



# EXHIBITOR MANUAL

Friday, March 20 -  
Sunday, March 22, 2020

John B. Hynes Convention Center  
900 Boylston Street  
Boston, MA 02115

[www.necann.com](http://www.necann.com)

Produced by



## SPONSORS

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**GREENBROZ**

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# 2020 NEW ENGLAND CANNABIS CONVENTION EXHIBITOR INFORMATION

## **SHOW MANAGEMENT**

Paragon Group, Inc. (Corporate Office), 197 First Avenue, Suite 150, Needham, MA 02494  
Phone: 781-237-5533 • Fax: 781-453-0407 • [www.necann.org](http://www.necann.org)

### **Contacts:**

David Gerth, Sales Executive, 781-343-1783 (direct line), [dgerth@paragonexpo.com](mailto:dgerth@paragonexpo.com)  
Kris Hultgren, Sales Executive, 207-400-4446, [kris@necann.com](mailto:kris@necann.com)  
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Carolyn Weston, Show Director, ext. 108, [cweston@paragonexpo.com](mailto:cweston@paragonexpo.com)  
Peg Rose, Show Coordinator/Billing, ext. 103, [prose@paragonexpo.com](mailto:prose@paragonexpo.com)  
Garry Edgar, President & CEO, ext. 101, [gedgar@paragonexpo.com](mailto:gedgar@paragonexpo.com)  
Barbara Pudney, VP of Marketing, ext. 104, [bpudney@paragonexpo.com](mailto:bpudney@paragonexpo.com)

## **MOVE IN**

All exhibitors will be mailed a **Vehicle Entry Permit** which you will use to gain entry to the loading dock. If you don't have an entry permit, you must check in at the Exhibitor Registration Counter on the second floor of the Hynes Convention Center outside of Hall A prior to set up.

- Unloading and loading vehicles will be limited to the Cambria Street Loading Dock. Exhibitors are not permitted to unload at the entrance to the Hynes Convention Center on Boylston Street.
- The Hynes Convention Center maintains a hand-carry policy that prohibits rolling two or four-wheeled carts, hotel-type carts and dollies from the Boylston Street or Prudential Center entrances into the show. Smaller folding luggage carts are acceptable.
- Note that only bona fide employees of an exhibiting company can perform work/unloading.

## **THURSDAY, MARCH 19 - 8:00 AM - 5:00 PM**

Locate your booth on the floor plan on the next page to determine your zone.

<b>ZONE ONE</b>	8:00 AM - 11:00 AM
<b>ZONE TWO</b>	11:00 AM - 2:00 PM
<b>ZONE THREE</b>	2:00 PM - 5:00 PM

## **FRIDAY, MARCH 20 – LATE MOVE IN**

<b>ALL ZONES</b>	8:00 AM - 10:00 AM
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(SHOW OPENS AT 10:00 AM)

## **SHOW DATES & HOURS**

Friday, March 20	10:00 AM - 5:00 PM	(Exhibitor Access 8:00 AM-6:30 PM)
Saturday, March 21	10:00 AM - 6:00 PM	(Exhibitor Access 8:00 AM-6:30 PM)
Sunday, March 22	10:00 AM - 3:00 PM	(Exhibitor Access 10:00 AM-10:00 PM)

## **MOVE OUT**

Sunday, March 22	3:00 PM – 8:00 PM
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**NOTE:** Booth breakdown and show move out may not begin until the show is officially closed on Sunday, March 22 at 3:00 PM. You will not be permitted to drive your vehicle into the loading area until your booth has been completely packed up and is ready to load onto your vehicle. Boston police officers will be working to make sure there is no parking in front of the building and anyone leaving a vehicle unattended runs the risk of being ticketed.

**SERVICE CONTRACTORS – ORDER BY FRI, MARCH 2 FOR DISCOUNT PRICING!**

**Electrical, Telephone, Audio Visual, Plumbing, Cleaning, Internet:**

Hynes Convention Center

900 Boylston Street, Boston, MA 02115

Phone: 617-954-2000

<https://orders.massconvention.com/ems-ext/external/#order-events>

**Furnishings, Equipment, Shipping & Labor:**

Freeman Decorating Company

Avon, MA

Phone: 508-894-5100

<https://www.freemanco.com/store/show/landing?showID=496691>

**Food & Beverage Sampling:**

Levy Restaurants at Hynes Convention Center

900 Boylston Street, Boston, MA 02115

Phone: 617-954-2379

**ADVANCE ORDERS FOR SHOW SERVICES (DUE THURSDAY, FEBRUARY 27, 2020 TO RECEIVE DISCOUNTS)**

Plan ahead. It is always best to order services and/or furnishings in advance of the Show.

Orders placed on-site are generally 30% higher in costs and processed after the advance

orders. Therefore, to save time and money, order early. The exhibitor manual and order forms

will be available on-line at [www.freemanco.com](http://www.freemanco.com) and at [www.necann.com](http://www.necann.com).

**SPECIAL MATERIAL HANDLING RATES FOR MACHINERY**

**Please Note:** A special machinery rate is available for heavy equipment being displayed at the show. See the Freeman form titled Machinery Rates to learn more about this discounted fee.

**ADMISSION TO EDUCATIONAL PROGRAMMING**

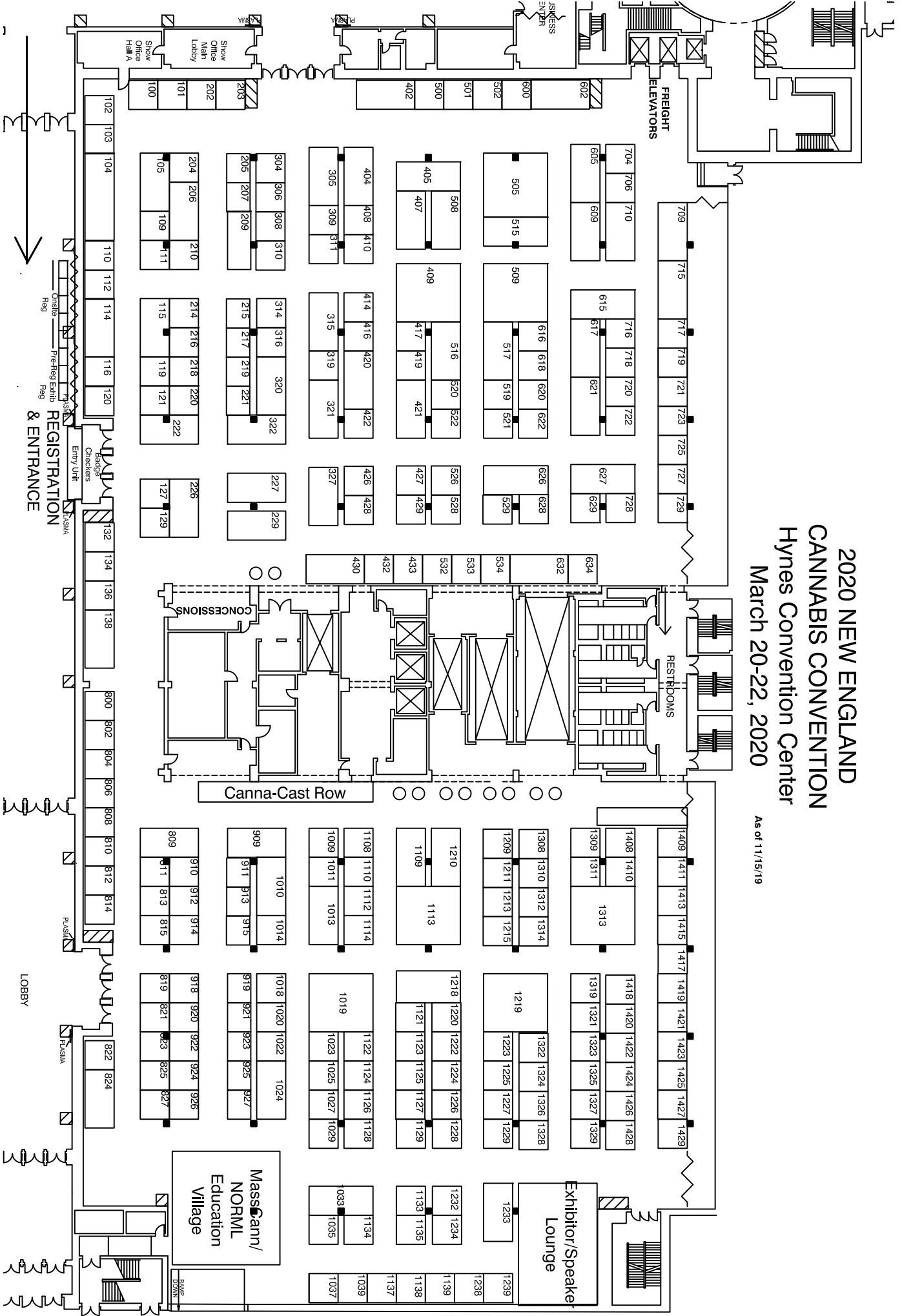
Badged exhibitors are welcome to attend all educational programming.

