



GENERAL INFORMATION

Location

Boston Convention & Exhibition Center
415 Summer St., Boston MA 02210
Main Entrance for the show: Level Zero Lobby

Show Office

Location: Level Zero Room 50
Phone: 617-954-3430 (starting Tuesday, Feb. 7, 2012)
Fax: 617-954-3980 (starting Tuesday, Feb. 7, 2012)
Hours: Move-in starting Tuesday, 7th at 8am – 6pm
Show Days two hours prior to show opening through show closing

Please note that once we have moved into the show office, we will not be able to receive any fax you may be sending. The fax number for the show office is

Press Office

Show Office room 50, Level Zero

Service Companies

Freeman and BCEC will both be located in the lobby on Level Zero. Bloomin Exhibits, can be contacted through Freeman Company. Projection Inc can be contacted through the BCEC. See Additional Service Providers section.

Move-in

Each exhibitor will receive an individual move-in schedule. It is very important that each exhibitor adheres to their schedule.

Official move-in will occur Tuesday, Feb. 7th and Wednesday, Feb 8th 6am – 10pm; Thursday, Feb. 9th 6am – 9pm; and Friday, Feb. 10th, 6am – 8pm. All exhibitors must have displays moved in by Fri. Feb. 10th, Saturday, Feb. 11th will be hand carry items only

Show Dates and Hours

Saturdays	10am – 8pm
Sunday, Feb. 12th	11am – 6pm
Monday – Friday	1pm – 9pm
Sunday, Feb. 19th	11am – 5:30 pm

Meeting Rooms and Special Events

Seminars will be conducted in rooms 051, 052, 053 as in the past. Check our website for the schedule newenglandboatshow.com

There are a limited amount of rooms available to the show. If you need to use a room for a meeting, please contact Mary Steen msteen@nmma.org or 800-225-1577.

Conduct of Exhibits

Booths must be manned during all show hours. Buyers are on the floor until the last minute of the show and expect exhibitors to be present. Only firms that have contracted for space are allowed to demonstrate products, solicit orders or distribute advertising materials at the show. Confine all distribution of literature, solicitation, signage, and models to your exhibit.

Standard Booth Equipment

Exhibitors occupying in-line booth space will be provided with an 8 ft. back drop, 3ft side rails and a standard ID sign 44" x 7". The ID sign will have your company name, booth number, city and state printed on it.

Show Services

Freeman Company is the official decorator for the show. Freeman will provide furnishing, drayage and labor. They use only fireproofed materials that meet the approval of the Boston Fire Department.

Boston Convention & Exhibition Center (BCEC) provides electrical services, phone services, internet services, cleaning services and parking passes, plumbing services and rigging services.

Parking Passes

Exhibitors may pre-order on the website or purchase parking passes at the ticket booth of the parking lot during the move-in of the show. Once the show has opened, passes will not be available. These passes save money

for those exhibitors who need to go in and out during the course of a show day.

Emergency Situations

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

Children Under 18 Years of Age

The BCEC prohibits anyone under 18 years of age to be on the exhibit floor during the set-up and dismantling of the show.

Hotels

Check out website for hotel links and special pricing.
Newenglandboatshow.com

FedEx Kinkos Business Center

A full business center is available at the BCEC in the North Lobby. Check the business center for hours of operation.

UPS and FedEx Deliveries

Once the show has opened, there will be no one in the loading dock to accept any UPS or FedEx deliveries. If you are expecting a delivery please make arrangements for your shipment to be delivered elsewhere.

Paging During Show Hours

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

Official Show Photographer

The official show photographer is Fay Foto. They may be reached at 617-267-2000. Exhibitors must make their own arrangements. The deadline to make arrangements is Feb. 1st.

Exhibitor and move-in credentials

Show management will provide stick on move-in badges for everyone involved with moving in your display. These badges are only good during the move-in of the show.

Exhibitor's credentials are to be used during the show and dismantling. Only working staff are to get credentials. These are not to be transferred to another person or used as a guest ticket. Family member and guests

must have a guest ticket.

Guest Tickets (EGTs)

Tickets are available for exhibitors to purchase for guests, friends and family members. The cost of the EGTs is \$7.00. There is a \$25.00 nonrefundable deposit required.

Children under 16 years of age do not pay to enter the Progressive Insurance New England Boat Show. There are no EGT children's tickets needed.

Fuel Tanks

All fuel tanks must be less than 1/8th of a tank and free of vapors. All tanks will be subjected to Fire Marshal inspection.

New Admission Policy

The New England Boat Show will no longer sell a children's ticket. All attendees 16 years or older will be charged an adult admission ticket. All attendees under the age of 16 will be admitted free of charge.

Exhibitor Catering Order Form

The MCCA has a new concession and catering company. Levy Restaurants is the company. They will provide catering at the booths. We have attached their information under Additional Service Providers.

