher Street.

- Remain in constant contact with other team member to ensure success during move-in/move-out periods.

Marshalling Yard Trailer Attendant(s) (GSC Responsibility)

- Staff the Marshalling Yard Trailer during event move-in/move-out.
- Check in drivers as they arrive.
- Obtain current and valid photo ID information from freight and POV drivers, recording last name, first name, driver's license state, number and date of birth for all personnel entering the dock (no current and valid photo ID, no entry, no exceptions).
- Issue numbered placards for marshalling purposes and loading dock entry.
- Manage and ensure that the staging of vehicles in the yard(s) is maintained to the standards set by the Authority.
- Deploy the appropriate number of vehicles to the dock as requested by the GSC Dock Manager/Marshalling Team.
- Remain in constant contact with other team members to ensure success during move-in/move-out periods.

Loading Dock Attendant, Docks 12 and 13 (General Service Contractor Responsibility — Large Events Only)

- Remain on the Dock Roadway outside docks 12 and 13, in site of the South entry to the dock.
- Direct move in and move out vehicles to the appropriate dock space as specified by the GSC Dock Manager.
- Manage and ensure that the staging of vehicles on the dock is maintained to the standards set by the MCCA.
- Remain in constant contact with other team members to ensure success during move-in/move-out periods.

Loading Dock Attendant, Docks 36 and 37 (General Service Contractor Responsibility — Large Events Only)

- Remain on the dock roadway outside docks 36 and 37, in sight of the South entry to the dock.

- Pass drivers through to the Loading Dock Attendant at Docks 12 and 13 at the direction of the GSC Dock Manager.
- Direct move in and move out vehicles to the appropriate dock space as specified by the GSC Dock Manager.
- Manage and ensure that the staging of vehicles on the dock is maintained to the standards set by the MCCA.
- Remain in constant contact with other team members to ensure success during move-in/move-out periods.

Additional Considerations

- Based on the size/volume of freight for each event, two additional GSC employees may be required to assist with traffic concerns both inside and on the exterior perimeter of the loading dock. This requirement will be determined by the MCCA upon review of the truck marshalling plan for each event and the Contractor will be notified.
- It is the responsibility of the Contractor to adhere to the policies and procedures set forth by the MCCA while on MCCA property.
- Staffing these positions is critical to the functionality of the loading dock area — building access could be delayed significantly if these guidelines are not followed.
- The BCEC Loading Dock Manager will oversee the loading dock operation and will guide the Contractor so that the use of the loading dock can be maximized at all times.
- This plan in no way limits the GSC to only the positions stated in this plan. If in the opinion of the GSC, other GSC personnel are needed to conduct an efficient, safe and orderly dock operation, the GSC must take action to staff such positions.
- Any such use of the MCCA's marshalling yards must be coordinated through the MCCA. In the event of multiple concurrent requests, the MCCA shall determine yard assignments for Contractors.
- Unauthorized use and unscheduled use of the marshalling yards will not be permitted and may result in loss of said privilege. If satisfactory compliance is not evidenced immediately upon receipt of these policies, additional MCCA staff will

be scheduled to monitor activities in these areas at the Contractors' expense.

GSC Manager Parking

The BCEC will provide up to three (3) parking spaces for GSC managers from move-in through move-out for each event. The GSC must request parking two (2) weeks before the event, identifying the manager and the vehicle used. All vehicles must properly display the issued dashboard permit and parking is restricted to designated spaces. Failure to follow parking guidelines will result in loss of parking and/or towing of vehicles at the owner's risk and expense.

MISCELLANEOUS

Written Requests for Permission

All special requests for the following items must be addressed in writing in accordance with the 'Standard Operating Procedure for General Service Contractor/Decorator Requests', at least 48 hours in advance.

- Early move-in, late move-out
- After hours and 24-hour access

Requests for the following items must be made no less than forty-eight (48) hours in advance:

- Use of gasoline powered machinery
- Departure from BCEC rules regulations and policies.

RECEIPT OF MCCA OF GENERAL SERVICE CONTRACTORS AND SERVICE PROVIDERS RULES AND REGULATIONS

Prior to providing services within the BCEC, each Contractor must return to the MCCA one signed copy of the most recent edition of the "General Service Contractors and Service Providers Rules and Regulations" indicating acceptance of these rules and regulations plus the following items:

- Certificate of Insurance
- Contractors License(s), Certifications, Permits (if applicable)



RIGGING RULES AND REGULATIONS



INTRODUCTION

The Massachusetts Convention Center Authority (the “MCCA”) is proud of its two convention centers — the Boston Convention & Exhibition Center (“BCEC”) and the John B. Hynes Memorial Convention Center (the “Hynes Center”) — located in the heart of Boston, America’s premier convention destination. Our primary focus is to provide all our customers and guests the best customer service and convention experience possible. This requires that our BCEC be safe, properly maintained, and serviced by highly-qualified trained professionals with detailed knowledge of the BCEC and their many unique attributes.

The MCCA is concerned with the safety and welfare of our customers and guests, as well as the safety and structural integrity of our convention center BCEC. In an effort to address these concerns, we restrict the provision of rigging services in our BCEC.

Through a rigorous screening and procurement process, the MCCA has contracted with a professional rigging firm to be the Exclusive Rigging Service Provider (ERSP) for the BCEC and the Hynes Center, subject to the limitations described in the attached rules and regulations. This includes, among other areas, the approval of all rigging systems and the operation of equipment and provision of services under certain circumstances. We encourage you to read these rules and regulations carefully; if you should have any questions, you should contact your Event Services Manager directly.

It is our goal to provide you, your exhibitors and attendees with the best customer service and convention experience. We are confident the attached rules and regulations facilitate that goal, while ensuring a safe environment for the success of your event.

MCCA RIGGING RULES AND REGULATIONS

The Massachusetts Convention Center Authority (MCCA) maintains the following rules and regulations that apply to the Boston Convention & Exhibition Center (the “BCEC”) that should be read thoroughly before Licensee signs an Event License Agreement with the MCCA. Licensee should supply a copy of these rules and regulations (or appropriate portions thereof) to exhibitors, contractors, and other employees in conjunction with the event to ensure that all parties are in full compliance. If there are any questions concerning these Rules and Regulations, please contact your Event Services Manager at 617-954-2000.

BRIEF OVERVIEW OF RIGGING GUIDELINES AND RESTRICTIONS

The jurisdiction of the MCCA’s Exclusive Rigging Service Provider (the “ERSP”) in the BCEC is briefly summarized as follows:

Location	Jurisdiction	Definition
Exhibit Halls A-C	The ERSP is the exclusive provider of aerial rigging in the exhibit halls, including provision and operation of aerial lifts and ground-supported crank-ups. However, Licensee’s general service contractor may hang aisle signs weighing less than 150 lbs. from the catwalk railings only.	Rigging includes anything attached to the building structure and hanging overhead; for example, overhead objects, signage, truss and lighting.
Lobbies, Registration and Pre-Function Areas	The general service contractor may hang banners and signs only at specified facility rigging points. Locations must be pre-approved by your Event Services Manager prior to rigging. The ERSP is required to hang banners in these areas weighing greater than 150 lbs. The ERSP is also required to hang any trusses, motors, and/or electrical rigging in these areas.	Rigging capacity is limited to 1,500 lbs. per rigging point in the North Lobby and Pre-Function Ballroom. Electrical Rigging includes motors, rotators, and items with lighting.
Grand Ballroom	The ERSP is the exclusive provider of all aerial rigging and operation of ground-supported crank-ups. The ERSP will provide and operate all aerial lifts for the purpose of providing this service. All equipment must be assembled and attached by the ERSP, on the ground and/or in the air. Exhibitors, production companies and decorating companies may provide their own trusses, motors and equipment to be assembled and attached by the ERSP. All equipment is subject to safety inspection and approval of the ERSP on behalf of the MCCA. If the ERSP deems any equipment unsafe, then such equipment will not be rigged until the safety issue is corrected.	This includes, but is not limited to, any and all physical attachments to the facility structure and attachment of items hanging overhead; assembly of truss, inspection and approval of equipment and providing all labor to safely and efficiently rig within these spaces.
Meeting Rooms	Aerial rigging is prohibited in meeting rooms. The ERSP is the exclusive operator of ground-supported crank-ups.	
Exterior Banners	The ERSP is the exclusive provider of all lifts and labor associated with hanging external signs.	Please refer to the detailed guidelines for material and dimension requirements (Section III. E).

PROVISION OF RIGGING SERVICES

The MCCA has contracted with an exclusive rigging service provider (the “ERSP”) to provide exclusive rigging services at the Facilities, subject to the jurisdiction described in these Rigging Rules and Regulations; this jurisdiction supersedes any existing contracts the Licensee may have with other parties. Among other responsibilities, the ERSP approves the design and equipment for all rigging systems to be used within the BCEC; is the exclusive source for the installation and dismantle of all rigging points (defined below); and in most cases maintains the exclusive right to make necessary attachments to those rigging points. Specifically, the following rigging designations apply in the BCEC:

BCEC Rigging

The hanging or rigging of signs, displays or banners shall not interfere with the building fire sprinkler system. Rigged items shall not exceed 300 square feet in surface area in a horizontal plane, nor be more than a 15 degree angle from a vertical plan relative to the exhibit hall floor.

All tents, 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 the tent, canopy or tarp. Additionally, exhibitors must have the manufacturer documentation available for on-site inspection. Open flame, cooking or other sources of heat are prohibited under any tent, canopy or tarp. The exhibitor is required to have a 10lb. ABC fire extinguisher readily accessible within the exhibit. Individual exhibitor tents, canopies or tarps exceeding 300 square feet (28 square meters) shall be protected by automatic extinguishing systems. A single exhibit or group of exhibits covered by a tent, canopy or tarp that do not require sprinklers shall be separated by a distance not less than 10 feet (3,050 mm) where the aggregate ceiling exceeds 300 square feet (28 square meters). Tents exceeding 400 square feet (37 square meters) require a tent permit from the Boston Fire Department.

Exhibit Halls. The ERSP is the exclusive provider of all aerial rigging and operation of ground-supported crank-ups within BCEC exhibit halls. This includes, without limitation, all physical attachments (truss, motors, etc.) to the facility structure; all attachment of items hanging overhead; the assembly and

installation of truss; safety inspection and approvals of equipment; and provision of rigging labor for these tasks. The ERSP will provide and operate all aerial lifts for the purpose of providing this service. Licensee’s general service contractor may hang aisle signs that weigh less than 150 lbs. from the exhibit hall catwalk railings only. The ERSP is the exclusive provider of rigging services to exhibitors in the exhibit halls, including hanging of signs, banners, overhead lighting or electrical rigging in the booth space. All equipment must be assembled and attached by the ERSP, on the ground and/or in the air. Exhibitors, production companies and decorating companies may provide their own trusses, motors and equipment to be assembled and attached by the ERSP. All equipment is subject to safety inspection and approval of the ERSP on behalf of the MCCA. If the ERSP deems any equipment unsafe, then such equipment will not be rigged until the safety issue is corrected.

Grand Ballroom. The ERSP is the exclusive provider of all aerial rigging and operation of ground-supported crank-ups within the Grand Ballroom, without exception. This includes, without limitation, all physical attachments (truss, motors, etc.) to the facility structure; attachment of any overhead items, including but not limited to, lighting, a/v equipment, etc.; the assembly and installation of truss; safety inspection and approvals of equipment; and provision of rigging labor for these tasks. The ERSP will provide and operate all aerial lifts for the purpose of providing this service. All equipment must be assembled and attached by the ERSP, on the ground and in the air. Exhibitors, production companies and decorating companies may provide their own trusses, motors and equipment to be assembled and attached by the ERSP. All equipment is subject to safety inspection and approval of the ERSP on behalf of the MCCA. If the ERSP deems any equipment unsafe, then such equipment will not be rigged until the safety issue is corrected.

Lobbies, Registration and Pre-Function Areas. Under the direction of the MCCA or its designee the ERSP, Licensee’s general service contractor may hang banners and signs only at specified facility rigging points within lobbies and pre-function space, subject to the Guidelines for Banner Hanging (Section III). All content and locations must be pre-approved by your Event Services Manager prior to rigging. Rigging capacity is limited to 1,500 lbs. per point within the North Lobby

and Grand Ballroom Pre-Function Space. The ERSP is required to hang and assemble any trusses, motors, and/or electrical rigging in these areas, as well as items weighing over 150 lbs. The ERSP will inspect and approve all banners/signs/trusses before and after they are hung; any safety concerns must be corrected immediately. Banners/signs incorrectly hung will be removed immediately at the owner's expense. The ERSP will direct bill for all services.

North Lobby. Effective with the activation of the video wall in the North Lobby, soft banners are prohibited.

Meeting Rooms. Aerial rigging is prohibited in meeting rooms. The ERSP is the exclusive operator of ground-supported crank-ups.

Exterior Rigging. The ERSP is the exclusive provider of all lifts and labor associated with hanging external signs. Exterior banners should meet the requirements set forth in Section III.E below.

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

Drayage

The general service contractor is responsible for providing all drayage (e.g. unloading, loading and delivery of equipment) associated with your event. In the event that there is no general service contractor, or if Licensees or exhibitors wish to make other drayage arrangements, the ERSP may assist with these arrangements upon the written consent of the MCCA. Please contact your Event Services Manager for more details.

GUIDELINES FOR BANNER HANGING

All banners, whether they are required to be hung by the ERSP, or are approved to be hung by the general service contractor (where allowed), must adhere to the requirements below. All materials associated with the banner must possess a Boston Fire Department (BFD) flame rating certificate and said certificate should be submitted to the ERSP. Delays, additional equipment, and labor charges may be incurred by not having the appropriate materials to hang your banner effectively and safely. All Exhibitor sign hanging may be ordered through the MCCA's Exhibitor Services Department. Orders can be placed online and should follow the instructions and guidelines listed in the Exhibitor

Ordering Guide, which is accessible online at www.massconvention.com.

Banners in excess of 6 feet linear should come with a rigid support for best results when hanging. For banners in excess of 20 feet linear, truss may be necessary to allow the banner to hang safely and correctly. The ERSP will notify the owner/hanging party whether truss is required and whether any additional charges may apply.

All banners must include grommets and pole pockets on the top and bottom.

All Licensee banner hanging orders should be placed through the ERSP directly at least 14 days prior to the event move-in date. An order will be considered placed and pricing confirmed when the ERSP issues a Rigging Order Acceptance Sheet. A diagram showing banner dimensions and placement will need to accompany all orders.

