



PROCEDURES FOR THE BCEC

The following is a list of policies established by the Progressive Insurance New England Boat Show, and building policies that must be adhered to by all exhibitors.

Emergency

In case of emergency in the facility, call 2222 on a house phone. DO NOT call 911. The BCEC is equipped with emergency procedures and quick response.

Move-In and Dismantling Dates and Times

Each exhibitor will receive an individual move-in and move-out schedule under separate cover. We ask each exhibitor to adhere to the schedule.

Dismantling will begin at 5:30 pm, closing of the Progressive Insurance New England Boat Show on February 19th. We will stay open until 12 midnight. The hall will be open Monday from 6am -9pm and Tuesday from 8am – 6pm.

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 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 and have a valid form of ID on their person at all times. Stick on badges will be sent to you for the move-in. Exhibitor badges will be used for the dismantling.

There is 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 the 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.

Parking Procedures- South Parking Lot

Parking at the BCEC is \$12.00 per day. For your convenience, the MCCA is offering Exhibitor Parking Passes for the nine days of the show. These passes may be purchased during the four days of move-in at the parking lot ticket booth. The pass allows you in and out privileges during the show. These passes are not valid during the move-in and the dismantling. There is no overnight parking allowed at anytime.

Valet parking is also available. The cost is \$25.00.

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 South Parking Lot. All cars must be removed.

Booth Set Up Requirements and Signage

All exhibits, including 10 x 10 booths, must be carpeted.

All signage must hang over the 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. If arrangements have not been made through the BCEC and the exhibitor does it on his or her own, the exhibitor will be liable for damages.

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 can be used. 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 materials can 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 the way you found it.

Miscellaneous

Boat cleaning crews must have credentials. Please provide us with a list of names of the individuals that will be cleaning your booth. We will have the appropriate credentials made up for them to come into the hall early. They should always have ID on them.

Children Under 18 Years of Age are not allowed on the show floor during the move-in and the dismantling. The BCEC prohibits anyone under 18 years of age to be on the floor while equipment is in use.