# 2020 NEW ENGLAND CANNABIS CONVENTION

## Hynes Convention Center

March 20-22, 2020

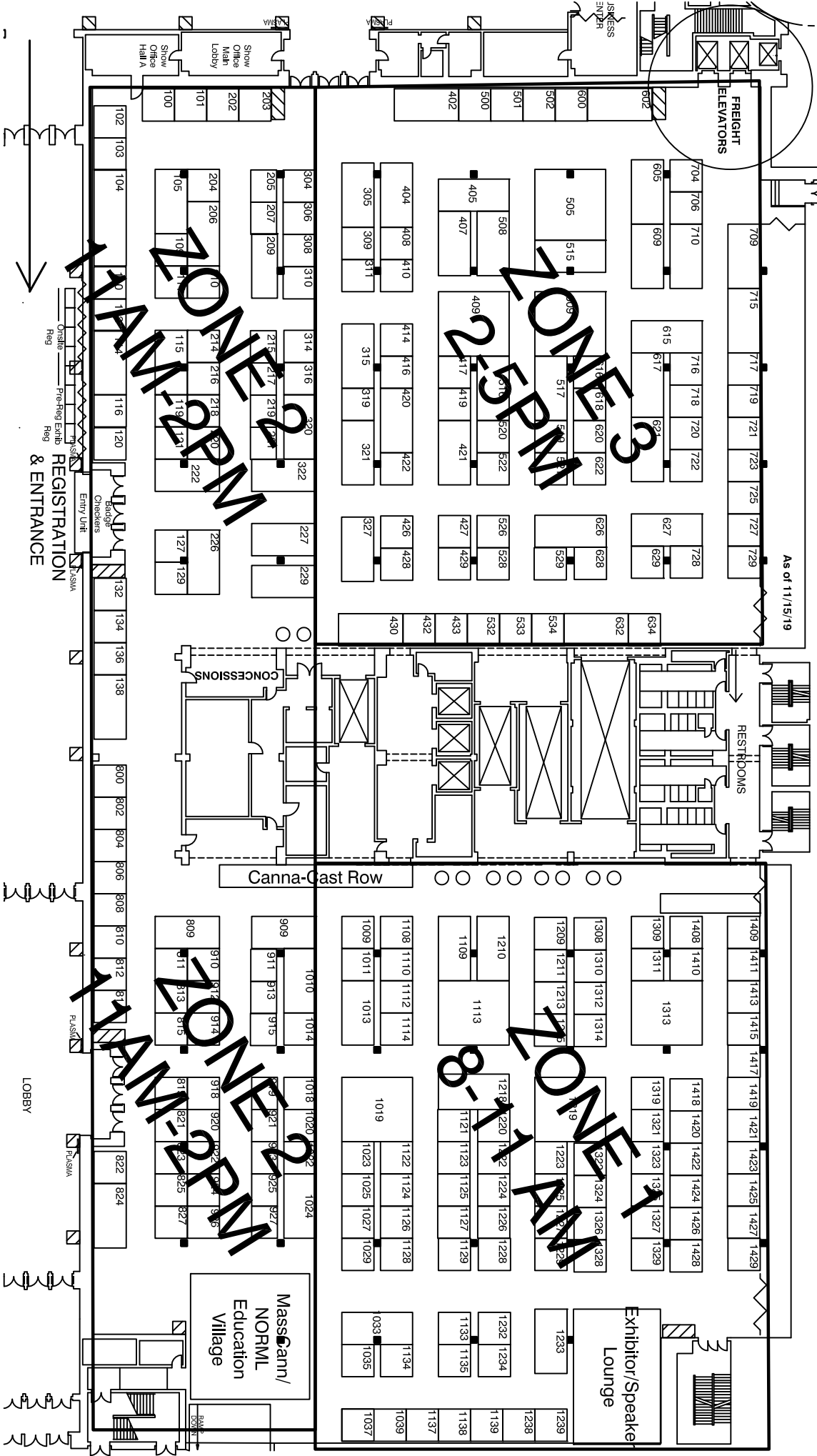
As of 11/15/19



**PLEASE NOTE**  
 EXHIBITORS WILL LOAD IN FROM LOADING DOCK VIA THESE ELEVATORS. EXHIBITORS ARE STRONGLY ENCOURAGED TO BRING THEIR OWN TWO-WHEELED CARTS.

**2020 NEW ENGLAND CANNABIS CONVENTION**  
 Hynes Convention Center  
 March 20-22, 2020

**MOVE-IN ZONES**  
**THURSDAY, MARCH 19, 2020**  
 ZONE 1 8:00-11:00 AM  
 ZONE 2 11:00AM-2:00 PM  
 ZONE 3 2:00-5:00 PM



**ZONE 3**  
 2-5 PM

**ZONE 2**  
 11 AM-2 PM

**ZONE 1**  
 8-11 AM

REGISTRATION & ENTRANCE

Canna-Cast Row

Exhibitor/Spokee Lounge

MassCAN/  
 NORML  
 Education Village

As of 11/15/19

## **MARIJUANA RESTRICTIONS – IMPORTANT INFORMATION!**

Any form of Marijuana consumption (i.e., smoking, vaping, edibles) is strictly prohibited at the Hynes Convention Center including outdoor areas approved for tobacco smoking.

Marijuana plants will not be permitted at the Hynes Convention Center.

The sale of Marijuana related products (i.e., bongs, vaporizers) must be those that are legalized by the Commonwealth of Massachusetts.

### **EXHIBITOR BADGES**

All booth personnel will be required to wear badges for access to the hall during set up, show and break down hours. Four (4) badges will be distributed per company. Badges are only to be worn by employees of the company renting booth space and working in the booth. Badges are not to be given to non-working personnel. Badges must be picked up individually at the Exhibitor Registration Desk in the show lobby. Badged exhibitors are welcome to attend all programming.

### **SHOW OFFICE / EXHIBITOR REGISTRATION**

**Open Thursday, March 19 - Sunday, March 22**

The Show Office will be located off the Show Floor in Hall A, at the beginning of the far left-hand wall as you enter Hall A. Exhibitor Registration will be located in the lobby. Show Management personnel will be available to help you in any way.

### **BOOTH PACKAGE**

Each 10' x 10' Booth Includes:

8' tall dark green and white back drape and 3' tall side drape

6' draped table and 2 chairs

Booth ID sign

***Does not include electricity – See order form attached.***

### **LEAD RETRIEVAL SYSTEM – INCLUDED IN BOOTH PACKAGE**

Complimentary cellphone lead retrieval system is available through Boomset, the show's registration vendor. Further information will be sent to you prior to the show. Here is a brief overview:

1. Download App (<https://www.boomset.com/lead-retrieval-app>)
2. Create an account
3. Find event – New England Cannabis Convention Boston 2020 or NECANN 2020
4. Access event (FREE)
5. Review Event (Guest check in: <https://www.boomset.com/guest-list-app> )
6. Scan
7. Access Lead
8. Sync Leads

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## **DRIVING DIRECTIONS TO THE HYNES CONVENTION CENTER**

**(NOTE: PARKING IS NOT ALLOWED IN THE FRONT DRIVEWAY AT THE HYNES CONVENTION CENTER FOR LOADING OR UNLOADING. SEE DIRECTIONS BELOW TO THE CAMBRIA STREET LOADING DOCK.)**

### **FROM I-90 Eastbound:**

- Take Exit 22 (Prudential/Copley Place)
- Stay left and take ramp toward Prudential Center, as you exit onto Huntington Avenue, staying right while on Huntington Avenue
- At the next set of lights turn right onto Belvidere Street then take right onto Dalton St. Sheraton Boston will be on your right.
- At the first set of lights on Dalton Street take a right onto Boylston St
- The Hynes Convention Center's main entrance and driveway will be immediately on the right. See directions below for Loading Dock Access.

### **FROM Logan International Airport and Ted Williams Tunnel/I-90 Westbound:**

- Merge onto I-90 West/Mass Pike/ Ted Williams Tunnel and take Exit 24 toward I-93
- Merge onto I-93 South via exit on the left
- Take Mass Ave exit, Exit 18
- Take a slight right onto Mass Ave Connector and take your next right onto Massachusetts Ave
- Follow Massachusetts Ave 1.4 miles and take a right onto Boylston St
- The Hynes Convention Center's main entrance and driveway will be immediately on the right. See directions below for Loading Dock Access.