Banner hanging placement must be approved by the MCCA. Please contact your Event Services Manager directly.

BCEC exterior banners must meet the following guidelines:

- Approximately two thirds of the area of an exterior banner should consist of mesh.
- Where a banner is made exclusively of vinyl, wind pockets must be built into the banners in order to allow wind to flow through easily.
- All edges of banners should have flat-felled seams, i.e., the edges should be folded over, glued, and doubled-stitched.
- Mesh banners must be reinforced with webbing in the in the folds before the grommets are affixed.
- All corners must be reinforced with webbing before the grommets are affixed as the corners handle most of the stress.
- Banners must be made of lightweight, water-resistant, material
- In the event of a severe weather notice, banners may have to be removed, or install delayed.
- All banners must be made to the following specifications in order to be hung:
 - Width: 4 ft. – 11 in. (59 inches max)

- Height/Length: 28 ft. – 6 in.
- Top/Bottom Pipe Pocket (1 ¼ ” pipe rod):
5-6 inches depth
- Each of the (10) mount position includes:
(2) single-sided banners and (1) double-sided banner

EXHIBIT HALL RIGGING SERVICES — DELIVERY OF SERVICE

The service list below will assist you in ordering rigging services within the Facility. For Licensee, please place your orders for sign-hanging at least 14 days prior to event move-in in order to receive a 50% discount off of the Standard Package rigging solution; otherwise, standard rates apply. For General/Plenary Session labor requests, please contact the ESRP directly to order. Please work directly with your Event Services Manager and the ERSP for all order requests. For exhibitors, the MCCA’s standard exhibitor ordering policy applies. Exhibitors must place rigging orders through the Exhibitor Service Department at least twenty-one (21) days prior to event move-in in order to receive the discount price; otherwise, standard rates apply.

Pre-planning is the key to the smooth, efficient and cost-effective delivery of rigging and lighting services. Diagrams and booth layouts are essential for planning rigging and lighting services. In order to ensure efficient delivery of required services, please submit rigging plots, drawing, blueprints, and/or engineers’ certification with your orders. Diagrams must include the location, dimensions and weight, and the height from the floor to the top of the suspended object. 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 straightforward sign hanging needs. To qualify for the packages, Exhibitors should be flexible about days and times of load-in and load-out. Orders for exhibitor package rigging solutions may also be placed on-line at www.massconvention.com.

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 and measuring less than 20’ in length or diameter. (Signs exceeding 20’ in length or diameter may require additional equipment. See “Custom Rigging and Lighting Solutions” below.) The package service is provided during standard service hours, Monday-Saturday 7:00 a.m. – 12:00 a.m., except holidays. If service is required outside these times, then a Team Overtime Hour must be ordered in addition to the package.

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 refer to the “Client Ordering Guide” or the “Exhibitor Ordering Guide” for electrical details.

Team Overtime Hour

Exhibitors may request rigging service on Sundays, holidays or outside the package service hours (Monday-Saturday 7 a.m. – 12 a.m.). In this case, a Team Overtime Hour must be ordered for each rigging package ordered.

Custom Rigging and Lighting Solutions

The MCCA, through the ERSP and its preferred in-house audio/visual provider, 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 — Rigging” in the “Exhibitor Ordering Guide”). Custom rigging and lighting solutions may only be ordered with a pre-arranged quote; the Exhibitor Service Department is available to facilitate this process with Exhibitors. The ERSP will issue quotes in an easy-to-order, easy to understand format that will typically include a Basic Rigging Package for labor charges and any additional rigging equipment necessary to achieve the custom solution.

Rigging Equipment

Truss

A truss is an aluminum structure used to create a lower “ceiling” to hang lighting or other suspended

items. It is available in 5', 8', or 10' sections that can be attached to create desired lengths or height.

- 5' Section – Silver 12"x12" Box
- 8' Section – Silver 12"x12" Box
- 10' Section – Silver 12"x12" Box
- 5' Section – Black 12"x12" Box
- 8' Section – Black 12"x12" Box
- 10' Section – Black 12"x12" Box
- 5' Section – Silver 20.5"x20.5" Box
- 8' Section – Silver 20.5"x20.5" Box
- 10' Section – Silver 20.5"x20.5" Box

Corner Block

A corner block is an aluminum piece that attaches to truss to create a right angle.

- Silver 12"x12" Box
- Black 12"x12" Box
- Silver 20.5"x20.5" Box

Base Plate

A base plate is used as a stand for ground-supported truss or poles.

Rotator

A rotator is a motor used to rotate a hanging sign.

Motor

A motor is a motorized pulley that is rigged to the ceiling and attached to truss to achieve a desired height. Motors are also used to suspend safely those heavier objects that cannot be supported by cables alone. Motors are available in ¼ ton, ½ ton, and 1 ton capacities.

Lighting Fixtures

A variety of lighting options is available to brighten exhibit space. While lights cannot be attached directly to the Facility's ceiling, lighting can be suspended above exhibit space by utilizing truss and motors.

- Source 4 Par (575 watt, 750 watt)
This fixture is best used to create a wash effect or cover a larger area with light. It is available in 575 watt or 750 watt. Lenses are available in Very Narrow (VNSP), Narrow (NSP), Medium (MFL), Wide (WFL).
- Source 4 Leko (575, 750 watt)
This fixture is best used to create a spotlight or to highlight specific spaces or objects. It is available in 575 watt or 750 watt. Lenses come in 19, 26, 36, 50 degrees to achieve the desired illumination from the light.
- Par 64 (1000 watt)
The Par 64 will deliver similar results as the Source 4 Par, but there are no options for additional lenses. They are available in 1,000 watts.

Lighting Kits

Lighting kits include a combination of Lekos, Source 4 Pars and Par 64s based on layout and design requirements. Price includes fixtures, fixture 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 are available upon request.

- Small Lighting Kit (4-6 lights)
- Medium Lighting Kit (7-11 lights)
- Large Lighting Kit (12-15 lights)
- X-Large Lighting Kit (16-20 lights)

Dimmer Racks and Lighting Controls

These items are optional with individual fixtures or 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.

- Dimmer Control 1.2 x 4

- Dimmer Control 2.4 x 12
- Dimmer Control 2.4 x 24

Rigging Labor and Rental

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.

All rigging must conform to the rules, regulations, and facility limitations of the MCCA and any show management regulations. Failure by an Exhibitor to submit accurate diagrams prior to load-in may delay set-up, which could result in additional costs to the Exhibitor.

GENERAL PROVISIONS

- The Licensee of the Facility is ultimately responsible for any damage, injury, etc. occurring out of or because of the hanging or attachment to the Facility by any exhibitor, contractor, subcontractor, representative, agent, etc. during the Licensee Period.
 - At no time will any item be attached to the ceiling grid, ceiling tile or a false ceiling of the Facilities.
 - All beam structures or other painted structures are to be covered with a protective material before wire, cable, etc. is attached to ensure no damage occurs to painted surfaces.
 - At no time will electrical lighting conduits, utility pipes or sprinkler systems be used as supports or as a source for attachment.
 - Whatever goes up must come down! No wires, ropes, etc. should be left behind. All items must be completely removed before the end of the final event move-out day.
 - The MCCA, or its designee the ERSP, may refuse permission to hang, stop, terminate or delay the hanging/attachment process if it is concerned for safety reasons or concerned for damage to the Facilities. The MCCA's decision will be final in all cases. The Authority has the ultimate right to assign an on-site supervisor provided by the ERSP, at published rates, at time of rigging to approve any and all rigging.
- 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.
 - 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. The MCCA, or its designee the ERSP, may substitute or deny hanging any equipment, signs, or objects it deems to be unsafe for overhead suspension.

FREQUENTLY ASKED QUESTIONS – RIGGING

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, is less than 20' in length or diameter, and does not require electrical rigging, truss, or motors, you will qualify for the Basic Rigging Package. If your sign 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?

The ERSP can design a custom lighting solution for you to brighten up your booth or illuminate specific objects. While lights cannot be attached to and hung from the Facility's ceilings, using truss and motors we can create a lower "ceiling" for your area from which we can then hang lights. The ERSP will require a diagram showing your booth layout and exactly what you want illuminated in order to provide you with a detailed quote.

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

No. Although the ERSP provides labor to hang the sign, your 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 BCEC and has been assembled, the ERSP will hang it for you. Be sure to bear 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, the ERSP will do their best to cater to your requests. If you absolutely need a specific install or load-out 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 other 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).

As show management, who should I contact to initiate the planning and delivery of rigging services?

The MCCA strives to provide a “one stop shopping” environment at the BCEC. Every event, large or small, is assigned an Event Services Manager, who is your dedicated planning professional. Your Event Services Manager is always your first point of contact; s/he will ensure, among other things, the smooth, efficient and cost-effective delivery of services associated with your event. To initiate the planning and delivery of rigging services, please contact your Event Services Manager directly.

AUDIO/VIDEO CONTRACTOR/VENDOR GUIDE



INTRODUCTION

Welcome to the Boston Convention & Exhibition Center (BCEC). The Massachusetts Convention Center Authority (MCCA) has put this guide together as an addendum to the BCEC EVENT PLANNING GUIDE and the BCEC RIGGING RULES AND REGULATIONS in order to assist incoming audio/visual vendors with the special challenges the BCEC poses. Experience has shown that achieving a successful show requires attention to detail and adherence to the guidelines in this document. While this document is primarily focused on the Exhibition Halls, it also includes information on the Grand Ballroom, the North Lobby, the Meeting Rooms and other areas.

The BCEC opened in 2004 and features:

- 516,000 square feet of contiguous exhibition space, easily divided into 10 different configurations
- 160,000 square feet of meeting room space
- A 40,020 square foot, column-free Grand Ballroom
- More than 300,000 square feet of registration and function space
- 62-covered loading bays
- Five elephant doors with full access to the exhibition hall floor
- 9 foot x 21 foot freight elevator adjacent to the loading dock
- Wi-Fi enabled Internet access and cell phone coverage throughout the building

Electrical, In-house Sound System, Rigging, Telecommunications, Plumbing, Cleaning, Food & Beverage Services, and Medical are exclusive services performed by the BCEC. Licensed electricians provide all building power sources and perform hard-wiring installations, when required.

ACOUSTIC PROPERTIES AND CHARACTERISTICS

Exhibition Halls

Most General Sessions are held in one of the three Exhibition Halls referenced (north to south) as: Hall A, Hall B and Hall C. Air walls are used to divide or configure the halls to suit the event. Hall B can also be further divided by an air wall into B1 and/or B2. Glass skybridges span the exhibit floor for easy point-to-point movement.

Ceiling heights range from 96 feet in Hall A to 80 feet in Hall C with surfaces comprised of polished concrete, metal and glass. Some areas in Hall A have perforated steel acoustic surfacing which provides a modest amount of acoustic treatment.

Access to audio, video, data, CATV, telephone and power is available through utility floor boxes located on 30 foot x 30 foot centers.

The RT60 (RT60 is a measurement of how long it would take a sound to decay 60dB in a large room) for the Exhibition Halls is just over 9 seconds making it a challenging space to provide intelligible sound reinforcement.

The Grand Ballroom

The Grand Ballroom is just over 40,000 square feet with a vaulted slotted wood ceiling. The room can be divided into two spaces of equal size with an air wall. The rear (south) wall is also a wood surface and is constructed with an irregular pattern to act as a geometric diffuser/re-director. Rigging points (every 15 feet except down the center and supporting 1500 lbs. per point) are conveniently located in the ceiling. Load in is via a 9 foot x 21 foot freight elevator just north of the loading dock.

Meeting Rooms

The BCEC has 80 carpeted meeting rooms. The majority of rooms have a ceiling height of 16' 6". The meeting rooms on Level 2 West known as "mini-Grand Ballrooms" (Rooms 210 A, B and C) have a ceiling height of 19' 0". Storage is not permitted in any meeting room without written permission from the Event Services Manager.

North Lobby

Occasionally used for musical acts, interactive displays etc. The North Lobby surfaces are polished terrazzo and glass. There are rigging points every 15 feet but very limited access to power.

North Exterior Areas

Occasionally used for public speeches and photo ops. There are no rigging points and limited power.

The Westin Waterfront Hotel

The Westin Waterfront Hotel can be linked to events at the BCEC and vice-versa. The Westin is connected to the BCEC through conduit with RG6, Multimode Fiber, Single Mode Fiber and CAT5 (for phone). Contact your Event Services Manager for additional information.

RECOMMENDED PRACTICES AND SOLUTIONS

The use of heavy (22 oz.) Encore or velour type drape is strongly recommended to reduce spurious reverb and flutter echo and should be considered mandatory when doing audio in any of the exhibition halls and for blackout. Heavy drape should be used on the south wall, clearstory windows, as sound baffles and as a perimeter on the floor. Aisles should be carpeted to reduce reflected sound off the polished concrete floor.

Properly aimed and configured line array speaker systems are also important. Careful control of the coverage pattern is essential when designing a system for this space. The hypercardioid rear dispersion of a line array can be attenuated with the use of fabric tabs flown behind the array.

GENERAL SESSION — MINIMUM EQUIPMENT REQUIREMENTS

Below is an example of the **minimum** equipment and soft goods required to provide audio and room treatment for a **speech only** general session in Hall C. Sessions in Hall A or B will be similar depending on the room set up. These are guidelines only, based on approved equipment stored on-site by the MCCA's preferred in-house audio/visual provider and Exclusive Rigging Service Provider (ERSP). [This set-up is Available as a practical turnkey solution at a package price.] If you are planning on hosting concert acts in addition to or in place of a general session then additional treatment and equipment will be required.

Please note that every show is unique so consult closely with your Event Services Manager to assure accuracy and success. Failure to meet minimum requirements as determined by the A/V Engineer will result in notification being sent to the client to inform them in detail of our concerns.

Room Treatment

- Hall C South Window, 60 foot Blacks: Qty. 340 feet
- Clearstories, 10 foot Blacks: Qty. 640 feet
- 240 foot Sound Baffle, 40 foot Drape: Qty. 260 feet
- Motors: Qty. 9
- Truss: Qty. 240 feet
- 180' Sound Baffle, 40 foot Drape: Qty. 200 feet
- Motors: Qty. 7
- Truss: Qty. 180 feet

- Optional Blackout/Large Windows, 60 foot Blacks: Qty. 340 feet
- 16 foot Perimeter Pipe and Drape, 10 feet x 16 feet: Qty. 1600 feet (+/-)
- Fabric Tabs behind Speakers: Qty. As Needed

Note: Treating the clearstories and south window or any of the large windows is primarily for blackout purposes and has the added benefit of dampening the room acoustics depending on the stage layout.

