

SHOW RULES & REGULATIONS

Display Regulations

Rules & Regulations

Security Precautions
& Fire Safety

Limits of Liability &
Responsibility

Playing of Music

Exhibitor Liability
Insurance Notice

Sample Certificate of
Insurance

SECURITY PRECAUTIONS / FIRE SAFETY

SUGGESTIONS & PRECAUTIONS

- Ship locked trunks or crates. Avoid using small cartons for shipping products and don't label the contents on the outside.
- Furnish your carrier with accurate bills of lading.
- Do not store un-displayed products in empty crates or cartons.
- Report any damaged or lost cartons to the Show Office immediately.
- Secure display product(s) within your exhibit with leaders or cords. This will make it more difficult for someone to "walk off" with your merchandise.
- Do not stow cash boxes under/on tables where they can be easily taken.
- Do not leave briefcases, calculators, cameras, etc. in unattended booths.
- Cover your displays at night.
- Pack quickly upon receiving your empty crates at show break.
- During move-out, have an employee remain with the exhibit until all products have been repacked/loaded.

FIRE SAFETY REGULATIONS

The following is a summary of fire safety regulations, which will be strictly enforced by the Boston Fire Department:

1. Fuel: All boats entering the building for display must have no more than 3 gallons of fuel in the tank. The batteries must be disconnected and the gas caps taped or locked. (The only exclusion to this rule is if batteries are necessary to operate shore power).
2. Propane: Propane tanks, empty or filled must be removed from all boats before entering the building.
3. Fire Safety Equipment: All fire hoses/extinguishers and fire alarm pull switches must be accessible and visible at all times. If your booth area has a fire hose or fire alarm pull switch within your exhibit, you must lay out your display so as to allow physical access to this equipment.
4. Fire Department Regulations: Everyone must adhere to all Fire Department regulations; exhibitors will be responsible for rectifying any violations, at their own expense.