### **FROM I-93 Southbound:**

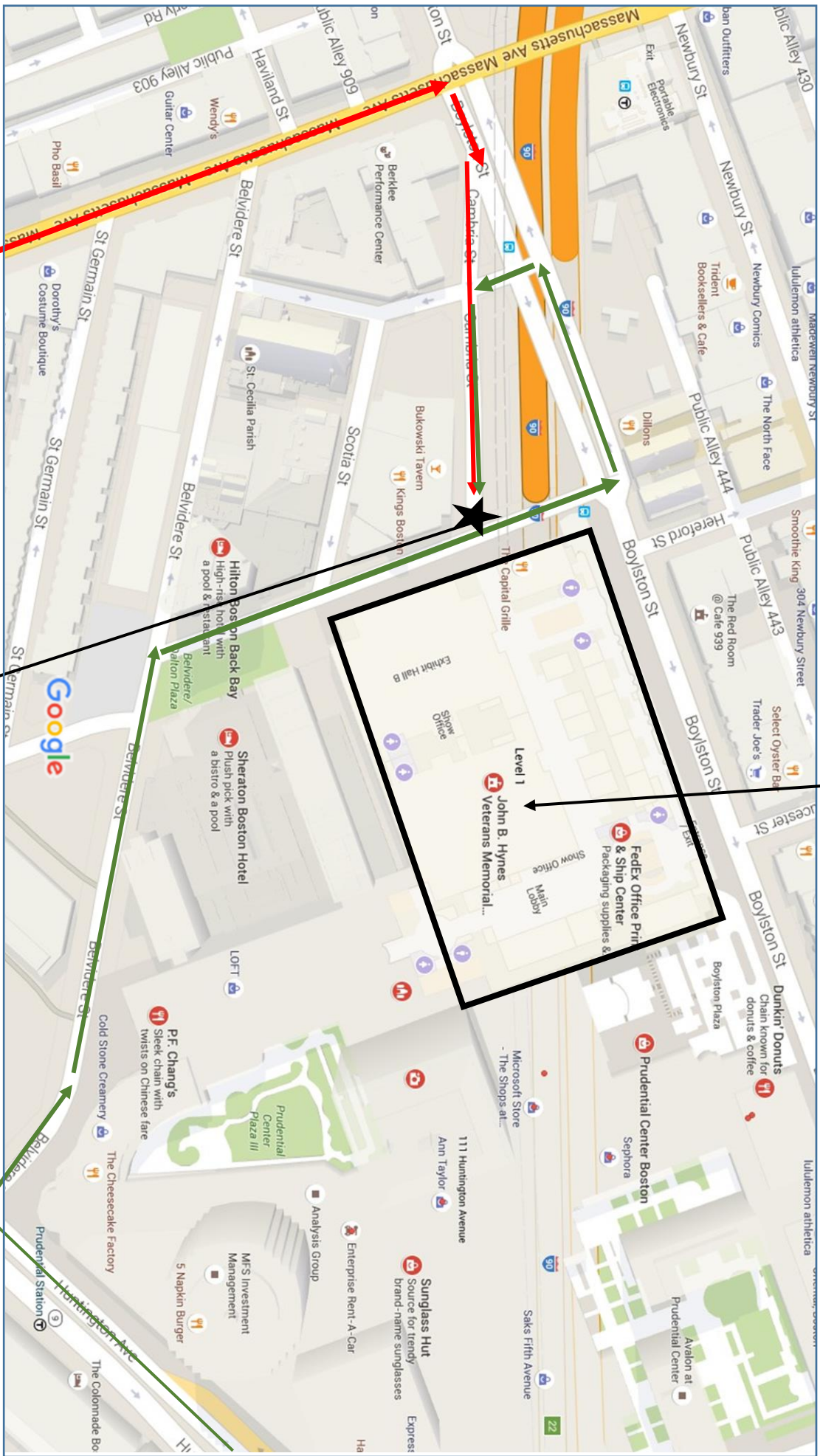
- Follow Rte. 93 South staying to the far right as you get closer to Boston
- Take Exit 26, Storrow Drive
- Follow Storrow Drive approximately 2 miles to the Fenway/Kenmore Exit (1st exit after Massachusetts Ave., on left)
- Stay left as you exit Storrow Drive going toward the Fenway
- Continue to 1st set of lights, staying left, going onto Boylston St
- Go through 4 sets of lights on Boylston St
- The Hynes Convention Center's main entrance and driveway will be immediately on the right. See directions below for Loading Dock Access.

### **FROM I-93 Northbound:**

- Take Exit 18, Mass Ave/Roxbury
- At the third set of lights turn left onto Mass Ave Connector then turn right onto Massachusetts Ave
- Follow Massachusetts Ave 1.4 miles and take a right onto Boylston St
- The Hynes Convention Center's main entrance and driveway will be on the right. See directions below for Loading Dock Access.



# HYNES CONVENTION CENTER



FROM MASS. AVENUE

UNDERGROUND ENTRANCE  
TO CAMBRIA ST LOADING DOCKS

FROM MASS PIKE COPLEY/PRU EXIT

### **CAMBRIA STREET LOADING DOCK INSTRUCTIONS:**

Access for unloading exhibits is the Cambria Street Service Entrance located off Massachusetts Avenue. If you plan to transport materials to your booth yourself, please use this entrance. Upon arrival, you will receive unloading instructions. There is a minimum of two people per car upon entering the loading area. **You must bring your own handcart if you will require one. You may use only hand-operated equipment; two-wheeled hand trucks and four-wheeled hand trucks are permitted.** Equipment must be unloaded and moved into the exhibit hall while the vehicle is being parked. **THERE IS A 20-MINUTE TIME LIMIT FOR UNLOADING VEHICLES IN THE LOADING DOCK AREA. Exhibitors are not permitted to live park.**

If you require a loading dock, Freeman Decorating Company will need to unload your materials. There is a fee for this service. If you are transporting large items for your exhibit and need assistance of the use of a four-wheel dolly or pallet lift, arrangements must be made with Freeman Decorating Company in advance. There is a fee for this service as well. Freeman can also handle any shipping needs at an additional cost. For all processes and necessary forms, please refer to the Freeman Services Kit attached to this manual or visit [www.myfreemanonline.com](http://www.myfreemanonline.com).

### **DIRECTIONS TO CAMBRIA STREET LOADING DOCK:**

#### **Driving from Mass Pike:**

- Take Exit 22 (Prudential/Copley Place)
- Stay left and take ramp toward Prudential Center, as you exit onto Huntington Avenue, staying right while on Huntington Avenue
- At the next set of lights turn right onto Belvidere Street then take right onto Dalton St. Sheraton Boston will be on your right.
- When you come to the end of Dalton Street at Boylston Street (Fire Dept. straight ahead), you will take a left at the lights and then another left when you see the Cambria Street ramp.

#### **Driving from Massachusetts Avenue:**

- When you turn onto Boylston Street, Cambria Street will be your first immediate right. Cambria Street goes down the ramp to the Loading Dock.

#### **Walking from 900 Boylston Street (Hynes Front Entrance):**

Walk down about 2 blocks back towards Massachusetts Avenue and go down the ramp on Cambria Street.

#### **Walking from the Sheraton Entrance (Dalton Street):**

- Walk up Dalton Street and take a left onto Boylston Street. Walk down 1 block and down the Cambria Street ramp.

## **PARKING**

Within a three-block walk of the Hynes Convention Center are numerous parking garages totaling over 4,400 spaces. There is limited meter parking available around the Hynes and adjacent streets.

### **Hynes Auditorium Parking Garage**

50 Dalton Street, 617-247-8006

### **Back Bay Hilton Hotel Parking Garage**

40 Dalton Street, 617-236-1100

### **Belvidere Street Lot**

53 Belvidere Street, 617-536-0910

### **Boston Marriott Hotel Copley Place**

100 Huntington Avenue - Valet Parking  
617-236-5800

### **Colonnade Hotel Parking Garage**

120 Huntington Avenue, 617-424-7000

### **Copley Place Parking Garage**

100 Huntington Avenue, 617-369-5025  
(corner of Huntington Ave & Dartmouth St)

### **Prudential Center Parking Garage**

800 Boylston Street, 617-236-3060

### **Sheraton Boston Hotel Parking Garage**

39 Dalton Street, 617-236-6172

## **PUBLIC TRANSPORTATION**

### **Via Logan Airport:**

Round-trip shuttle from Back Bay to Logan Airport - The Back Bay Logan Express shuttle runs every 20 minutes and picks up passengers from Logan Airport and Hynes Convention Center. The cost is \$5.00 one way fare. Credit or Debit Card only (or Free with Valid with [MBTA Pass](#)).

Subway- Take the subway bus from any terminal to the airport subway station, transfer to the Blue Line and board the westbound train (marked Bowdoin Station) to Government Center. Get off the train and follow signs to the Green Line and board Green Line Train D (Riverside) to the Hynes Convention Ctr/ICA Stop. Once you get off the subway, choose any exit and follow the signs to the Hynes. For more information visit: [massport.com](http://massport.com)

### **Via Amtrak and Commuter Rail:**

If traveling by Commuter rail or Amtrak from points west or south of Boston, get off at the Back Bay Station and walk through the

Copley Place Mall to the Prudential Center and follow the signs to the Hynes Convention Center. For more information please visit: [www.amtrak.com](http://www.amtrak.com).

### **Via Subway**

The Hynes is just steps away from four stations: Hynes Convention Center, Copley Square and Prudential on the the Green Line, and Back Bay on the Orange Line.