All drapes or soft goods not supplied by the ERSP must be fireproof with current, Boston Fire Department (BFD)-issued fire certificates for each event said drapes or soft goods are utilized within the MCCA Facilities.

All rigging equipment not supplied by the ERSP is subject to safety inspection and approval by the ERSP and/or the MCCA. If any equipment is deemed unsafe, then such equipment will not be rigged until the safety issue is corrected.

Typical Audio Requirements for Speech Only General Session

- Nexo GEO S Speakers Front: 4 Clusters of 7 speakers
- Nexo GEO S Speakers Delay: 4 Clusters of 2 speakers
- Nexo Hypercardioid Subwoofer: 8
- Digital Mixing Console: 1
- Processing: As required
- Amplification: As required
- Cabling: As required
- Truss and Motors: As required

OPERATIONAL GUIDELINES

Rigging Policies

All aerial rigging within the BCEC must be approved by the MCCA.

Please review the BCEC RIGGING RULES AND REGULATIONS for complete information and pricing.

A/V vendors must order rigging services directly through the ERSP. Please contact your Event Services Manager for ERSP contact information.

Audio/Visual and House Sound Services

The MCCA has contracted a preferred in-house audio/visual provider to make each event as simple and cost-effective as possible. The preferred in-house audio/visual provider maintains a full-time staff and fully stocked office with the latest audio/visual technology available. In addition to the basic audio/visual break-out room equipment, the preferred in-house audio/visual provider provides the following services: full general session production, exhibitor rentals, computer rentals, simultaneous interpretation support, audience response systems, staging, webcast services, and networked speaker ready room to all break-out sessions.

Please contact your Event Services Manager for the preferred in-house audio/visual provider contact information.

Recording Room

A dedicated and comfortable recording room is located on the Level 0 West just off the loading dock area. When using the in-house Media Matrix sound system all room outputs appear on RCA and XLR jacks in the recording room. Use of the recording room is exclusive to the preferred in-house audio/visual provider.

Please contact your Event Services Manager for the preferred in-house

Equipment Storage

Storage of equipment cases will be the sole responsibility of the A/V vendor. Bone yards are not permitted on the exhibition hall floor without the written permission of your Event Services Manager. Storage in meeting rooms and service corridors is strictly forbidden without the written permission of your Event Services Manager.

It is recommended that arrangements for secure accommodations be made for any valuable equipment prior to move-in.

Contracted Personnel

Please reference the BCEC EVENT PLANNING GUIDE for information pertaining to check-in/check-out procedures, lost/missing credentials, identification badges, inspections, conduct of contractor employees, work in harmony agreement, and contractor employee break areas.

Elevators and Escalators

Contractor employees are not permitted to transport equipment or material on escalators at any time. All deliveries should be made using the service elevators located in the service corridors on Levels 0, 1, 2 and 3. Failure to adhere to these regulations will result in the disabling of the passenger elevators and escalators.

Freight Elevators

The MCCA reserves the right to assign elevator operators as it deems necessary. It is understood that when MCCA designated personnel are not assigned to operate freight elevators, contractor personnel will be designated to operate them and will do so in a manner consistent with posted operating procedures and accepted safety practices. It is also understood that the MCCA retains authority over scheduling and priority for use of freight elevators unless such MCCA is delegated in writing to the General Service Contractor in advance of such use. The MCCA reserves the right to establish and when necessary, revise all policies and procedures governing the use of freight elevators. Contractors shall be held responsible for any damage to the freight elevators as a result of negligent operation, including over-loading and improper procedures.

Emergency Procedures

Please reference the BCEC EVENT PLANNING GUIDE for specific details.

Equipment Layover Requests

The Facilities do not provide or reserve permanent storage areas for contractors. The MCCA reserves the right to approve all proposed layover areas.

Facility Equipment

Contractors may not use, move, rearrange, or compress MCCA Facility equipment including, but not limited to the following: public safety/life safety equipment, such as fire extinguishers, automatic external defibrillators (AEDs), tables, chairs, brooms, risers, staging, ladders, podiums, trash receptacles, and tilt trucks without express written permission from the MCCA. All Facility equipment used without permission will be confiscated or charged for at MCCA standard rental rates.

On-Site Equipment Rental

If a vendor can not meet equipment requirements, they may rent equipment from the on-site preferred vendor. Equipment from outside vendors must be approved by the A/V Coordinator and/or the Audio/Visual Engineer.

Loading Dock

Please refer to the MCCA CONTRACTOR SOP.

Freight and Loading Dock Policy

Please refer to the Contractor section of the BCEC EVENT PLANNING GUIDE for specific details.

Storage of Dead Cases, Freight Containers and Crates

The storage of materials and equipment shall never impede general operating space, workshops, offices, electrical or telephone closets, payphones, storage rooms, stairwells, security cameras, exit doors, dock levers, AEDs and fire extinguishers. Storage of freight containers will be the sole responsibility of the General Service Contractor and with MCCA approval may use the loading docks. Bone yards are not permitted on the exhibition hall floor without the written permission of your Event Services Manager. Storage in meeting rooms and service corridors is strictly forbidden without the written permission of your Event Services Manager.

Cabling

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

Up Link Capabilities

Media Bays are located across from the loading dock on the west side of the building across from docks 1 through 8. Satellite trucks can park with a clear shot to the southwest.

Bays are provisioned with phone, data on CAT6/RJ45, multimode fiber/SC, video coax/BNC, audio/XLR and power:

- (3) 30 amp/120V Edison
- (3) 60 amp/208V 1-phase Cam-Lok panel mount
- 100 amp/208V 3-phase Cam-Lok pigtails

A Verizon Broadcast Video Service/TV 1 Circuit is permanently installed in the demarc.

A VideoLink ReadyCam permanently set up near the Exhibition Halls.

<http://www.videolink.tv/index.cfm/page/ReadyCam-/pid/10279>

AV Move-In and Move-Out Procedures

AV Operations and Procedures

The Licensee's General Service Contractor (GSC) must work in harmony with the Licensee's designated AV company. GSCs are authorized to unload AV equipment from the loading dock to an AV designated central location. From there, the AV company employees are solely responsible to distribute AV equipment from said central location, to anywhere within the MCCA facilities (Hynes/BCEC). At the end of the event, the AV company will then return AV equipment to the designated central location and it will be the responsibility of the GSC to load out all AV equipment from said location.

Directions to the BCEC

Please refer to the MCCA's web site (www.massconvention.com) for up-to-date directions.

GRAND BALLROOM LOOKING NORTH TOWARDS THE PRE-FUNCTION AREA

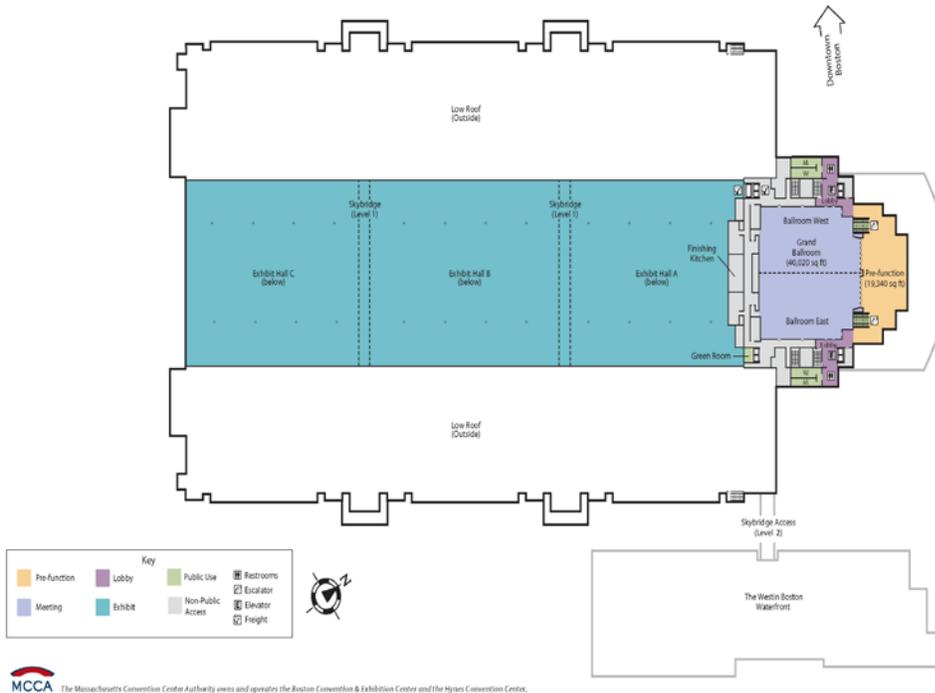


GRAND BALLROOM LEVEL 3



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 415 Summer Street Boston, Massachusetts 02210
 ph: 617.954.2800 fx: 617.954.3326
 www.AdvantageBOSTON.com

Ballroom Level

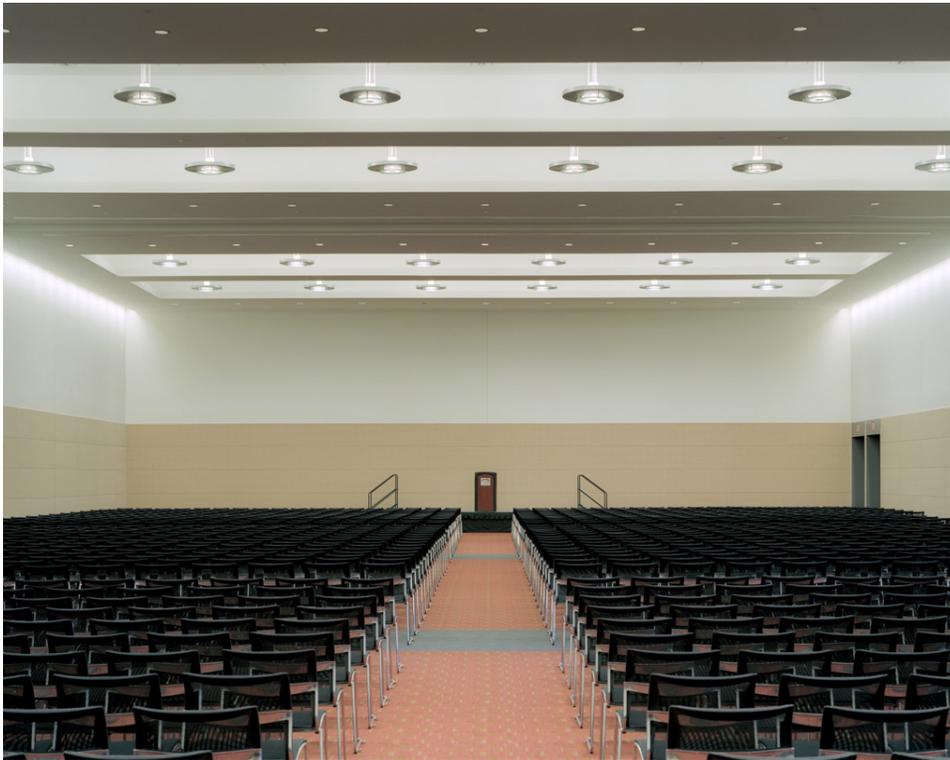


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A TYPICAL MEETING ROOM



LARGE MEETING ROOM



NORTH LOBBY



NORTH EXTERIOR

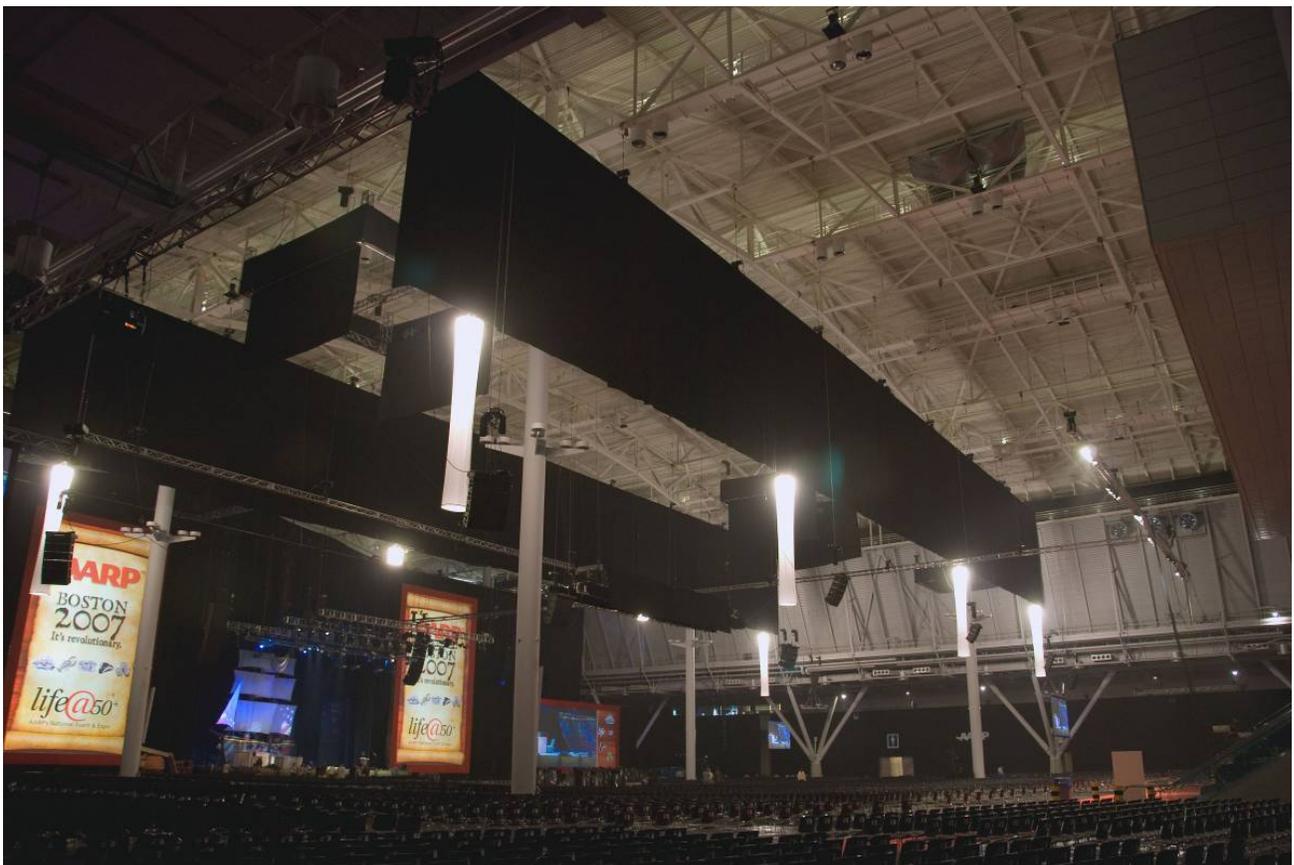


HALL A LOOKING SOUTH AND FULLY DRAPED FOR GENERAL SESSION WITH CONCERT ACTS

Here we see Hall A set up in a north south configuration and properly treated with heavy velour drape

