



MOVE IN/OUT & SHIPPING

Exhibit Install Pg. 1

Exhibit Install Pg. 2

Exhibit Removal

Brownell Systems

Freight Shipping
Procedures

Move In Information

Staging

EXHIBIT INSTALLATION - BOOTH / IN-LINE SPACE

IN LINE BOOTH EXHIBITOR INSTALLATION SCHEDULE

Thursday, February 6, 7AM – 6PM

Friday, February 7, 7AM – 6PM

MOVE IN REQUIREMENTS

- 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.
- 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 COLORS FOR 2020 ARE BLUE AND WHITE. AISLE CARPET WILL BE BLUE.



SIGNAGE

- All signage displayed on abutting sides must be one-sided with copy facing your booth, and may not interfere with neighboring exhibits.
- 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. **Contact Jcalpro at: 617.954.2345**

FIRE COLUMNS

- **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.**

LABOR

- **Freeman Company** is the official decorator for the show. Provides furnishing, drayage and labor.
Phone: 508-894-5100
- **Boston Convention & Exhibition Center (BCEC)** provides electrical services, phone services, internet services, cleaning services and parking passes, plumbing services and rigging services. **Phone: 617.954.2230**

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.

UNION OVERTIME, DOUBLE TIME & HOLIDAYS

The following hours are considered overtime or double time and are subject to higher labor rates.

Overtime:

Monday – Friday: Anytime before 8am and after 4:30pm.
Arrangements for labor should always be made before 1pm each day.

Please Note: Labor orders placed on show site will be at the standard rates. To save money and time, place your orders before the deadline date listed on the Labor form.

Saturday: All day is overtime.

Double time:

Sunday: All day is double time.