### **Via Bus (MBTA Silver Line to South Station):**

Take the Silver Line Bus to South Station. As you depart the terminal, walk to the right and the Silver Line pick-up is at the head of the line at Terminal D. The Silver Line stop is along the roadway between Terminal C and D. Take Silver Line to South Station, transfer to Commuter Rail to Back Bay Station and walk through the Copley Place Mall to the Prudential Center and follow the signs to the Hynes.

For more information please visit: [mbta.com](http://mbta.com).

## **HOTELS**

There are blocks of rooms available on Friday, Saturday and Sunday nights at these hotels. Note deadlines. You may be able to find more competitive rates via online travel sites but we wanted to make sure we had a good variety on reserve.

### **Boston Marriott Copley Place**

110 Huntington Avenue, Boston, MA 02116

Room Rate: \$200 Standard

Reservations by **Thursday, February 27, 2020**

For reservations, visit: <https://book.passkey.com/go/>

Accessible via indoor Prudential Center walkways

### **Courtyard Boston Marriott Downtown**

275 Tremont Street, Boston, MA 02116

Room Rate: \$218

Reservations by **Thursday, February 20, 2020**

For reservations: <https://www.marriott.com/event-reservations/reservation-link.mi?id=1565186549809&key=GRP&app=resvlink>

Located 1.6 miles from Hynes Convention Center (23 min walk or 12 min MBTA train ride plus short walk)

**Additional Suggestions:** Here is a listing of additional hotels in close proximity to the Hynes Convention Center: <https://groups.reservetravel.com/group.aspx?id=36206>

By booking through this link, NECANN can keep track of hotel usage at the different properties and negotiate the best possible rates for future shows. Show management doesn't have any agreement with these hotels, however, so any issues with reservations would need to be resolved directly with the hotel or booking site used.

## **INSURANCE**

You are responsible for the space contracted to you. Consequently, be sure to have all insurance certificates in force and updated during the Show. It is very easy for most insurance companies to add a binder to your policy for the run of the Show. If there are damages to the building or its property attributable to you, it is your responsibility to reimburse the Hynes Convention Center. Paragon Group and NECC require no special insurance if the agreement for space rental is completed, signed and received by Paragon Group 10 days prior to show opening.

## **SALES TAX IDENTIFICATION NUMBER REQUIRED**

All exhibitors selling merchandise on the Show floor are required to provide a Federal Identification Number or MA Tax Identification Number (TIN) if a business, or a Social Security number, if an individual, to Show Management prior to setting up at the show. The Massachusetts Department of Revenue (DOR) **requires** Show Producers to provide them with a complete file of this information. The number required is simply the number you or your company uses to file Massachusetts or Federal Income tax. A representative of Mass State Department of Revenue will be on site sometime during the Show.

Thank you if you have already provided this information on your application for booth space.

**If you have not already provided this information, please call Dave Gerth at 781-343-1562 or email it to him at [dgerth@paragonexpo.com](mailto:dgerth@paragonexpo.com) by March 13.**

Exhibitors can apply for a Massachusetts State Tax Identification Number on line. The following link will provide information regarding registration.

How to apply:

- Go to [www.mass.gov/dor](http://www.mass.gov/dor)
- Go to “Business”
- Go to “Filing & Reporting”

Proceed with instructions provided. **The responsibility is yours to comply with state codes.**

### **TEMPORARY FOOD SERVICE PERMIT & SAMPLING FORM**

**NOTE:** No food item containing any amount of cannabis may be sold or sampled at the New England Cannabis Convention.

Exhibitors who intend to have food sampling and sell packaged food items must apply and pay for a **City of Boston Temporary Food Service Permit**. Show Management will coordinate the application process and send you the application. **The food permit as well as a check for \$35 made payable to the City of Boston must be returned to Paragon Group by March 13.** It is imperative that the permit is coordinated in advance – the Health Department has the right to close down the booth if any exhibitor is found in violation of this policy.

**SAMPLING:** All product samples must be kept to a 4 oz. size for beverages and a 2 oz. size for solid foods. The sampling of food and beverage is subject to show management and building approval. Food may not be sold for consumption onsite. **You must fill out the sampling form provided along with this manual.**

**PREPARATION:** Food preparation for sampling in your booth is permitted. You may use microwave ovens, small convection ovens, hotplates or electric skillets. Compressed gasses, liquid fuel and open flames are prohibited. All exhibitors cooking food must have a **WORKING FIRE EXTINGUISHER** in their booth.

# Levy Restaurants Hynes Authorization Request

## *Sample Food and/or Beverage Distribution*

Please complete this form to receive authorization to distribute food or beverages not purchased through Levy Restaurants. Levy Restaurants has exclusive food and beverage distribution rights within the Hynes Convention Center and has the responsibility to the City of Boston to strictly regulate any food and beverage activity within the Hynes. Due to strict regulations, any vendor sampling product within the above mentioned parameters must submit a sampling form to Levy Restaurants for approval.

**The Selling of Food and/or Beverage products by any other entity is strictly prohibited.**

Sponsoring Organizations of expositions and trade shows, and/or their exhibitors, may distribute SAMPLE SIZE food and/or beverage products ONLY upon written authorization and adherence to ALL of the conditions outlined below.

### **GENERAL CONDITIONS - FOOD INDUSTRY RELATED SHOWS**

1. Items dispensed are limited to products Manufactured, Processed or Distributed by exhibiting companies.
2. All items are limited to SAMPLE SIZE and must be dispensed/distributed in accordance to Local and State Health Codes:
  - a. Non-Alcoholic Beverages limited to maximum of 4 oz. Sample Size, served in biodegradable (or plastic) cups. No cans or bottles will be permitted.
  - b. Alcoholic beverage sampling is permitted only if you are the manufacturer or distributor of the beverage. Alcoholic beverages must be "sample" sizes (2 oz. for beer/wine, .25 oz for liquor) and can only be served by a licensed Levy Restaurants bartender.
  - c. Food items are limited to "bite size", not to exceed 2 oz. portions or a 2 oz. prepackaged samples.
  - d. All food/beverage items brought in are required by the Boston Health Department to have a temporary Health Permit. This includes prepackaged food samples, samples not intended for consumption on the show floor, and bottled water.
3. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other Levy Restaurants and/or Hynes services.

### **IF YOU DO NOT MEET THE CONDITIONS LISTED ABOVE, THE FOLLOWING POLICIES APPLY:**

**TAKE-AWAY ITEMS AND BUY-OUT FEES.** Any Food and Beverage brought on premises without the written authorization from Levy Restaurants, the Hynes and [NAME Show] Management is strictly prohibited.

1. Take-away items will be assessed and approved on a case by case basis by Levy Restaurants. Take-away items are items that are distributed to attendees but are not intended for immediate consumption at the time of receipt.
2. Requests for all Food or Beverage Products brought on the premises for consumption at hosted banquet/booth events or that do not fall within the Sampling parameters listed above may incur a Buy-out Fee by Levy Restaurants. An appropriate buy-out fee will be determined by Levy Restaurants on a case by case basis; however, the buy-out fee will be based on a percentage of the retail pricing for the food and/or beverage item and is subject to all applicable taxes and service charges.

**UNUSED FOOD OR BEVERAGE PRODUCT** that requires pick-up or shipment after the show/event is the responsibility of the Company that is sampling the product. Absolutely NO REFUNDS of Buy-out Fees will be given for Food or Beverage Product if not consumed during show/event.

**FOOD AND BEVERAGE RELATED SERVICES** including storage, delivery, or any other service required for Food and/or Beverage products brought from the outside are not the responsibility of and will NOT be provided by Levy Restaurants.

If these services are required the following charges will be assessed:

1. \$150.00 for a small visi cooler, per day
2. \$300.00 for a large double visi cooler, per day
3. \$25.00 per drop off and per pick-up for steward
4. \$150.00 per day minimum for dry or refrigerated storage, per pallet
5. \$6.00 per 5 pound bag of ice

*Both the refrigerator and cooler require stewarding labor to drop off and retrieve the equipment. A security deposit of \$250 per piece of equipment will also apply.*

**SHIPPING/RECEIVING** Please note that only product you expect to be prepared by, stored by and delivered by Levy Restaurants should be shipped to Levy Restaurants. Please see the Shipping Label, fill it out and ensure it is used properly to ensure proper receiving of your product. You must contact Levy Restaurants prior to shipping items – items not expected will not be received. For all Food and Beverage not purchased through Levy Restaurants, all standard fees mentioned above will be charged where applicable, including 20% Administrative Fee and Applicable Sales Tax.

The Company named below acknowledges they have sole responsibility for the use, servicing or other disposition of such items in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Levy Restaurants and the Hynes from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items.