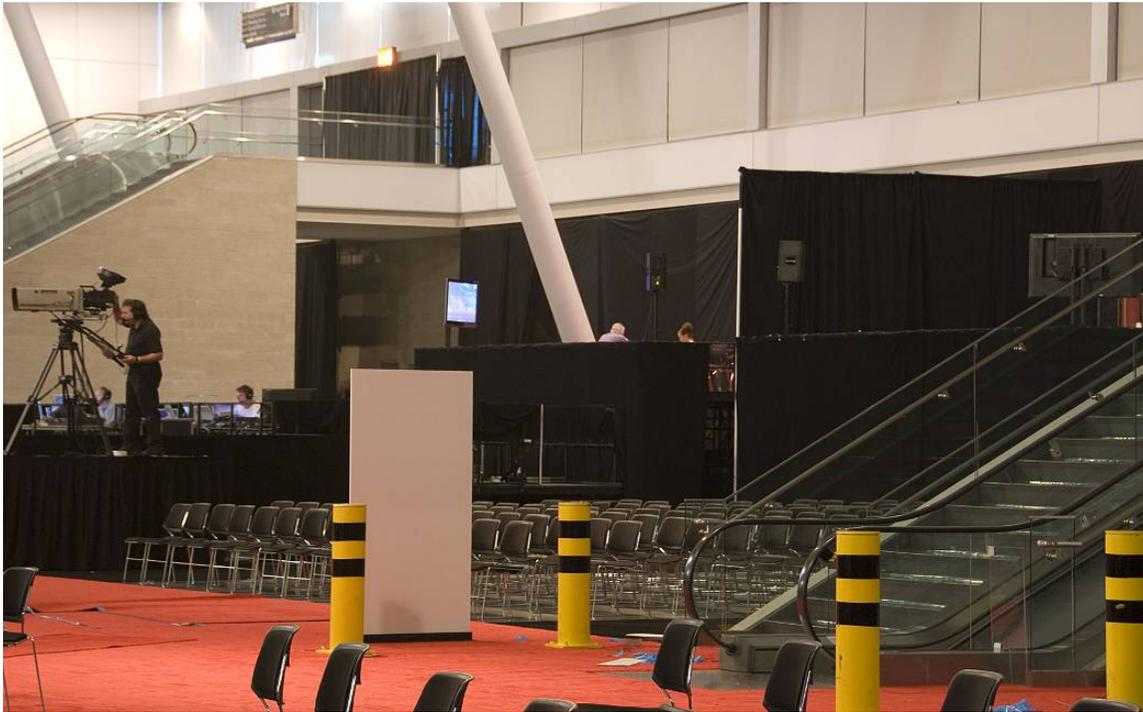
- 180 foot x 40 foot baffles
- 16 foot perimeter pipe and drape
- Stage and wings
- Clearstories
- All Aisles carpeted

In this scenario the RT60 has been reduced from around 9 seconds to a much more manageable 3 to 4 seconds.



HALL A NORTH

The back of Hall A — notice the use of aisle carpets to eliminate reflections off the polished concrete floor as well as the velour perimeter drape.

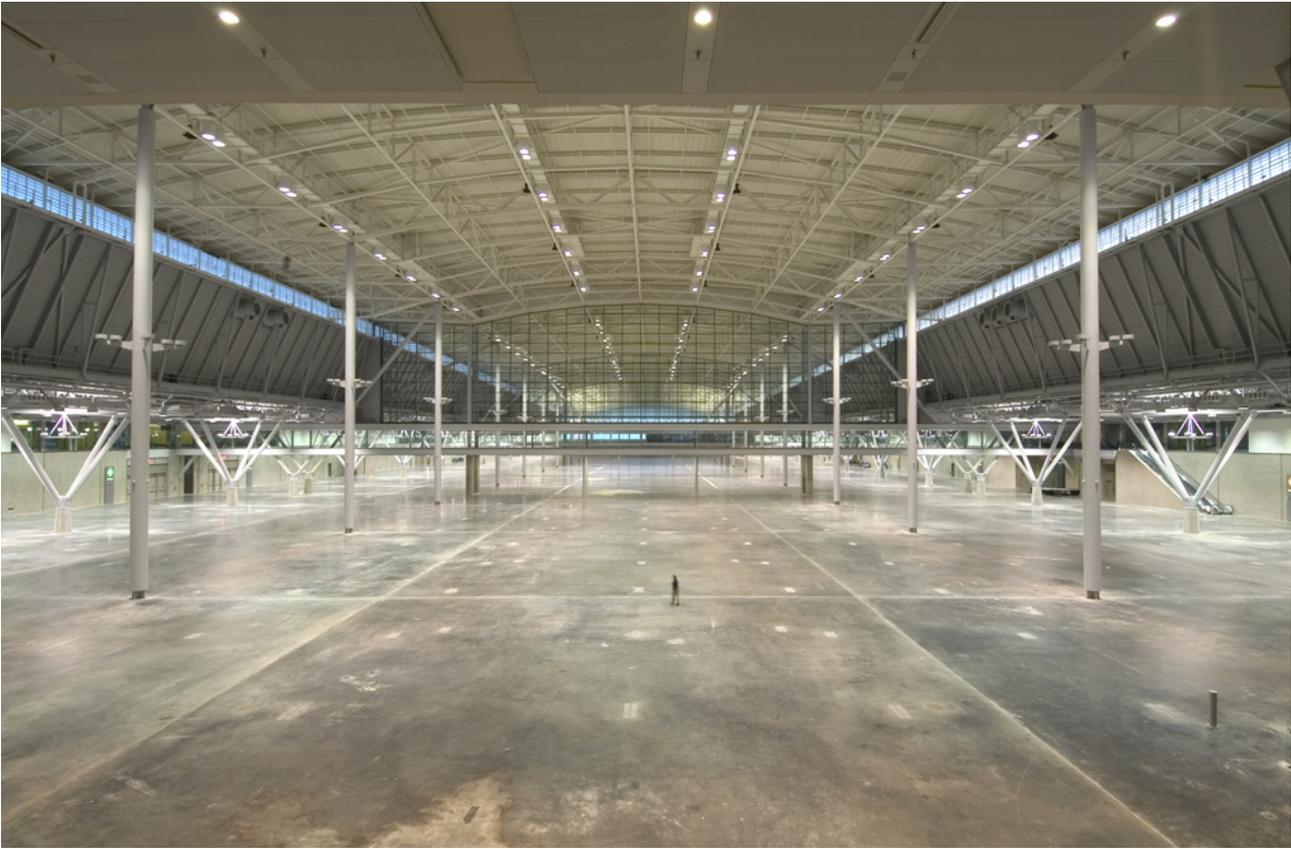


SOUTH WINDOW HALL C

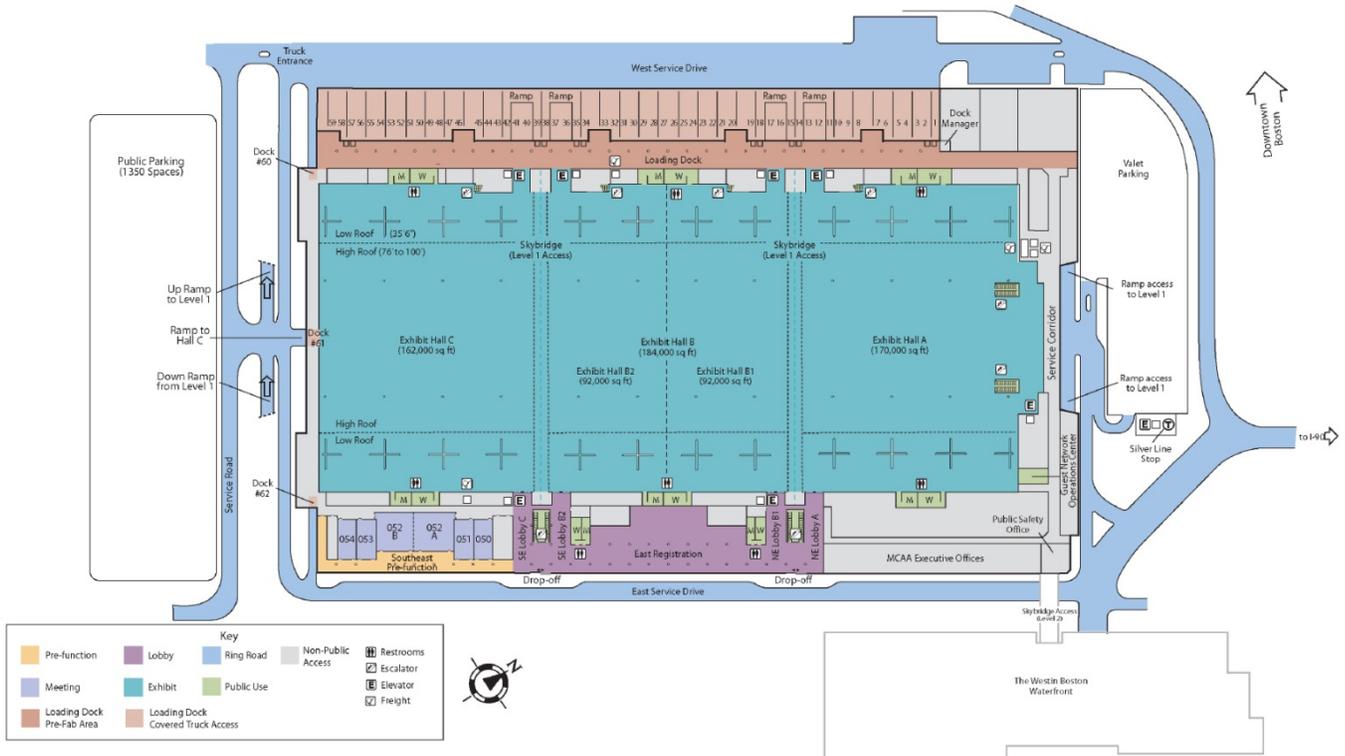
Here we see the back of Hall C. Hall C is often used for General Sessions.



