



## MOVE IN/OUT & SHIPPING

---

Exhibit Install Pg. 1

Exhibit Install Pg. 2

Exhibit Removal

Brownell Systems

Freight Shipping  
Procedures

Move In Information

Staging

# STAGING

## TRUCK MARSHAL YARD

Massachusetts Convention Center Authority

### BCEC South Lot

6 Claflin St, Boston, MA 02210

Seaport District Boston, MA 02210

- Yard is located directly across from loading dock entrance.  
All vehicles dropping off or picking up at the Boston Convention and Exhibition Center loading dock need to report to the marshaling area.
- Staging boats—South Parking Lot, Monday February 3rd from 8:00am – 6:00pm.  
(You may only stage boats 24 hours prior to your move in day/time, not before as we have limited space on-site)
- Staging hours for the South Lot for the rest of the week:  
2/4: 7am-6pm, 2/5: 7am-6pm, 2/6: 7am-6pm, 2/7: 7am-6pm



## PARKING PROCEDURES - South Parking Lot

- We have been able to make changes regarding parking during the move-in and the move-out of the show. In the past, you had to pay each time you entered the parking lot during the move-in and move-out. The BCEC has agreed to waive the “each separate entrance fee” during the move-in and the move-out only. You will pay once and be able to go in and out as often as you need on a given day.  
Parking Passes will be available to exhibitors for the nine days of the show.  
You may pre-order on the NEBS website or purchase parking passes at the ticket booth at the entrance to the parking lot during the move-in of the show.
- The last day the parking passes will be available to purchase will be Friday of the move-in. Passes save money for those exhibitors who need to go in and out during the course of a show day. These passes are not valid during the move-in and the move-out.
- During the show, “each separate entrance fee” will be enforced unless you have a parking pass.
- There is no overnight parking allowed at anytime.
- No trailer parking is allowed at any of the hotels.
- No trailers may be left anywhere on BCEC Property