**Exhibiting firm must provide Levy Restaurants with a Certificate of Insurance showing evidence of Commercial General Liability with an each occurrence limit of \$1,000,000 and naming Levy Premium Foodservice Limited Partnership and Massachusetts Convention Center Authority as additional insured. Information must be received no later than close of business (5:00 PM EST) on \_\_\_\_\_**

Event or Show:		Event or show date(s):		
Exhibiting firm:		Booth no. (s):		
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by/title:		Show site contact:		
Date:		Contact phone:		

**PLEASE SPECIFY: ITEM / DISTRIBUTION PURPOSE / QUANTITY / PORTION SIZE / METHOD OF DISPENSING**

Before returning this document, please sign the “Agreed” indicating you have read and you agree with all conditions.

Agreed \_\_\_\_\_ Approved \_\_\_\_\_ Date \_\_\_\_\_  
Exhibiting Firm Levy Restaurants

**PLEASE RETURN FORM TO LEVY RESTAURANTS BY \_\_\_\_\_ TO ENSURE CONFIRMATION AND APPROVAL.**

For additional services and information, please contact: Levy Restaurants | Exhibitor Catering Sales Department  
 900 Boylston Street | Boston MA 02215 | Tel. 617.954.2189 | Fax 617.954.2281

## **DISPLAY GUIDELINES**

Paragon Group enforces display regulations that we believe provide each exhibitor an equal opportunity to make the most effective use of their space without infringing on the rights of your neighbors. The foundation upon which all show management display rules are based is the following:

**“All exhibitors, regardless of size or location, will be given an equal opportunity, within the bounds of common sense and professional courtesy, to exhibit their product(s) or service(s) in the most effective manner to the attendees”**

Please review the rules and regulations outlined in the following pages. Each section begins with the actual rule and guideline and is followed by the intent that is of major importance.

## **BOOTH STANDARDS**

- Handwritten signage is not permitted
- All product(s) should be professionally displayed, (i.e., no corrugated boxes or displaying of product(s) in the aisles outside the exhibit
- No helium balloons are allowed in building.

## **DEMONSTRATIONS**

Do not place your demonstration areas on the aisle line of your exhibit if you expect many people to congregate at one time. Leave space within your own exhibit area to absorb the majority of the crowd. **Should spectators interfere with the normal flow in the aisle, show management will insist that you limit or eliminate the presentation.**

Police your own booth to be sure the noise level from any demonstrations or sound systems is kept to a minimum and does not interfere with others. The use of microphones or public address systems is prohibited in exhibitor booths. Show management reserves the right to determine at what point sound constitutes interference with others and must be discontinued.

The aisles are the property of all the exhibitors and therefore, each exhibitor has the responsibility to assure proper flow of traffic through the entire show. When large crowds gather to watch a demonstration or entertainment and interfere with the flow of traffic down aisles or create excessive crowds in neighboring booths, this is an infringement on other exhibitor' rights. Aisles must not be obstructed at any time.

## **BOOTH GUIDELINES**

**One or more 10'x10' booth with aisle on one side:**

1. Booth construction – Back wall is 8' high. Sides may be 8' for the first 5' from the back wall of booth. The front 5' (to aisle) may be no higher than 4'. This results in clear linear visibility for all exhibits.
2. Nothing may be erected or hung across or over any aisles, even if that aisle is flanked on both sides by booths assigned to the same exhibitor, unless approved by Show Management.
3. All exposed areas of the exhibit must have finished surfaces including the back and sides. Graphics, logos or print facing into another booth will not be allowed. All such material must face into the aisle or into the exhibitor's own booth. Any part of any booth needing a finished surface at 6:00 PM, the day prior to the Show opening, will be draped at the cash expense of the exhibitor. Show Management will decide whether such drape is needed.
4. Product storage is not permitted behind or around exhibits. Minimal storage of literature or items for daily use may be stored out of sight.



5. Show Management may require any Exhibitor to make changes in his or her exhibit if, in Show Management's opinion, the exhibit does not conform to prevailing standards of good taste or interferes with the rights of other exhibitors.

### **NO NAILS OR SCREWS**

Nothing may be posted, taped, tacked, nailed or screwed to columns, walls, floor or other parts of the building. No holes may be drilled, cored or punched in the building. Any damage or defacement caused by infractions of this rule will be remedied by Show Management at the expense of the rule-breaking exhibitor.

### **HANDOUTS**

No adhesive-backed (stick-on) decals or similar items may be distributed or used in the building. You cannot distribute literature, samples or other material outside your contracted exhibit space. You cannot work the aisles outside your booth.

### **EXHIBITORS WITH SPECIAL NEEDS**

Exhibitors who have special needs which require variance from these guidelines must get prior written approval from Show Management. Exhibitors should send detailed plans of their proposed display for this approval.

### **UPS AND FEDEX DELIVERIES**

**We strongly discourage sending freight via overnight delivery services** (FedEx, UPS) due to the logistical challenges inherent within the Hynes Convention Center. Shipping via this method also incurs material handling charges! Once the Show has opened, there will be no one at 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, such as to your hotel.

### **SECURITY - DURING INSTALLATION**

While setting up booths which contain small, easily pilferable articles, use of individual booth safeguards should be made, i.e., chaining of items, show cases, covering with tarps and locking containers. **DO NOT PUT ANY ARTICLES OF VALUE IN A CRATE OR CARTON DESIGNATED FOR "EMPTY STORAGE".**

### **SECURITY - DURING SHOW HOURS**

Booth personnel should be in attendance at least 30 minutes prior to official Show opening and should remain during all Show hours. At the close of the Show each evening, booth personnel should remain until the public has been cleared from the floor and the booth has been secured for the evening. Special safeguards should be exercised with regard to personal items such as handbags, wallets & coats.

### **SECURITY - DURING DISMANTLING PERIOD**

**Dismantling and/or merchandise removal cannot begin prior to the official closing of the Show on Sunday at 3:15 PM.**

It must be stressed that exhibitor personnel must remain with merchandise until it is removed from the exhibit floor. Each outbound carton or crate must be properly labeled or tagged for shipment. If you are expecting a pick up on Monday by common carrier or express delivery, see the Freeman Service Desk for details.

While adequate guard service will be provided by Show Management around the clock, it is the responsibility of each exhibitor to take whatever precautions he/she deems necessary to prevent loss or damage. Show Management assumes no liability or responsibility for any loss or theft. Therefore, it is incumbent upon exhibitors to provide for their own product security and insurance coverage.

### **PERFORMANCE OF MUSIC**

If any copyrighted music is to be played at your display, you must obtain all necessary licenses from the copyright owner or licensing agency representing the copyright owner as shown below.

The licensing requirements include the playing of live as well as recorded music, whether it is the essence of the presentation or is used only as background, on a videotape or other presentation.

ASCAP  
3350 Cumberland Circle  
Suite 1890  
Atlanta, GA 30339  
800/505-4052

BMI  
10 Music Square East  
Nashville, TN 37203  
800/326-4264

Adherence to these federally mandated copyright licensing laws is of critical importance. Failure to do so is both a violation of federal copyright law and a breach of your contract for the New England Cannabis Convention.

Please take a few minutes to ensure a hassle free event by acquiring proper licenses. If you encounter any difficulty with either ASCAP or BMI in your attempt to acquire a license, please contact Show Management

### **BUILDING FIRE REGULATIONS**

The following safety regulations must be strictly adhered to by all exhibitors and Show Management. Fire Department Inspectors carry out regular inspections and will enforce these regulations.

1. No fire alarm pull stations, fire extinguishers, or fire hose standpipe locations may be blocked by displays, tables, signs, etc. Accesses to these devices must be maintained at all times.
2. No exit door fire access aisle may be blocked; complete access must be maintained without encroachments, at all times.
3. Painting and use of flammable liquids or solvents is prohibited within the building.
4. No smoking is allowed in the Exhibition Hall.
5. No propane-operated devices shall be used, brought into or stored in the hall. No propane or other flammable gas storage will be authorized.
6. All fabric brought in by exhibitors must be approved for use by the Massachusetts State Fire Marshall, Boston Fire Department, or MassPort Fire Department. Fabric may be submitted for approval to the State Testing Lab, 1010 Commonwealth Avenue, Boston.
7. No flashing beacons are allowed in the hall.
8. All vehicles on display or in the hall must have minimum fuel supply (1 gallon maximum). In addition, display vehicles must have battery cables disconnected and taped over.

9. All display vehicle fuel tanks must either have a locked filler cap or the cap must be tightly taped over. No draining of fuel tanks is allowed in the building, on the docks or on the street.
10. No open flames are authorized in or around the building.
11. Smoke exhaust system fans in the hall area must be free from all obstructions.
12. No banners are to be hung so as to obstruct exit and fire safety signage.
13. In order to insure that all fire and safety regulations have been strictly enforced, all exhibits and displays must be set-up and in place at least two (2) hours prior to the show opening.
14. No vehicles shall be started up in the hall once the show is open. Exhaust may activate the smoke detection system.
15. No exhibitors shall bring, or authorize others to bring any material, substance, equipment, object and/or devices, which may endanger either the life of or cause bodily injury to any person in the facility or which is likely to constitute a hazard to the building itself.
16. Any solid, roof-enclosed structure shall be equipped with a smoke detector.
17. The Exhibition Hall smoke detectors are never to be bypassed while a show is in progress.
18. The drive-on ramp must have a minimum 15 foot aisle at all times to allow access for fire emergency equipment.
19. Exhibitors are not allowed to store material behind their booths. This area should remain clear as a service aisle.