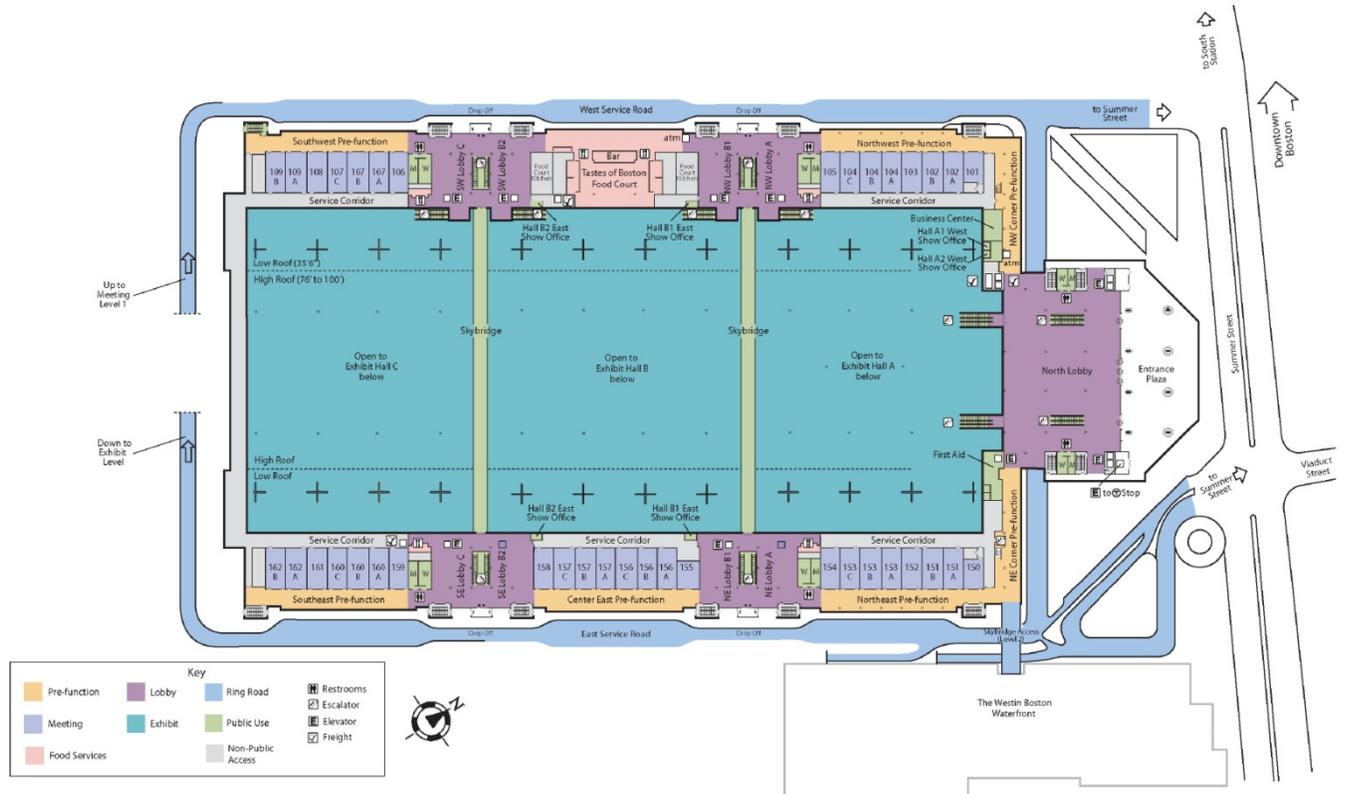
EXHIBITION HALL



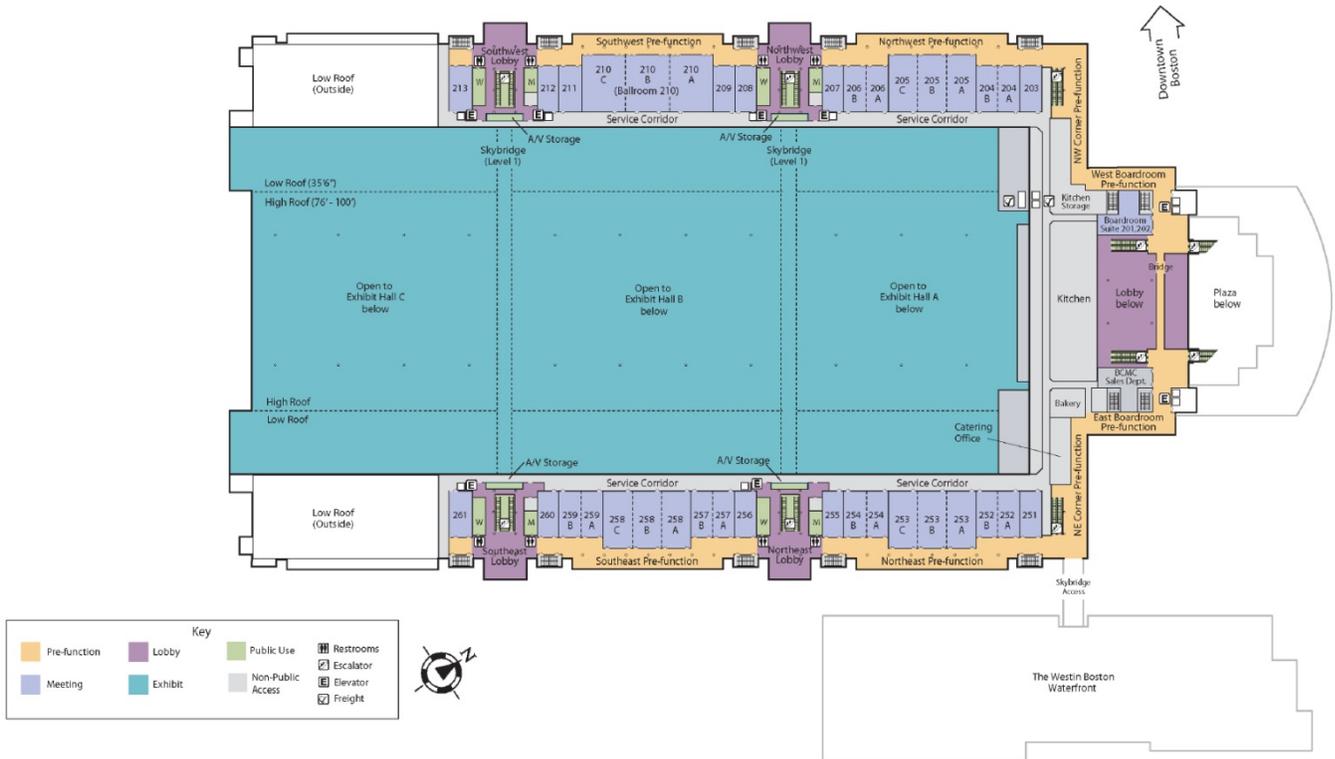
APPENDIX A. BCEC FLOOR PLAN: EXHIBIT LEVEL



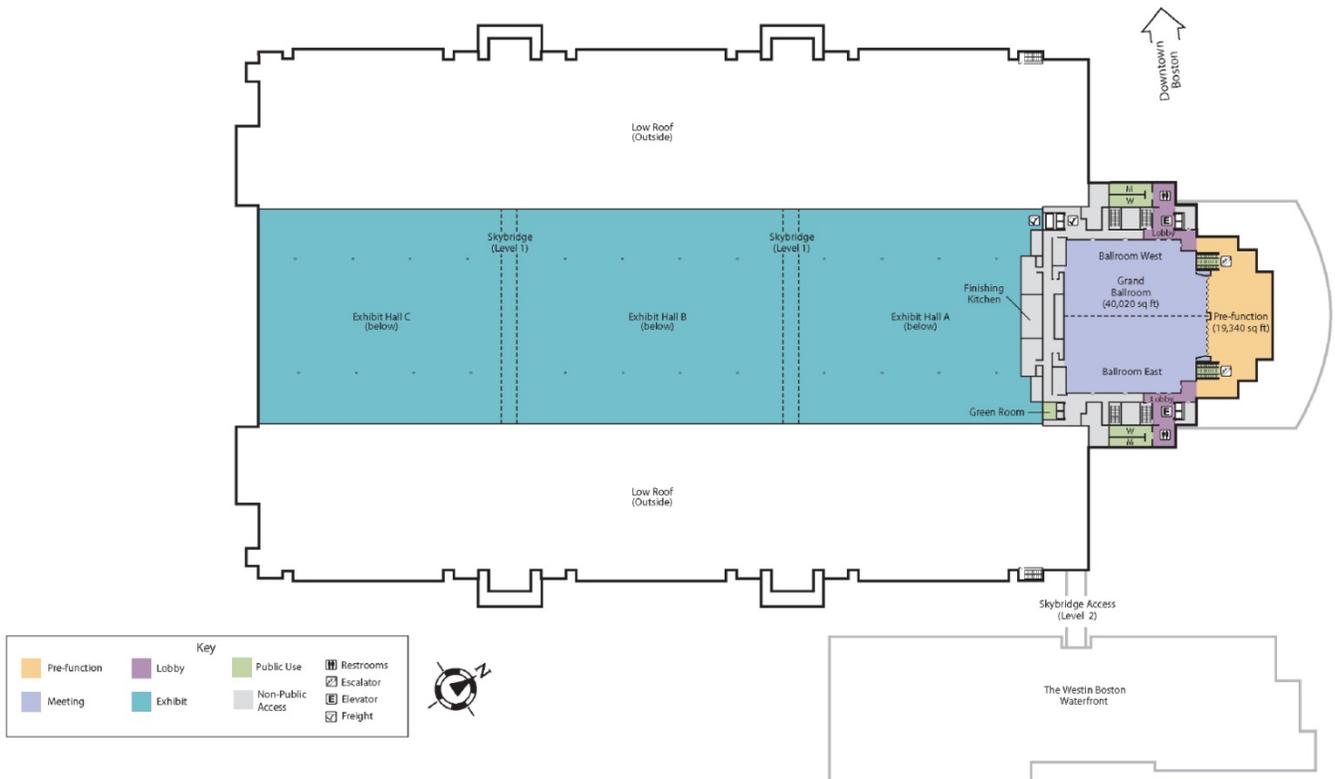
APPENDIX A. BCEC FLOOR PLAN: MEETING LEVEL 1



BCEC FLOOR PLAN: MEETING LEVEL 2



BCEC FLOOR PLAN: BALLROOM LEVEL



APPENDIX B. WIRELESS FREQUENCIES, BOSTON, MA 02210

local television channels (50 mile radius)			
call letters	city, state	channel	distance
SAFETY	BOSTON, MA	14	1 mile
SAFETY	BOSTON, MA	16	1 mile
WMFP	LAWRENCE, MA	18 digital	9 miles
WGBH	BOSTON, MA	19 digital	10 miles
WCVB	BOSTON, MA	20 digital	10 miles
WSBE	PROVIDENCE, RI	21 digital (602 to 608 MHz)	35 miles
WLWC	NEW BEDFORD, MA	22 digital (518 to 524 MHz)	39 miles
WUTF	MARLBOROUGH, MA	27 digital (524 to 530 MHz)	23 miles
WUNI	WORCESTER, MA	29 digital (560 to 566 MHz)	34 miles
WBZ	BOSTON, MA	30 digital (566 to 572 MHz)	10 miles
WFXT	BOSTON, MA	31 digital (572 to 578 MHz)	9 miles
WBPX	BOSTON, MA	32 digital (578 to 584 MHz)	9 miles
WZMY	DERRY, NH	35 digital (596 to 602 MHz)	32 miles
WSBK	BOSTON, MA	39 digital (620 to 626 MHz)	10 miles
WLVI	CAMBRIDGE, MA	41 digital (632 to 638 MHz)	9 miles
WHDH	BOSTON, MA	42 digital (638 to 644 MHz)	9 miles
WGBX	BOSTON, MA	43 digital (644 to 650 MHz)	10 miles
WYDN	WORCESTER, MA	47 digital (668 to 674 MHz)	10 miles
WLNE	NEW BEDFORD, MA	49 digital (680 to 686 MHz)	35 miles
WJAR	PROVIDENCE, RI	51 digital (692 to 698 MHz)	35 miles

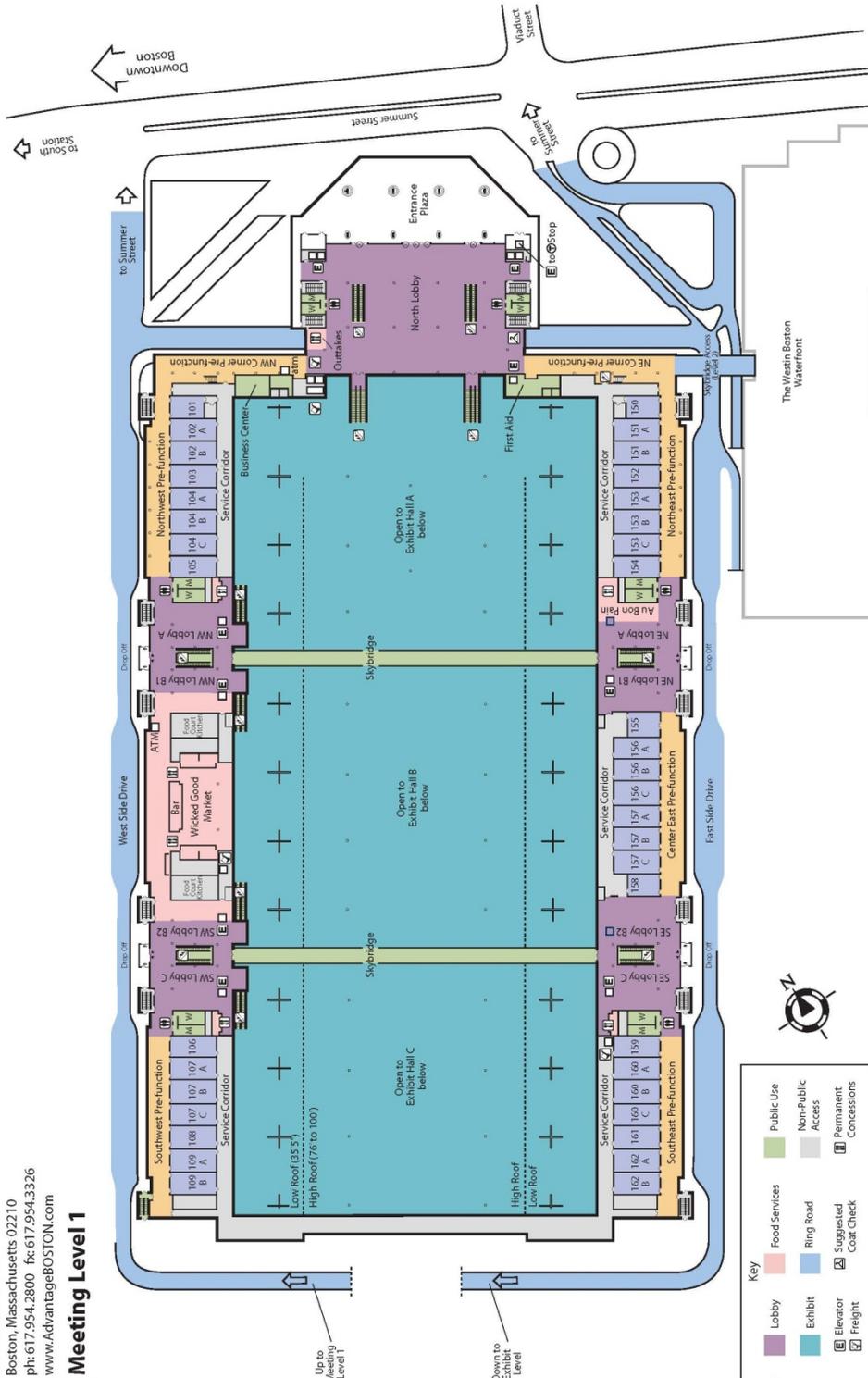
ROOM CAPACITIES, FLOOR PLANS AND OTHER VALUABLE RESOURCES





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 www.AdvantageBOSTON.com

Meeting Level 1



Key

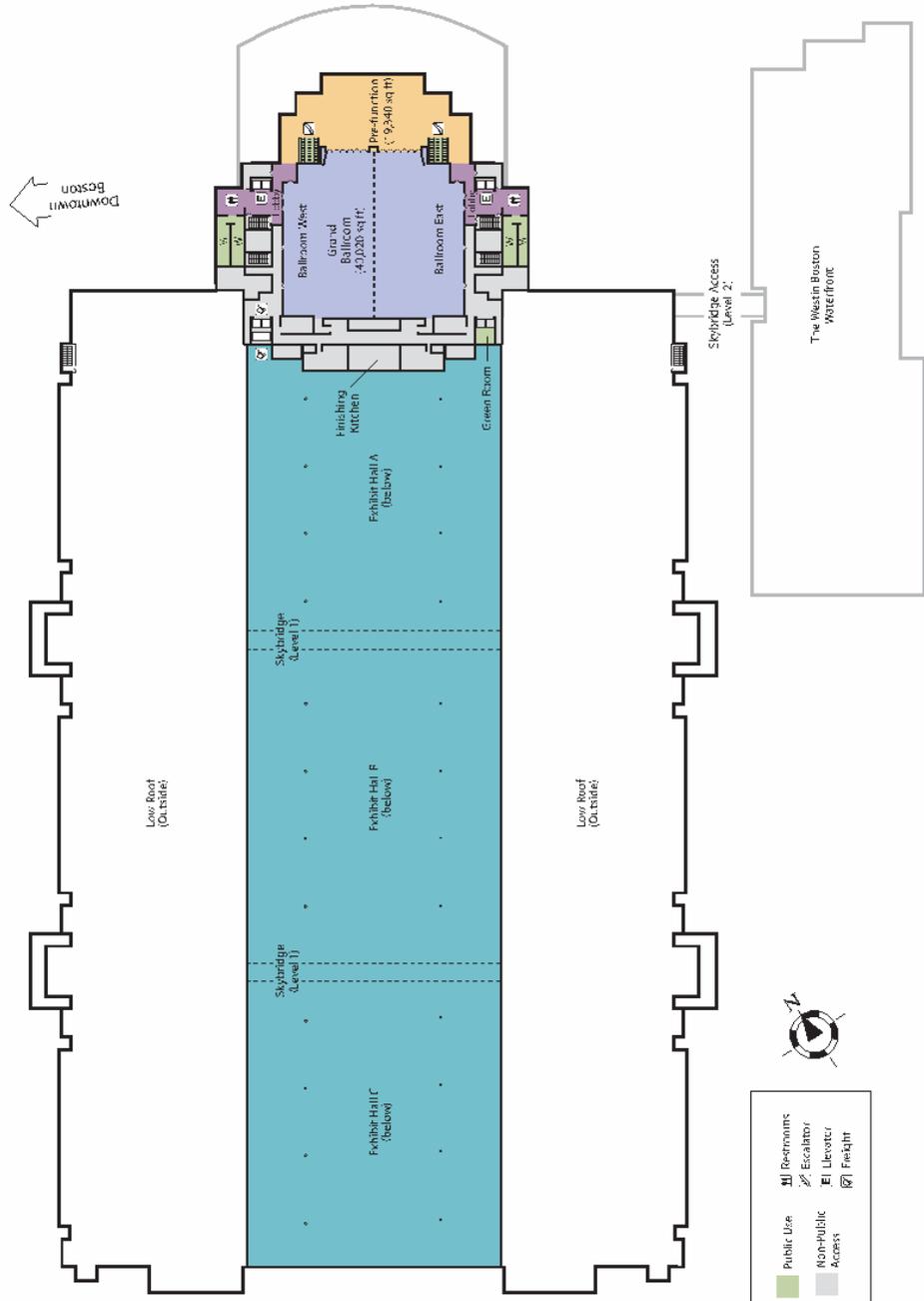
Pre-function	Lobby	Food Services	Public Use
Meeting	Exhibit	Ring Road	Non-Public Access
Restrooms	Elevator	Suggested	Permanent
Escalator	Freight	Coat Check	Concessions

MCCA The Massachusetts Convention Center Authority owns and operates the Boston Convention & Exhibition Center and the Hynes Convention Center.

