

# New England BOAT SHOW

## PROCEDURES FOR THE BCEC

The following is a list of policies established by the New England Boat Show. All exhibitors must adhere to building policies.

**In case of emergency in the facility, call 2222 on a house phone** (not 911); the BCEC is equipped with emergency procedures and quick response.

### SHOW DATES AND TIMES:

**February 20 – 28, 2010**

Saturdays: 10am – 8pm

Sunday (Feb. 21<sup>st</sup>): 11am – 6pm

Monday - Friday: 12 noon – 8pm

Sunday (Feb. 28<sup>th</sup>): 11am – 5:30pm

### Move-in and move-out dates and times:

Each exhibitor will receive an individual move-in and move-out schedule under separate cover.

**Move-out:** The hall will be open for move-out starting at 5:30 pm on Sunday, February 28<sup>th</sup> and will stay open until midnight. Any exhibitor who breaks down prior to the 5:30 pm closing will forfeit their booth and go on the waiting list for 2011. The hall will be open Monday, March 1<sup>st</sup> from 6am to 9pm and on Tuesday, March 2nd from 6am to 6pm. All displays must be off the premises by 6pm on Tuesday.

### Move-In Requirements

- **The only vehicles allowed to drive into the hall are those vehicles towing boats-** all other vehicles must unload at one of the 51 loading docks.
- All exhibitors and their personnel involved in the set up and break down of the show must wear an ID badge with their company name. These stick-on ID badges will be mailed to you with the move-in schedule.

- **There is to be absolutely no tying off or use of the poles, beams or any building supports to unload boats.**
- Shrink wrapping materials must be bundled compactly, for removal by the cleaners to recycling bins.
- All hand-carried items must be brought in through the loading docks; no other doors are to be used.
- All exposed propellers must be covered to prevent injury.
- No 4-wheeled dollies or material handling vehicles may be used, only 2-wheeled dollies are allowed for unloading.

## **PARKING PROCEDURES:**

- Parking at the BCEC is \$10 per day for standard size vehicles. Oversized vehicles will be charged accordingly. For your convenience, the MCCA is offering Exhibitor Parking Passes for the 2010 New England Boat Show. This pass will allow you to park in the South Parking Lot with **in-out privileges during the show days only**. The parking pass is not valid on move-in or move-out dates and **overnight parking is not permitted**. Parking passes and other MCCA services may be purchased in advance by using the MCCA's Exhibitor Online Ordering service at [www.massconvention.com](http://www.massconvention.com). You may pick up your pass at the South Parking Lot ticket booth the first day you park. Please bring a copy of your order confirmation for fastest service. By purchasing the parking pass ahead of time on-line, you are receiving a one-day discount. On-site the fee will be equal to that of \$10.00 per day. The day pass will not give you in and out privileges. Parking passes will be sold on-site during move-in days only. During the show days, valet parking is available on the upper level of the BCEC. Valet before 4pm is \$20.00 and after 4PM is \$15.00.
- No trailer parking is allowed at any of the hotels.
- No trailers may be left anywhere at the BCEC.
- The South Parking Lot will close 2 hours after the closing of the show each day. Vehicles left after 2 hours will be towed. No overnight parking of any vehicle is allowed at the BCEC. All cars must be removed.

## **Booth Set up Requirements**

- All exhibits, including 10x10 booths, must be carpeted.
- All signage must hang over booth, and not encroach on aisle or neighboring exhibitors.
- All signage displayed on abutting sides must be one-sided, with copy facing your booth, and may not interfere with neighboring exhibits. There is no height restriction on signs.
- For signage hung from, or affixed to any part of the BCEC structure (including poles, supports, beams, walls, etc.), the service must be contracted through the BCEC.
- Any and all fire extinguishers in the building must be accessible, and not covered or obstructed in any way. There are fire extinguishers on each column in the building; please be aware of locations.

## Prohibited Items

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

*Please leave the facility as you found it.*

## Miscellaneous

- **Credentials/Exhibitor Badges will be mailed** to each exhibitor approximately 2 weeks prior to the show; replacement of lost badges will be provided at a charge of \$10 per badge. Please make sure that we have the persons name and address that will be distributing these credentials. If you are not the person, please do not have us send them to you.
- **Boat Cleaning Crews must have show credentials**, please add them to your Credentials List. Water needed for detailing must come from specific locations (to be determined later), and may not come from restrooms. Cleaning crews will have specific hours (not before 7 am) in which to enter the hall; further information will be sent to you in a separate mailing.
- **Please – Please - Please do not break down your displays and try to move out prior to the closing time of 5:30 PM on Sunday, February 28th. Any exhibitor violating this policy will forfeit their booth space and be placed on the Waiting List for the 2011 show.**

Children Under 18 Years of Age: During the move-in and the move-out of the New England Boat Show the BCEC prohibits anyone under the age of 18 to be on the exhibition floor.