# What is Drayage or Material Handling?

Material Handling, also known as Drayage, is the six-step process that occurs when the General Contractor takes ownership of the freight from your carrier at the advanced warehouse, marshaling yard or show site, delivers it to your booth, stores empties, delivers empties back to your booth for your re-packing and then brings the freight back to the docks for pick up by your specified carrier.

## How Is the Cost of Drayage Determined?

To determine the amount charged to exhibitors by General Contractors for handling of your freight, remember that freight is sometimes moved as many as six times during a show.

General Contractors charge by 100 lb. increments, known as a hundredweight (CWT), and with a 200 lb. minimum charge. Your 31 lb. box is charged as a 200 lb. minimum so depending on the show rate could cost you anywhere from \$120 – \$240. Now be prepared to pay 30% more for special handling or for delivery off target, generally a holiday or weekend, which could add another 25%.

## What is Special Handling & Why Is There a 30% Upcharge on an Already Costly Bill?

Special Handling applies to anything that is shipped to the advance warehouse or direct to the show that is not palletized or crated, needing personal handling, i.e., restacking, using chains or special equipment to unload, moving other crates to get to your materials, etc.

Be advised everything shipped by air freight via Fed Ex, UPS or any small box carrier is automatically considered Special Handling. If you ship 4 boxes of literature to your booth in different shipments, be prepared to pay the 200 lb. minimum per shipment plus 30% Special Handling fees per shipment. Special handling has a 30% mark up because of the extra time it takes to unload and distribute the truck full of boxes to your booth as it takes more labor than a forklift driver simply lifting a crate and driving to your booth.

## 30 lb. Rule & 5 lb. Rule

Some General Contractors (including Freeman, Brede and GES) are nice enough to have a 30 lb. rule for “small packages” – meaning if 30 lbs. or less they will charge a substantial amount less as the package can be hand-carried or delivered by cart. If your shipment is sent at the same time and the combined weight is over 30 lbs. then expect a 200 lb. minimum charge.

The 5 lb. rule is that anything less than 5 lbs. is free. Not all Generals are nice when it comes to this rule. Someone still has to walk from the docks, find you and then journey back - but the big Generals know it is outrageous to charge large sums of money for a letter being delivered to the show and your booth.

## Simple Tips to Save BIG CASH!!!

When shipping in your products or marketing promotional items, minimize the number of items in your shipment and consolidate your items on a pallet, shrink wrapped and banded appropriately. This way, a forklift can simply drive under and lift the pallet to your booth, avoiding Special Handling charges.

If you have to ship in individual boxes, make sure you ship all the boxes at the same time and keep your tracking receipt. Make sure your individual boxes are marked “1 of 3”, “2 of 3”, etc. and were charged as a combined weight shipment. The General Contractor will note that all the boxes were shipped at the same time and you won't be charged the 200 lb. minimum per box. If your tracking numbers are too far apart, brace yourself for individual 200 lb. charges per package. Make sure all boxes or packages are gathered and shipped at one time.

Your tracking receipt, or for the tech savvy, a virtual record on your phone, will allow you to confirm all boxes have arrived and will also provide problem-solving ability when you're missing boxes in your booth and the Exhibitor Service representative's first question to you is "Do you have tracking numbers?"

**Notify your shipper you will not be paying any booth material Special Handling charges.**

Make sure to notify your shipper to ship your booth properties crated and, if need be, palletized, shrink wrapped & banded appropriately. This will not only ensure you aren't hit with a special handling 30% up-charge for your booth properties but also minimizes losing booth properties that were shipped loose from a secured crate or pallet.

**Note:** During a show, empty crates will not be moved into storage without an Empty sticker applied, nor will equipment or materials be moved out of your exhibit space at the end of a show without filled-in shipping labels and proper paperwork filled out and submitted to start the process. Materials left behind without paperwork will be taken back to the General Contractor's warehouse and "forgotten" until you come looking for them. Don't forget the rented tv monitor!

**The Bottom Line** is that this is a great deal for a one-time charge for a six-step process.

Please contact your Show Manager if you have further questions.

*Thanks to Justin Tursellino, Freeman*


**Exhibitor Order Form  
Electrical Services**

Effective January 1, 2020

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <http://www.signatureboston.com/hynes-ordering-guide.aspx>.  
**To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.**

**\*Overhead electrical services must accompany a rigging order.**

*Incomplete information will delay processing.*

Event or Show:		Booth no. (s)			
Event or show date(s):		Exhibiting firm:			
Billing address:	City:	State:	Zip:	Country:	
Phone:		Email:			
Ordered by/title:		Show site contact:			
Date:		Contact phone:			

**STANDARD ELECTRICAL CONNECTIONS: 120 VOLT**

Description	Regular Service			Additional Services Available as Add-Ons					Total Due: \$	
	QTY	Discount Rate	Standard Rate	QTY	24-Hour Service	QTY	Overhead Service*	QTY		Combined 24-hour & Overhead*
500 Watt Box (5 amps)		\$130.00	\$160.00		+50% rate		\$160.00		\$240.00	
1000 Watt Box (10 amps)		\$170.00	\$210.00		+50% rate		\$210.00		\$315.00	
2000 Watt Box (20 amps)		\$210.00	\$260.00		+50% rate		\$260.00		\$390.00	
4000 Watt Box (20 amps x 2)		\$245.00	\$300.00		+50% rate		\$300.00		\$450.00	

**STANDARD ELECTRICAL CONNECTIONS: 208 VOLT & 480 VOLT**

Description	Regular Service			Additional Services Available as Add-Ons					Total Due: \$	
	QTY	Discount Rate	Standard Rate	QTY	24-Hour Service	QTY	Overhead Service*	QTY		Combined 24-hour & Overhead*
208V Single Phase 30 Amp		\$370.00	\$460.00		+50% rate		\$460.00		\$690.00	
208V Single Phase 60 Amp		\$700.00	\$875.00		+50% rate		\$875.00		\$1,312.50	
208V Single Phase 100 Amp		\$1,075.00	\$1,345.00		+50% rate		\$1,345.00		\$2,017.50	
208V Three Phase 30 Amp		\$665.00	\$830.00		+50% rate		\$830.00		\$1,245.00	
208V Three Phase 60 Amp		\$1,005.00	\$1,255.00		+50% rate		\$1,255.00		\$1,882.50	
208V Three Phase 100 Amp		\$1,595.00	\$1,995.00		+50% rate		\$1,995.00		\$2,992.50	
208V Three Phase 200 Amp		\$3,040.00	\$3,805.00		+50% rate		\$3,805.00		\$5,707.50	
208V Three Phase 400 Amp		\$5,370.00	\$6,715.00		+50% rate		\$6,715.00		\$10,072.50	
480V Three Phase 30 Amp		\$1,015.00	\$1,265.00		+50% rate		\$1,265.00		\$1,897.00	
480V Three Phase 60 Amp		\$1,760.00	\$2,200.00		+50% rate		\$2,200.00		\$3,300.00	
480V Three Phase 100 Amp		\$3,245.00	\$4,060.00		+50% rate		\$4,060.00		\$6,090.00	
480V Three Phase 200 Amp		\$6,445.00	\$8,060.00		+50% rate		\$8,060.00		\$12,090.00	
25' Round Extension Cord		\$37.00	\$46.00							
6 Port Power Strip Purchase			\$25.00							

**Total Due: \$**

SIGNATURE \_\_\_\_\_

To pay with a Discover, MasterCard, Visa or American Express, you may order online at [www.signatureboston.com](http://www.signatureboston.com).

To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

EXHIBITOR SERVICE CENTER | MASSACHUSETTS CONVENTION CENTER AUTHORITY | 415 SUMMER STREET | BOSTON, MASSACHUSETTS 02210  
 617-954-2230 EXHIBITORSERVICES@SIGNATUREBOSTON.COM TAX ID#: 042768982

**FOR MCCA USE ONLY**

Date Received:	Received by:	Check Number:	Discover/MC/Visa/Amex:
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**Exhibitor Order Form  
Telephone Services**

Effective January 1, 2020

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <http://www.signatureboston.com/hynes/hynes-ordering-guide.aspx>.  
**To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.**

*Incomplete information will delay processing.*

Event or Show:		Booth no. (s)		
Event or show date(s):		Exhibiting firm:		
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by/title:		Show site contact:		
Date:		Contact phone:		

STANDARD TELEPHONE SERVICES	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Single Line Phone Service (Analog)		\$300.00	\$370.00	
Multi-Line Phone Service (Digital)		\$435.00	\$540.00	
Speaker Phone Service (Analog)		\$330.00	\$420.00	
Polycom Speaker Phone Service (Analog)		\$390.00	\$485.00	
ADDITIONAL TELEPHONE SERVICES & EQUIPMENT	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Call Waiting (Per Phone Line)		\$50.00	\$65.00	
Voice Mail (Per Phone Line)		\$50.00	\$65.00	
ISDN/BRI Service		\$310.00	\$395.00	
Polycom Video Conference Equipment Rental w/ IP Connect Service		\$2,080.00	\$2,600.00	
Polycom Video Conference Equipment Rental w/ ISDN Service		\$1,140.00	\$1,665.00	
				<b>Total Due: \$</b>

SIGNATURE \_\_\_\_\_

 To pay with a Discover, MasterCard, Visa or American Express, you may order online at [www.signatureboston.com](http://www.signatureboston.com).