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 www.AdvantageBOSTON.com



Ballroom Level



Key	
	Pre-function
	Lobby
	Public Use
	Meeting
	Exhibit
	Restrooms
	Escalator
	Non-Public Access
	Freight



The Massachusetts Convention Center Authority owns and operates the Boston Convention & Exhibition Center and the Hyatt Convention Center.

ROOM CAPACITIES AND DIMENSIONS

BOSTON CONVENTION & EXHIBITION CENTER								
Exhibit Level	Theater	Classroom	Banquet	Reception	Length	Width	Area (sq ft)	Ceiling Height
Exhibit Hall A	15418	10020	10360	24285	346	477	170000	35'-6"/100'
Exhibit Hall B	17647	10350	12160	26285	390	477	184000	35'-6"/92'
Exhibit Hall B1	8350	5343	5730	13142			92000	35'-6"/92'
Exhibit Hall B2	9147	5772	5730	13142			92000	35'-6"/92'
Exhibit Hall C	14729	9627	10800	23142	341	477	162000	35'-6"/82'
50	208	132	110	232	58'	28'	1624	15'6"/18'0"
51	208	132	110	232	58'	28'	1624	15'6"/18'0"
052A	390	260	290	511	59'4"	60'4"	3579	15'6"/18'0"
052B	360	237	290	477	59'4"	56'4"	3342	15'6"/18'0"
052AB	752	483	520	991	59'4"	117'	6941	15'6"/18'0"

Meeting Level 1	Theater	Classroom	Banquet	Reception	Length	Width	Area (sq ft)	Ceiling Height
101	130	84	80	160	40'	28'	1120	16'6"/19'0"
102A	208	125	110	228	58'	27'7"	1599	16'6"/19'0"
102B	240	143	150	249	58'	30'1"	1744	16'6"/19'0"
102AB	380	253	250	480	58'	58'	3364	16'6"/19'0"
103	208	132	110	232	58'	28'	1624	16'6"/19'0"
104A	208	125	110	228	58'	27'7"	1599	16'6"/19'0"
104B	256	154	150	266	58'	32'2"	1865	16'6"/19'0"
104C	208	125	110	228	58'	27'7"	1599	16'6"/19'0"
104AB	410	264	300	497	58'	60'1"	3484	16'6"/19'0"
104BC	410	264	300	497	58'	60'1"	3484	16'6"/19'0"
104ABC	601	420	400	729	58'	88'	5104	16'6"/19'0"
105	208	132	110	232	58'	28'	1624	16'6"/19'0"
106	208	132	110	232	58'	28'	1624	16'6"/19'0"
107A	208	125	110	228	58'	27'7"	1599	16'6"/19'0"
107B	256	154	150	266	58'	32'2"	1865	16'6"/19'0"
107C	208	125	110	228	58'	27'7"	1599	16'6"/19'0"
107AB	410	264	300	497	58'	60'1"	3484	16'6"/19'0"
107BC	410	264	300	497	58'	60'1"	3484	16'6"/19'0"
107ABC	601	420	400	729	58'	88'	5104	16'6"/19'0"
108	208	132	110	232	58'	28'	1624	16'6"/19'0"
109A	240	143	150	249	58'	30'1"	1744	16'6"/19'0"
109B	208	125	110	228	58'	27'7"	1599	16'6"/19'0"
109AB	380	253	250	480	58'	58'	3364	16'6"/19'0"

ALL SETS ARE BASED ON MAXIMUM CAPACITY FOR THE ROOM WITHOUT STAGES AND AUDIO/VISUAL. THE PUBLIC SAFETY DEPARTMENT RESERVES THE RIGHT TO REDUCE ROOM CAPACITIES AT ITS SOLE DISCRETION FOR PUBLIC SAFETY PURPOSES. FOR DETAILED DIAGRAMS OF THE MEETING ROOMS, GO TO [WWW.ADVANTAGEBOSTON.COM](http://www.advantageboston.com); FOR MASTER PLANS OF THE EXHIBIT HALLS, GO TO <http://www.massconvention.com/apps/bcecfloorplans/>.

Meeting Level 1	Theater	Classroom	Banquet	Reception	Length	Width	Area (sq ft)	Ceiling Height
150	130	84	80	160	40'	28'	1120	16'6"/19'0"
151A	208	125	110	228	58'	27'7"	1599	16'6"/19'0"
151B	240	143	150	249	58'	30'1"	1744	16'6"/19'0"
151AB	380	238	250	480	58'	58'	3364	16'6"/19'0"
152	208	132	110	232	58'	28'	1624	16'6"/19'0"
153A	208	125	110	228	58'	27'7"	1599	16'6"/19'0"
153B	256	154	150	266	58'	32'2"	1865	16'6"/19'0"
153C	208	125	110	228	58'	27'7"	1599	16'6"/19'0"
153AB	410	264	300	497	58'	60'1"	3484	16'6"/19'0"
153BC	410	264	300	497	58'	60'1"	3484	16'6"/19'0"
153ABC	601	420	400	729	58'	88'	5104	16'6"/19'0"
154	208	132	110	232	58'	28'	1624	16'6"/19'0"
155	130	84	80	160	40'	28'	1120	16'6"/19'0"
156A	233	137	150	249	58'	30'1"	1744	16'6"/19'0"
156B	208	125	100	225	58'	27'2"	1575	16'6"/19'0"
156C	240	143	150	249	58'	30'1"	1744	16'6"/19'0"
156AB	380	253	250	477	58'	57'7"	3339	16'6"/19'0"
156BC	380	253	250	477	58'	57'7"	3339	16'6"/19'0"
156ABC	601	420	400	729	58'	88'	5104	16'6"/19'0"
157A	240	143	150	249	58'	30'1"	1744	16'6"/19'0"
157B	208	125	100	225	58'	27'2"	1575	16'6"/19'0"
157C	233	137	150	249	58'	30'1"	1744	16'6"/19'0"
157AB	380	253	250	477	58'	57'7"	3339	16'6"/19'0"
157BC	380	253	250	477	58'	57'7"	3339	16'6"/19'0"
157ABC	601	420	400	729	58'	88'	5104	16'6"/19'0"
158	130	84	80	160	40'	28'	1120	16'6"/19'0"
159	208	132	110	232	58'	28'	1624	16'6"/19'0"
160A	208	125	110	228	58'	27'7"	1599	16'6"/19'0"
160B	256	154	150	266	58'	32'2"	1865	16'6"/19'0"
160C	208	125	110	228	58'	27'7"	1599	16'6"/19'0"
160AB	410	264	300	497	58'	60'1"	3484	16'6"/19'0"
160BC	410	264	300	497	58'	60'1"	3484	16'6"/19'0"
160ABC	601	420	400	729	58'	88'	5104	16'6"/19'0"
161	208	132	110	232	58'	28'	1624	16'6"/19'0"
162A	240	143	150	249	58'	30'1"	1744	16'6"/19'0"
162B	208	125	110	228	58'	27'7"	1599	16'6"/19'0"
162AB	380	253	250	480	58'	58'	3364	16'6"/19'0"

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Meeting Level 2	Theater	Classroom	Banquet	Reception	Length	Width	Area (sq ft)	Ceiling Height
201	N/A	N/A	N/A	N/A	41'6"	28'	1162	10'5"/13'
202	N/A	N/A	N/A	N/A	26'10"	26'9"	717	10'5"
203	208	132	110	232	58'	28'	1624	16'6"/19'0"
204A	208	125	110	228	58'	27'7"	1599	16'6"/19'0"
204B	210	120	150	249	58'	30'1"	1744	16'6"/19'0"
204AB	380	253	250	480	58'	58'	3364	16'6"/19'0"
205A	400	238	210	411	73'	39'6"	2883	16'6"/19'0"
205B	380	238	210	399	73'	38'4"	2798	16'6"/19'0"
205C	400	238	210	411	73'	39'6"	2883	16'6"/19'0"
205AB	608	405	480	815	73'	78'2"	5705	16'6"/19'0"
205BC	630	405	480	815	73'	78'2"	5705	16'6"/19'0"
205ABC	960	675	700	1230	73'	118'	8614	16'6"/19'0"
206A	240	143	150	249	58'	30'1"	1744	16'6"/19'0"
206B	208	125	110	228	58'	27'7"	1599	16'6"/19'0"
206AB	380	253	250	480	58'	58'	3364	16'6"/19'0"
207	192	110	100	211	58'	25'6"	1479	16'6"/19'0"
208	208	132	110	232	58'	28'	1624	16'6"/19'0"
209	208	132	110	232	58'	28'	1624	16'6"/19'0"
210A	468	308	300	600	73'	57'7"	4203	22'/25'
210B	504	350	360	648	73'	62'2"	4537	22'/25'
210C	468	308	300	600	73'	57'7"	4203	22'/25'
210AB	1026	714	720	1252	73'	120'1"	8765	22'/25'
210BC	1026	714	720	1252	73'	120'1"	8765	22'/25'
210ABC	1568	972	1080	1856	73'	178'	12994	22'/25'
211	208	132	110	232	58'	28'	1624	16'6"/19'0"
212	208	132	110	232	58'	28'	1624	16'6"/19'0"
213	187	99	100	190	58'	23'	1334	16'6"/19'0"

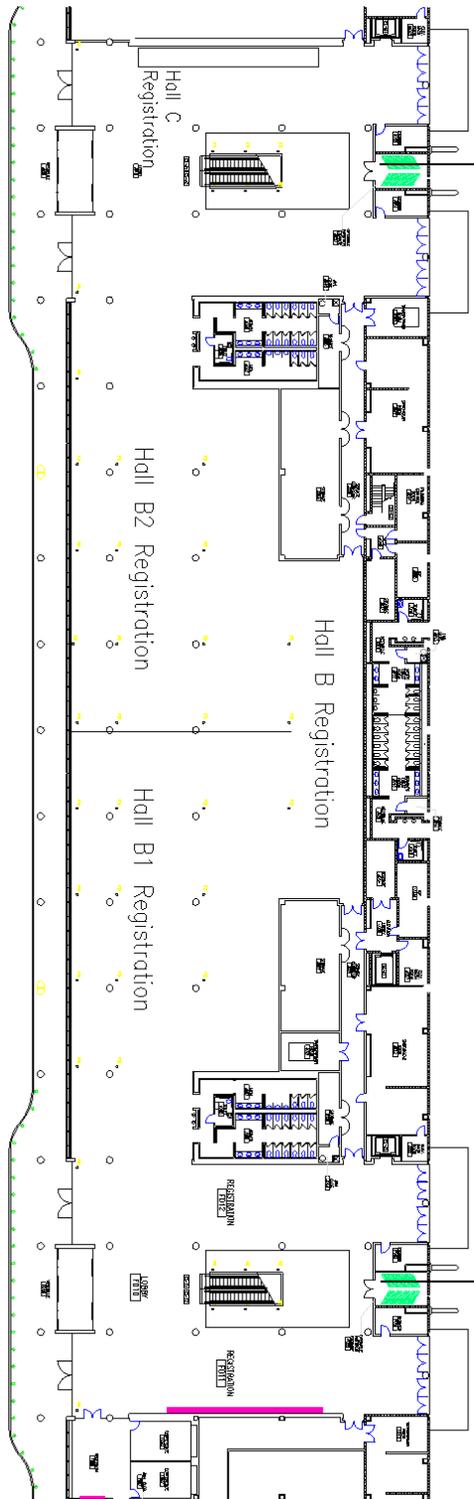
ALL SETS ARE BASED ON MAXIMUM CAPACITY FOR THE ROOM WITHOUT STAGES AND AUDIO/VISUAL. THE PUBLIC SAFETY DEPARTMENT RESERVES THE RIGHT TO REDUCE ROOM CAPACITIES AT ITS SOLE DISCRETION FOR PUBLIC SAFETY PURPOSES. FOR DETAILED DIAGRAMS OF THE MEETING ROOMS, GO TO WWW.ADVANTAGEBOSTON.COM; FOR MASTER PLANS OF THE EXHIBIT HALLS, GO TO <http://www.massconvention.com/apps/bcecfloorplans/>.

Meeting Level 2	Theater	Classroom	Banquet	Reception	Length	Width	Area (sq ft)	Ceiling Height
251	208	132	110	232	58'	28'	1624	16'6"/19'0"
252A	208	125	110	228	58'	27'7"	1599	16'6"/19'0"
252B	240	143	150	249	58'	30'1"	1744	16'6"/19'0"
252AB	380	253	250	480	58'	58'	3364	16'6"/19'0"
253A	400	238	210	411	73'	39'6"	2883	16'6"/19'0"
253B	380	238	210	399	73'	38'4"	2798	16'6"/19'0"
253C	400	238	210	411	73'	39'6"	2883	16'6"/19'0"
253AB	608	405	480	815	73'	78'2"	5705	16'6"/19'0"
253BC	608	405	480	815	73'	78'2"	5705	16'6"/19'0"
253ABC	960	675	700	1230	73'	118'	8614	16'6"/19'0"
254A	240	143	150	249	58'	30'1"	1744	16'6"/19'0"
254B	280	125	110	228	58'	27'7"	1599	16'6"/19'0"
254AB	380	253	250	480	58'	58'	3364	16'6"/19'0"
255	192	110	100	211	58'	25'6"	1479	16'6"/19'0"
256	208	132	110	232	58'	28'	1624	16'6"/19'0"
257A	208	125	110	228	58'	27'7"	1599	16'6"/19'0"
257B	240	143	150	249	58'	30'1"	1744	16'6"/19'0"
257AB	380	253	250	480	58'	58'	3364	16'6"/19'0"
258A	400	238	210	411	73'	39'6"	2883	16'6"/19'0"
258B	380	238	210	399	73'	38'4"	2798	16'6"/19'0"
258C	400	238	210	411	73'	39'6"	2883	16'6"/19'0"
258AB	608	405	480	815	73'	78'2"	5694	16'6"/19'0"
258BC	608	405	480	815	73'	78'2"	5705	16'6"/19'0"
258ABC	960	675	700	1230	73'	118'	8614	16'6"/19'0"
259A	240	143	150	249	58'	30'1"	1744	16'6"/19'0"
259B	208	125	110	228	58'	27'7"	1599	16'6"/19'0"
259AB	380	253	250	480	58'	58'	3364	16'6"/19'0"
260	208	132	110	232	58'	28'	1624	16'6"/19'0"
261	192	110	100	211	58'	25'6"	1479	16'6"/19'0"

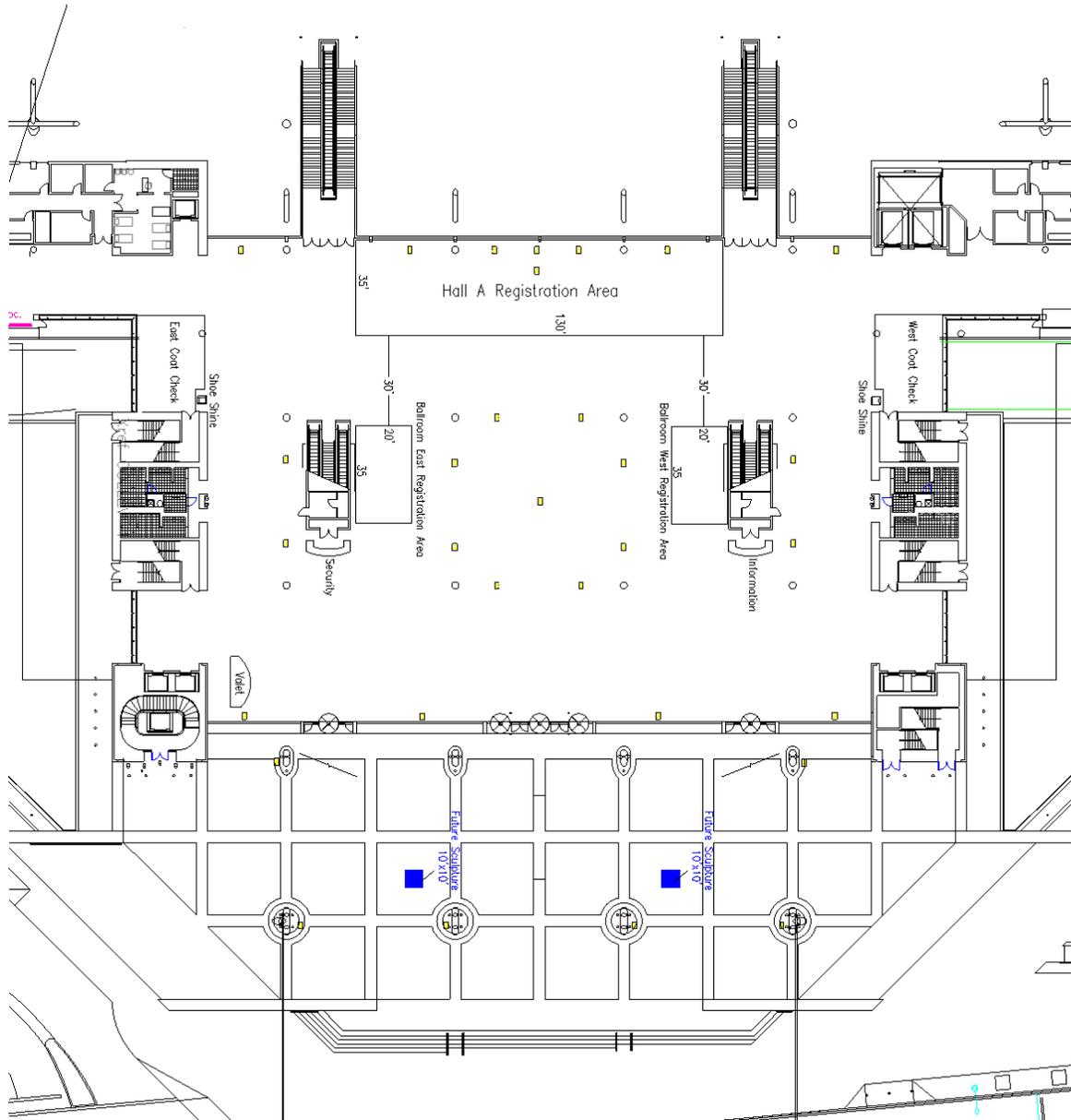
Ballroom Level	Theater	Classroom	Banquet	Reception	Length	Width	Area (sq ft)	Ceiling Height
Ballroom East	2410	1385	1560	2685	179'	105'	18795	32'/19'
Ballroom West	2410	1385	1560	2685	179'	105'	18795	32'/19'
Ballroom	5020	2718	3120	5370	179'	210'	37,590*	32'/19'
							*Entry area totals 2,430sf	
							Total ballroom sf= 40,020sf	

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REGISTRATION AREAS: LEVEL ZERO EAST

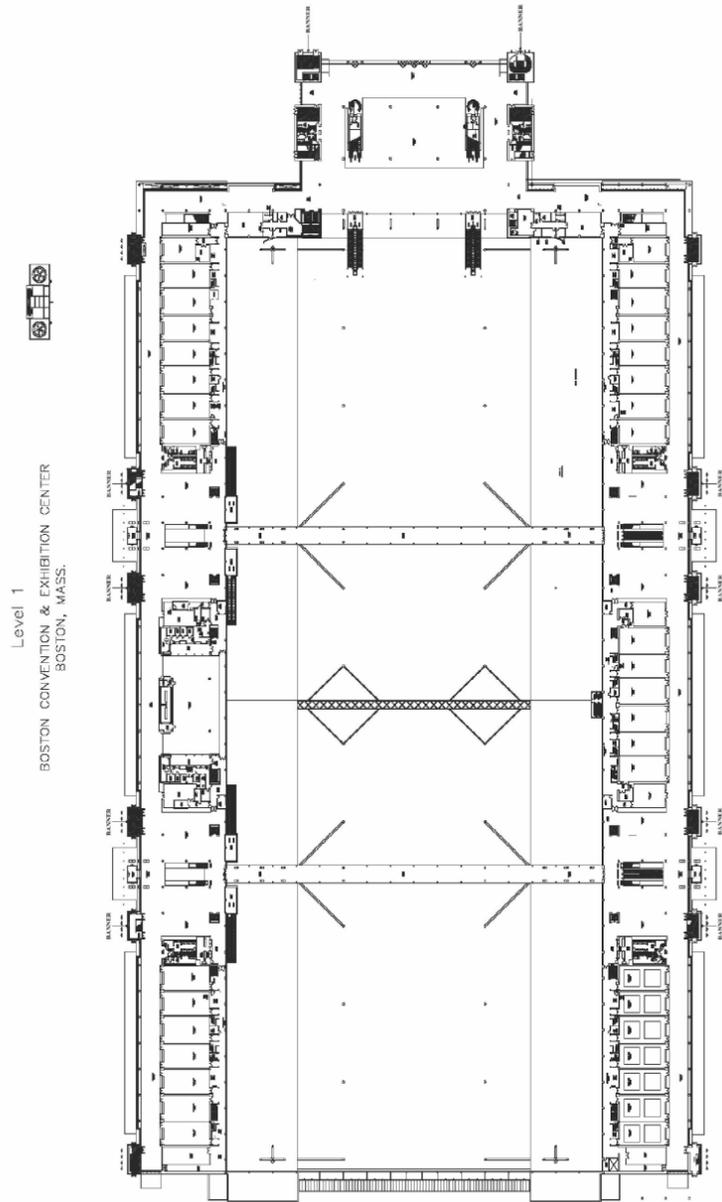


REGISTRATION AREAS: LEVEL ONE



EXTERIOR BANNER LOCATIONS

Banner Locations



DIRECTIONS

Directions are subject-to-change. Please refer to the MCCA's web site (www.massconvention.com) for up-to-date directions.

FROM LOGAN INTERNATIONAL AIRPORT AND ROUTE 1A SOUTH:

TAKE I-90 WEST/TED WILLIAMS TUNNEL TO EXIT 25 "SOUTH BOSTON". AT THE TOP OF THE RAMP, TAKE A RIGHT ONTO CONGRESS STREET. TAKE THE NEXT RIGHT ONTO D STREET. AFTER THE HIGHWAY RAMP, TURN RIGHT ONTO SUMMER STREET. THE BCEC WILL BE ON YOUR LEFT.

FROM WESTERN MASSACHUSETTS:

TAKE THE MASSACHUSETTS TURNPIKE/I-90 EAST TO EXIT 25 "SOUTH BOSTON". AT THE TOP OF THE RAMP, BEAR LEFT TOWARDS "SEAPORT BOULEVARD". AT THE FIRST SET OF LIGHTS, TAKE A RIGHT ONTO CONGRESS STREET. TAKE THE SECOND RIGHT ONTO D STREET. AFTER THE HIGHWAY RAMP, TURN RIGHT ONTO SUMMER STREET. THE BCEC WILL BE ON YOUR LEFT.

FROM POINTS NORTH VIA I-93:

TAKE I-93 SOUTH TO EXIT 20A "SOUTH STATION." AT THE END OF THE RAMP, TAKE A LEFT AT SIGNAL, ONTO SUMMER STREET AT SOUTH STATION. FOLLOW SUMMER ST. FOR APPROXIMATELY 1 MILE, THE BCEC WILL BE ON YOUR RIGHT.

FROM POINTS SOUTH VIA I-93:

TAKE I-93 NORTH TO EXIT 20 "SOUTH BOSTON". FOLLOW THE SIGNS TO "I-90 EAST". TAKE THE FIRST TUNNEL EXIT TO "SOUTH BOSTON". AT THE FIRST SET OF LIGHTS, TAKE A RIGHT ONTO CONGRESS STREET. TAKE THE SECOND RIGHT ONTO D STREET. AFTER THE HIGHWAY RAMP, TURN RIGHT ONTO SUMMER STREET. THE BCEC WILL BE ON YOUR LEFT.

VALET PARKING (\$25) IS AVAILABLE VIA SUMMER STREET. TO ACCESS, TURN ONTO EASTSIDE DRIVE AND THE VALET AREA WILL BE ON YOUR RIGHT. TO SELF-PARK (\$12) DRIVE PAST VALET AND CONTINUE STRAIGHT ALONG THE SIDE OF THE BUILDING. AT THE END OF THE BUILDING, MAKE A RIGHT AND GO DOWN THE RAMP. THE SOUTH PARKING LOT ENTRANCE IS AT THE BOTTOM OF THE RAMP, ON YOUR LEFT.

TRAFFIC INFORMATION:

REAL-TIME TRAFFIC INFORMATION IS AVAILABLE IN THE BOSTON AREA BY VISITING THE FOLLOWING WEBSITE:
WWW.SIGALERT.COM.

TAX INFORMATION

The following tax information is for any event making retail sales. The Licensee must collect all taxes and forms from vendors to submit to the Massachusetts Department of Revenue (DOR).

The following information is taken from “Important Tax Information for Exhibitors/Vendors”, from the Massachusetts Department of Revenue.

The Massachusetts Department of Revenue encourages your enterprising activities and likewise encourages your responsible tax payments on behalf of such business sales. Whether you are an out-of-state or an in-state vendor, you are required to be properly registered with the Massachusetts Department of Revenue. [You must] therefore secure from the show promoter a tax registration form or contact the Massachusetts Department of Revenue for your proper tax forms.

Your tax registration certificate, or copy thereof, showing your tax certificate number, must be displayed on site.

A tax return of your gross sales, accompanied by your tax payment, must be forwarded to the Massachusetts Department of Revenue, by the 20th of the following month of your show participation. The Commonwealth of Massachusetts can demand, at its discretion, your tax due payment at the close of any show, if the Commissioner feels that the collection of any tax due will be jeopardized by the delay. Your failure to collect and pay taxes due and keep records can initiate a criminal action.

For more information, registration certificate and forms, please contact the Massachusetts Department of Revenue, at the following address:

The Commonwealth of Massachusetts
Department of Revenue
Data Services Bureau
100 Cambridge Street
Boston, MA 02204
Telephone: (617) 887-MDOR or
Toll-Free: (800) 392-6089
-OR-
Visit www.massdor.com
-OR -

You may also contact the Revenue Enforcement Bureau with any of your tax questions, at (617) 621-5769.

The Massachusetts Department of Revenue has put together a guide with frequently asked questions, from which we’ve taken the following information, for your convenience.

Q: What is the sales tax?

A: The Massachusetts sales tax is 6.25 percent of the sales price or rental charge of tangible personal property or certain telecommunications services sold or rented in the Commonwealth. The sales tax generally is paid to the vendor as an addition to the purchase price. The buyer pays the sales tax to the vendor at the time of purchase; the vendor then remits the tax to the Commonwealth.

Q: What is the use tax?

A: The Massachusetts use tax is 6.25 percent of the sales price or rental charge on tangible personal property (including mail order items or items purchased over the Internet) on which no sales tax, or a sales tax rate less than 6.25 percent Massachusetts rate, was paid and which are to be used, stored or consumed in the Commonwealth. The use tax, unlike the sales tax, generally is paid directly to the Commonwealth by the purchaser.

Q: Who is a sales/use tax vendor?

A: A sales/use tax vendor is a retailer or any other person who regularly sells, rents or leases tangible personal property or telecommunications services that are subject to the Massachusetts sales tax. A vendor is anyone who:

- Sells, rents or leases in Massachusetts generally;
- Purchases tangible personal property or telecommunications services for resale in Massachusetts;
- Acquires parts to manufacture goods for sale or resale in Massachusetts;
- Has a business location in Massachusetts;
- Has representatives soliciting orders for tangible personal property or telecommunications services within Massachusetts; or

- Sells to Massachusetts residents or businesses and delivers, repair or installs goods or telecommunications services within the Commonwealth.

Please note: Tax-exempt organizations that sell tangible personal property or telecommunications services in the regular course of business are considered vendors and are required to collect sales/use tax.

Q: What are the responsibilities of a sales/use tax vendor?

- A: Massachusetts sales/use tax vendors are responsible for:
- Registering with DOR to collect sales/use tax;
 - Collecting the 6.25 percent sales/use tax on taxable sales or rentals of tangible personal property or telecommunications services. Please note: The tax must be separately stated and separately charged on all invoices, bills, displays or contracts; and
 - Remitting all sales/use tax to DOR with the appropriate Massachusetts sales/use tax return on time.

Q: Are out-of-state vendors' responsibilities the same as in-state vendors' responsibilities?

A: Yes. Out-of-state vendors who meet any of the vendor definitions listed [above] have the same responsibilities as Massachusetts vendors.

Q: How does a vendor register to collect sales/use tax?

A: Vendors can register to collect Massachusetts sales/use tax online through DOR's WebFile for Business application, which is available on the DOR website at: www.mass.gov/dor.

After processing an application for registration, DOR will issue the vendor a Sales and Use Tax Registration Certificate (Form ST-1) for each business location. Form ST-1 must be displayed in a conspicuous location on the business premises.

As a convenience to customers, those out-of-state retailers and mail order firms that are not required by law to register as Massachusetts vendors can register voluntarily to collect use tax.

Q: Must an individual or business register to pay sales/use tax on occasional out-of-state purchases?

A: No. People who are not registered to collect sales/use tax in Massachusetts, and who make an occasional out-of-state purchase for business or personal use, do not need to register. They instead must pay their use taxes by filing either a Business Use Tax Return (Form ST-10) or an Individual Use Tax Return (Form ST-11).

Q: What types of sales are exempt from the sales/use tax?

A: Massachusetts law exempts a number of items from the sales/use tax. The following categories of sales or types of transactions generally are exempted from the sales/use tax. If you have questions about whether or not certain items fit into these exempt categories, please call DOR's Customer Service Bureau at (617) 887-MDOR.

- Sales of food and clothing
- Sales of periodicals
- Admission sales
- Sales of utilities and heating fuel to residential users, small businesses and certain industrial users
- Sales of telephone services to residential users
- Charges for personal or professional services
- Sales of transportation
- Casual and isolated sales
- Resales
- Sales for out-of-state delivery
- Sales to exempt organization
- Sales to government agencies
- Sales to certain contractors and subcontractors
- Sales to manufacturers

Q: How do I submit returns and payments electronically?

A: Available on the DOR website at www.mass.gov/dor, the Department's secure web-based application, WebFile for Business, allows trustee and business tax taxpayers to register, file returns and make payments electronically.

Vendors can file tax returns and/or make payments through WebFile for Business for sales and use tax, meals tax, withholding tax and room

occupancy tax. Corporate estimated tax payments also may be made through WebFile for Business.

Vendors must register with DOR in order to use WebFile for Business. Instructions for registering to use the application are provided on the DOR website.

Q: What are the penalty and interest charges for late returns and payments?

A: Sales/use tax returns that are not filed on or before the due date are subject to interest and penalty charges. The penalty for late payment is $\frac{1}{2}$ of one percent of the unpaid tax shown on the return per month (or fraction thereof), up to a maximum of 25 percent.

The penalty for failure to file a return by the due date is one percent of the balance due per month (or fraction thereof), up to a maximum of 25 percent.

Also, if you fail to pay the tax when due, interest will be charged at the federal short-term rate (which can change quarterly) plus four percentage points, compounded daily.

Q: Are there other penalties?

A: Yes. It is unlawful for a vendor to advertise or state to the public or any customer, directly or indirectly, that the sales tax, or any part of it, will be assumed or absorbed by the vendor, or that it will not be added to the selling price or that it will be refunded in whole or in part.

Q: Must a return be filed even if no tax was due for a given period?

A: Yes. A return must be filed for all periods even when no tax is due — just enter zero in the appropriate places. Effective July 1, 2003, zero tax due returns must be filed electronically.

Q: What records must sales/use tax vendors keep?

A: Vendors registered to collect sales/use tax must keep complete and accurate records of the gross receipts from all sales, whether taxable or not. Vendors also must retain copies of sales/use tax returns together with any supporting information necessary to verify accuracy of the return. Sufficient records provide the vendor with evidence of each transaction and may include, but are not limited to, register tapes, cash journals, memorandum accounts and ledgers. Vendors must

retain copies of exempt certificates and credit memos issued to purchasers.

Q: How long should sales/use tax records be kept?

A: Records must be retained for a minimum of three years from the date the return was filed or the date it was required to be filed, whichever is later.

Q: How are credit sales and bad debts treated?

A: Vendors must pay tax on all sales regardless of whether payment is received at the time of sale. Reimbursement for tax remitted on bad debts can be claimed only on an annual basis on a Claim for Bad Debt Reimbursement (Form ST-BDR). This form must be filed by the due date, including extensions of the vendor's federal income tax return for accounts determined to be worthless during the prior fiscal year.

Q: What kind of help is available?

A: The instructions in the Department of Revenue's tax forms should provide answers to most taxpayers questions. For further information on Massachusetts sales and use tax law, please contact the Department of Revenue, at (617) 887-MDOR or Toll-Free at (800) 392-6089.

Registration Application

A Promoter's Registration Application must be filled out and submitted to the Department of Revenue, Special Enforcement Unit, at least ten (10) days before the show's opening date. A Registration Certificate will be sent five (5) calendar days before the activity dates indicated in the Registration Application. A Registration Application must be filed for each location and a Promoter's Return must be filed for every calendar month of operation.

Please contact The Commonwealth of Massachusetts' Department of Revenue, Special Enforcement Unit, at the following address, for forms and more information: 200 Arlington Street, Chelsea, MA 02150, OR visit their website: www.massdor.com and click on WebFile for Business.

EXCLUSIVE SERVICE PROVIDERS /
IN-HOUSE PREFERRED VENDORS

Levy Restaurants, Inc.

415 Summer Street
Boston, MA 02210
Telephone: 617-954-2382
www.levyrestaurants.com

FedEx Office

415 Summer Street,
Boston, MA 02210
Telephone: 617.954.2203
Fax: 617.954.2204
E-mail: usa1323@fedexkinkos.com

JCALPRO, Inc.

One Design Center Place, Suite 718
Boston, MA 02210
Telephone: 617-954-2345
www.jcalpro.com

Penfield's Signature Services

Westin Boston Waterfront
425 Summer Street,
Boston, MA 02210
Telephone: 617.513.1866
Fax: 617.532.4630

Projection Presentation Technology

415 Summer Street
Boston, MA 02210
617-954-3333
www.projection.com

Classic Shoeshine Corp.

18 Prairie Street
Boston, MA 02126
Telephone: 617-980-9185



THE LEVY DIFFERENCE THOUSAND DETAIL DINING

For Levy Restaurants, the exclusive food and beverage provider for the Boston Convention & Exhibition Center and the John B. Hynes Veterans Memorial Convention Center, it is all about the food and the thousand details that surround it.

In keeping with our attention to all of the thousand details, we offer the following information to facilitate your event planning. Your dedicated Catering Sales Manager will partner with you in your planning activities. Together, we look forward to delivering “The Levy Difference”.

Exclusivity

Levy Restaurants is the exclusive provider of all food and beverage for the Boston Convention & Exhibition Center and the John B. Hynes Veterans Memorial Convention Center.

Confirmation of Orders

Upon receipt of all written Food and Beverage specifications, your Levy Restaurants Catering Sales Manager will provide you with written confirmation of the services you ordered. Signed event orders are to be received by Levy Restaurants no less than thirty (30) days prior to the start of the first scheduled event. Guests booking short-term events (within 30 days of the start date) are to review, sign and return event orders upon their receipt.

Floor Plans for Catering Functions

Your Catering Sales Manager will assist in your event logistics to ensure the best possible guest experience. This includes food staging and distribution areas, safety concerns and service delivery.

Payment Policies and Procedures

Levy Restaurants requires a signed Catering Agreement (Contract) and an advance deposit of seventy-five percent (75%) of the estimated total charges, sixty (60) days prior to the start date of the first event. The balance of twenty-five percent (25%) is required fourteen (14) days prior to the start date. Levy Restaurants reserves the right to request payment in full prior to the first scheduled event based on credit history.

Accepted Forms of Payment

Levy Restaurants accepts company checks, American Express, MasterCard, Visa, Diner’s Club and wire fund transfers as payment for products and services. Any wire transfer fees incurred are the responsibility of the Guest. Certified funds, credit cards or wire transfers are the only acceptable forms of payment less than ten (10) business days prior to the event. Please contact your Catering Sales Manager for a credit card authorization form to facilitate on-site orders.

Guarantees

In order to provide the highest quality and service, a guaranteed number of attendees/quantities of food is required. This minimum guarantee must be submitted no less than seven (7) business days prior to the event (excluding holidays).

If the guarantee is not received, Levy Restaurants will assume the number of persons/quantities specified on the original contracted event order is the minimum guarantee. Attendance or consumption higher than the minimum guarantee will be charged as the actual event attendance / consumption. Levy Restaurants will be prepared to serve five percent (5%) above the minimum guaranteed attendance, up to a maximum of thirty (30) meals.

Taxes and Fees

All pricing is per person, unless otherwise noted. Prices are exclusive of a gratuity, taxable administrative fee and applicable sales tax. The gratuity is distributed to banquet employees, no other fees or charges (including administrative charges) are tips, gratuities or service charges for employees.

Labor/Bartender fees are subject to applicable sales tax.

Please note: (++) indicates the service or product is subject to Gratuity, Administrative Fee and applicable sales tax. (+) indicates sales tax only.

Cancellation Policy

In the event of a cancellation, please notify your Levy Restaurants Catering Sales Manager directly. Cancellations are to be delivered in writing and are subject to the fee schedule outlined in the Contract.

General Food & Beverage Guidelines

For the health and safety of your guests “leftovers” may not be removed from the facility at the conclusion of the event or service.

For your safety and the safety of your guests, a Certified Levy Restaurants Bartender is required for all events serving alcohol.

China Service

China service is a Levy Restaurants standard for all Meeting Rooms and Ballrooms, unless our high-grade and/or compostable disposable ware is requested.

All food and beverage events located in the Exhibit Halls or Outdoor Events (with the exception of plated meals), are accompanied by high-grade and/or compostable disposable ware.

Delayed or Extended Service

On the day of your Event, if the agreed upon beginning or ending service time changes by 30 minutes or more, an additional labor charge will apply.

Linen Service/Décor

Levy Restaurants provides linen for most food and beverage events. For additional décor, we are pleased to assist you with centerpieces or arrangements. Additional fees will apply for any specialty items.

Your Catering Sales Manager will be happy to offer suggestions on the appropriate style and colors for your event.

Specialty Equipment

Specialty equipment is available such as Water Coolers or Coffee Kits. Please contact your Catering Sales Manager for additional information.

Restaurant Services

Your Catering Sales Manager will assist you in contacting the appropriate Retail Food Service Manager for any foodservice needs. This includes hours of operation, menu selections, locations and schedule planning. Levy Restaurants will partner with you to effectively adjust Retail Food Service schedules based on your event.

OFF-SITE DINING

The BCEC is surrounded by a cornucopia of terrific options for a memorable lunch or dinner – from seafood served right on the waterfront – to cozy cafes – to authentic South Boston Irish pubs. For a current list of area restaurants check the BCEC Navigator at http://www.massconvention.com/bcec_attendee_guide.html.

For reservations, stop by the Visitor Information Desk in the North Lobby, or contact your favorite restaurant directly.

Event transportation services that deliver satisfaction. YOUR SUCCESS IS RIDING ON IT.



Helping your clients have a hassle-free experience. Being ready for unforeseen traffic or weather complications. It's no small matter to manage transportation for a major event. So give yourself some peace-of-mind and let the experts at the MCCA Boston Convention Transportation Services (BCTS) take care of it for you.

WE MANAGE RESOURCES, SAFETY, AND COSTS LIKE NO ONE ELSE.

This means we can help you by:

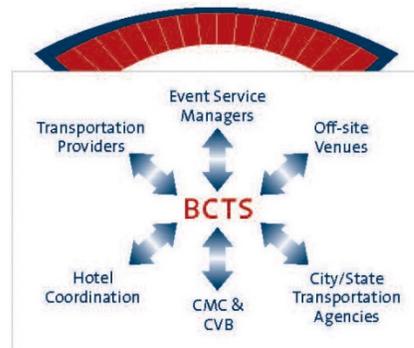
- Taking care of all modes of transportation for your event — from before your group's arrival at Logan Airport until your last guest leaves our city.
- Keeping everything running smoothly by leveraging our direct contacts with city and state agencies, as well as hotels and off-site venues.
- Utilizing our local knowledge and 70-years combined experience to get your guests where they need to go — safely and on-time.
- Providing real-time flexibility to modify an existing plan on a moment's notice.
- Being committed to delivering the best outcome, from both a customer-service and cost-basis perspective.

WE STREAMLINE PLANNING WITH ONE-STOP SHOPPING AND ONE POINT OF CONTACT.

We know our business, our facilities, and our city like no one else. And you enjoy the benefits.

Partner with us for your next event and get ready to drive success.

WE SERVE ALL YOUR TRANSPORTATION NEEDS, UNDER ONE ROOF.



TO LEARN MORE OR TO SUBMIT AN RFP FOR AN UPCOMING EVENT:
CALL 1-888-954-2287 (BCTS) OR EMAIL BCTS@MASSCONVENTION.COM



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