To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

 EXHIBITOR SERVICE CENTER | MASSACHUSETTS CONVENTION CENTER AUTHORITY | 415 SUMMER STREET | BOSTON, MASSACHUSETTS 02210  
 617.954.2230 EXHIBITORSERVICES@SIGNATUREBOSTON.COM TAX ID#: 042768982

FOR MCCA USE ONLY			
Date Received:	Received by:	Check Number:	Discover/MC/Visa/Amex:


**Exhibitor Order Form  
Internet & Technical  
Services**

Effective January 1, 2020

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <http://www.signatureboston.com/hynes/hynes-ordering-guide.aspx>.  
**To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.**

*Incomplete information will delay processing.*

Event or Show:		Booth no. (s)		
Event or show date(s):		Exhibiting firm:		
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by/title:		Show site contact:		
Date:		Contact phone:		

WIRED INTERNET CONNECTIONS: MANUAL CONFIGURATION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
<b>Basic Service Package</b> (includes a private VLAN and subnet, public IP addresses not available)		\$975.00	\$1,040.00	
<b>1.54 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$1,975.00	\$2,340.00	
<b>3 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$4,805.00	\$5,515.00	
<b>6 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$8,125.00	\$9,365.00	
<b>10 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$10,875.00	\$12,485.00	
<b>15 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$16,025.00	\$18,415.00	
<b>20 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$21,285.00	\$24,480.00	
<b>25 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$26,440.00	\$30,430.00	
<b>30 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$31,470.00	\$36,205.00	
<b>35 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$36,625.00	\$42,135.00	
<b>40 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$41,425.00	\$47,650.00	

CONTINUED ON PAGE 25



ADDITIONAL SERVICES & EQUIPMENT		QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Copper Patch / Booth to Booth Connection			\$350.00	\$440.00	
Fiber Patch/ Booth to Booth Connection			\$490.00	\$610.00	
Switch	8 port		\$105.00	\$140.00	
	24 port		\$365.00	\$465.00	
25' CAT 5e Cable			\$47.00	\$60.00	
50' CAT 5e Cable			\$62.00	\$80.00	
100' CAT 5e Cable			\$102.00	\$125.00	
Coupler			\$15.00	\$20.00	

TECHNICAL SERVICES		QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Cable TV Service			\$255.00	\$320.00	
CATV Tuner Rental (Only available at the BCEC)			\$60.00	\$75.00	
CATV Tap Box			\$210.00	\$260.00	
					Total Due: \$

SIGNATURE \_\_\_\_\_

To pay with a Discover, MasterCard, Visa or American Express, you may order online at [www.signatureboston.com](http://www.signatureboston.com).  
 To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

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FOR MCCA USE ONLY			
Date Received:	Received by:	Check Number:	Discover/MC/Visa/Amex:

## SERVICE INFORMATION

### BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high white and green back drape, 3' high green side dividers, one (1) 6' x 30" green skirted table and two (2) side chairs. Booths 300 sqft or less will receive a 7" x 44" one-line identification sign. Booths larger than 300 sqft may receive a 7" x 44" one-line identification sign upon request.

### EXHIBIT HALL CARPET

The exhibit hall is NOT carpeted; however, the aisles will be carpeted in tuxedo.

### DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by [Thursday, February 27, 2020](#).

## SHOW SCHEDULE

### EXHIBITOR MOVE-IN

For more information and helpful hints on pre-show procedures and move-in, please go to [Pre-Show FAQ](#)

Thursday	March 19, 2020	8:00 a.m. - 11:00 a.m. - <b>Zone 1 Only</b>
Thursday	March 19, 2020	11:00 a.m. - 2:00 p.m. - <b>Zone 2 Only</b>
Thursday	March 19, 2020	2:00 p.m. - 5:00 p.m. - <b>Zone 3 Only</b>

All labor and inbound material handling services performed after 4:30 p.m. will have overtime charges applied.

### SPECIAL MATERIAL HANDLING RATES FOR MACHINERY

Please Note: A special machinery rate is available for heavy equipment being displayed at the show. See the Freeman form titled Machinery Rates to learn more about this discounted fee.

### EXHIBIT HOURS

Friday	March 20, 2020	10:00 a.m. - 5:00 p.m.
Saturday	March 21, 2020	10:00 a.m. - 6:00 p.m.
Sunday	March 22, 2020	10:00 a.m. - 4:00 p.m.

### EXHIBITOR MOVE-OUT

For more information and helpful hints on post-show procedures and move-out, please go to [Post-Show FAQ](#)

Sunday	March 22, 2020	4:00 p.m. - 9:00 p.m.
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All labor will have double time charges applied and all outbound material handling services performed will have overtime charges applied.

### DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor.
- All exhibitor materials must be removed from the exhibit facility by 9:00 p.m. on Sunday, March 22, 2020.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by 8:00 p.m. on Sunday, March 22, 2020.

### POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

### EXCESSIVE TRASH AND BOOTH ABANDONMENT

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (508) 894-5100 for a quote.

**SERVICE CONTRACTOR CONTACTS/INFORMATION:**

**FREEMAN**

275 Bodwell Street  
 Avon, MA 02322  
 (508) 894-5100 • Fax: (469) 621-5608

**FREEMAN EXHIBIT TRANSPORTATION**

(800) 995-3579 US & Canada or +1 (512) 982-4187 Outside the US or +1 (817) 607-5183  
 International Shipping Services or fax (469) 621-5810 or email [exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)

**FREEMAN ONLINE®**

Take advantage of discount pricing by ordering online at [www.freeman.com](http://www.freeman.com) by **Thursday, February 27, 2020**. Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you’ve come to expect — **before, during and after** your show. Additionally, you can now access FreemanOnline from any device — **desktop, laptop, tablet** or via our new **FreemanOnline Mobile App**.

To place online orders, you will be required to enter your unique Username and Password. If this is your first time to use FreemanOnline, click on the “Create an Account” link. To access FreemanOnline without using the email link, visit [www.freeman.com](http://www.freeman.com). You can also download and use the FOL Mobile App from the Apple or Android store, or here: [folmobile.freemanco.com](http://folmobile.freemanco.com). A mobile web version of the FreemanOnline Mobile App is available to extend mobile use for those users that do not have an Apple or Android device or who do not want to download the app.

If you need assistance with FreemanOnline, please call our Customer Support Center at (888) 508-5054 Toll Free US and Canada or +1 (512) 982-4186 Local and International.

**SHIPPING INFORMATION**

**Warehouse Shipping Address:**

Exhibiting Company Name / Booth #  
**2020 NEW ENGLAND CANNABIS CONVENTION**  
 C/O Freeman  
 25 Doherty Ave  
 Avon, MA 02322

**PLEASE NOTE: The warehouse is open from 8:00 a.m. - 4:00 p.m. Monday - Friday. Exceptions are noted below.**

Freeman will accept crated, boxed or skidded material beginning Friday, February 21, 2020 at the above address. Material arriving after Thursday, March 12, 2020 will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108” H x 93” W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 a.m. - 4:00 p.m. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (508) 894-5100.

**Show Site Shipping Address:**

Exhibiting Company Name / Booth #  
**2020 NEW ENGLAND CANNABIS CONVENTION**  
 C/O Freeman  
 Hynes Convention Center  
 900 Boylston Street  
 Cambria Street Entrance  
 Boston, MA 02115

Freeman will receive shipments at the exhibit facility beginning at **8:00 a.m. on Thursday, March 19, 2020**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (508) 894-5100.

**Please Note:** Any materials received by Freeman are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for charges for the service.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

**TRUCK MARSHAL YARD**

All vehicles dropping off or picking up at the Hynes Convention Center need to report to the marshaling area. Please see the enclosed directions.

**LABOR INFORMATION**

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk. Refer to the order form under Display Labor for Straight time and Overtime hours.

**ASSISTANCE**

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (508) 894-5100.

**WE APPRECIATE YOUR BUSINESS!**

## **FREEMAN GENERAL INFORMATION**

### **TRANSLATION SERVICE**

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Boston Exhibitor Services at (508) 894-5100 or Freeman's Customer Support Center at (888) 508-5054 US & Canada or +1 (512) 982-4186 Local & International.

### **HELPFUL HINTS**

#### **SAVE MONEY**

Order early to take advantage of advance order discount rates, place your order by Thursday, February 27, 2020.

#### **AVOID DELAY**

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

#### **SAFETY TIPS**

Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, and machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.

Children are not allowed in the Exhibit Hall during move-in or move-out.

Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure that the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC's). Thank you for your cooperation.

#### **EXHIBITOR ASSISTANCE**

For more information and helpful hints on pre-show procedures and move-in, please go to [Pre-Show FAQ](#)

For more information and helpful hints on post-show procedures and move-out, please go to [Post-Show FAQ](#)

Call Freeman's Exhibitor Services department at (508) 894-5100 with any questions or needs you may have.

## Interested in going green and saving money?

Follow these tips to make sure your sustainable booth strategies are cost-neutral or even cost-saving! Leave an impact on the show floor, not the environment.



# 1 BEFORE THE SHOW

## booth structure

### Option 1 Multiple Use

Use **Forest Sustainable Certified (FSC)** wood to build your booth and crates.

Get creative! Design your booth with a **small shipping footprint** to minimize carbon emissions. Freeman's eye-catching stretch-fabric booth designs pack up small (and light!) for shipping.

### Option 2 One-time Use

**Rent locally** from nearby Freeman offices to reduce both shipping costs and carbon emissions.

# 2 carpet

### Option 1 Rent

**Rent rather than buy carpet** to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.

### Option 2 Color

Use darker-colored carpet, which is easier to reuse and recycle. Freeman Classic dark-colored carpets are made of 20-50 percent recycled content.



# 3 shipping



**Online + before deadline = better bottom line.** Take advantage of early-bird pricing and consolidate shipping when ordering supplies.



**Choose reusable shipping padding.** Avoid packing peanuts and foam plastic materials that never decompose.



**Ship early.** Use the 30-day policy to ship materials to the Freeman advance warehouse.

# 4 graphics

### Option 1 Multiple Use

Print on a durable substrate **without dates, event names, or locations.**

### Option 2 One-time Use

Print on 100 percent recyclable materials like Freeman Honeycomb and Smartbuild Eco, which are just as cost-effective as PVC.

# 5 printing



Reduce printing and **go digital** with your booth literature.



**Print locally.** Supporting local businesses while reducing shipping? It's a win-win.



Print on at least **50 percent post-consumer recycled paper.**

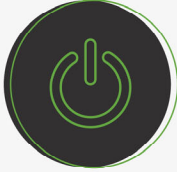
# 6

## ON SITE

### save energy



**Use Energy Star-rated equipment** for audio-visual equipment and monitors.



**Power down.** Turn off equipment at the end of each day.



**Light up your booth** with CFLs, LEDs, or other energy-efficient lighting.

# 8

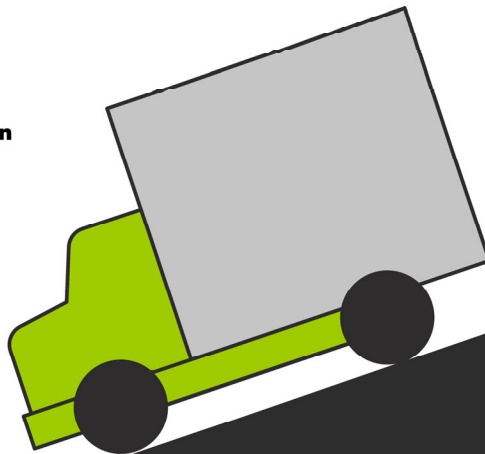
### shipping out

**Pack in, pack out.**

Leave no traces on show site.

**Join a caravan.**

If you're shipping directly to another show, ask **Freeman Transportation about joining a caravan** to your next show.

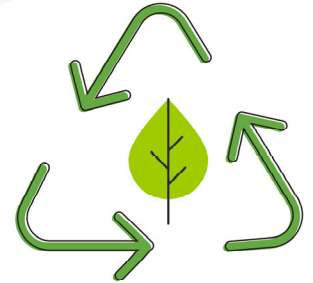


# 7

## MOVE OUT

### train your team

Educate your installation and dismantling teams about **recycling and donation processes.**



# 9

### leftover materials

**Remember to label.**

Clearly **label recyclable leftover material** for disposal.

**Donate the rest.**

Ask the Freeman Exhibitors Services desk about local donation programs.

**TYPICALLY\* DONATE-ABLE**

**Furniture:** Purchased items  
Home furnishing: Décor staging materials

**Unused raw materials:** Plywood, subflooring, non-laminate wood

**Flooring:** 100 square feet of flooring. Excludes carpet.

**Left over giveaways:** Pens, pads of paper, sunglasses, USBs, etc., left over in your promotional giveaway

**TYPICALLY\* RECYCLABLE**

**Cardboard:** Used for signs or shipping boxes

**Glass:** Green, brown, clear

**Plastics:** Shrink-wrap or plastic banding used to secure shipments; water/soda bottles; plexiglass (acrylics) clear, smoked, or tinted; Visqueen used to protect flooring

**Metal:** Aluminum cans/ steel banding

**Paper:** Fliers, brochures, programs, tickets, office paper, newspaper, magazines, paperboard

**Wood:** Non-laminate wood

# FREEMAN

275 Bodwell Street  
Avon, MA 02322  
(508) 894-5100 • Fax: (469) 621-5608

DISCOUNT PRICE  
DEADLINE DATE  
FEBRUARY 27, 2020

NAME OF SHOW: **2020 NEW ENGLAND CANNABIS CONVENTION / MARCH 20 - 22, 2020**

COMPANY NAME:	BOOTH#:
ADDRESS:	BOOTH SIZE X
CITY/STATE/ZIP:	
CONTACT NAME:	PHONE #:
CONTACT EMAIL:	

## Payment Information

Freeman only accepts payment information electronically. Place your order on FreemanOnline or follow the steps below to provide your payment information electronically and submit your order forms.  
***Freeman will no longer accept cash payments for any Freeman Services.***

### 1. Submit your payment information

Proceed to our electronic Freeman Pay site to securely submit your payment information  
<https://www.freemanpay.com/496691>

### 2. Submit your order

Upload your order forms through the same link used to submit your payment information

- Both your order and your payment must be received by the discount deadline date to guarantee discount pricing.
- Orders received without payment or after the discount price deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Freeman Service Center prior to show closing.

FREEMAN method of payment



# PAYMENT & LABOR

## YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- THE METHOD OF PAYMENT FORM IS SIGNED; OR
- AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH FREEMAN; OR
- WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

## DEFINITIONS

For purposes of this Contract, "FREEMAN" or "The Freeman Companies" means Freeman Expositions, Inc., Freeman Expositions, Ltd., Freeman Audio Visual, Inc., Exhibit Surveys, Inc., Freeman Exhibit, Freeman Transportation, FreemanXP, Inc., Stage Rigging, Inc., The Freeman Company, Freeman Electrical, Inc., Freeman Digital Ventures, Inc., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited to, any subcontractors FREEMAN may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

## PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. secure funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional charges as indicated on each order form. Payment for Audio Visual services and equipment is due in advance of move-in, unless otherwise agreed in writing with Freeman. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals (excluding Audio Visual equipment and computers) include delivery, installation, and removal from EXHIBITOR'S booth. Rental prices on Audio Visual equipment and computers do not include labor, delivery, electrical services or removal of the equipment from the booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per person, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. Audio Visual orders cancelled within 7 days from the show opening date will be charged a one-day rental rate on equipment. On-site cancellation of Audio Visual services will result in a one-day rental charge of equipment and any applicable labor. If the Show or Event is canceled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR'S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR'S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR'S account. In the event that a THIRD PARTY orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

## ELECTRICAL

If FREEMAN provides electrical services, claims will not be considered, or adjustments made unless filed in writing, by EXHIBITOR, prior to the close of the event. FREEMAN is not responsible for any damage or loss caused by the loss of power beyond its control and EXHIBITOR agrees to hold FREEMAN, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. EXHIBITOR shall indemnify and hold harmless FREEMAN, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with EXHIBITOR'S actions or omissions under this Agreement. Please note that electrical services are NOT automatically included in Audio Visual rentals and must be ordered separately from the designated electrical provider.

## LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

EXHIBITOR shall be responsible for the performance of labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through FREEMAN in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with FREEMAN'S Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. If any labor secured through Freeman is conducting overhead work, the Exhibitor is responsible for ensuring that everyone in the area of overhead work is wearing a hard hat. If the Exhibitor does not have its own hard hats, Freeman can assist with obtaining them. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

## INDEMNIFICATION

EXHIBITOR agrees to indemnify, hold harmless, and defend FREEMAN from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to FREEMAN employees, and/or property damage arising out of work performed by labor provided by FREEMAN but supervised by EXHIBITOR. Further, the EXHIBITOR'S indemnification of FREEMAN includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by FREEMAN to work in a manner that violates any of the above rules, regulations, and/or ordinances.

## IMPORTANT

PLEASE REFER TO FREEMAN'S "MATERIAL HANDLING TERMS & CONDITIONS" AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO THE "SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT" AS IT RELATES TO TRANSPORTATION SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH FREEMAN. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH FREEMAN.

# MATERIAL HANDLING

**YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.** Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Freeman's warehouse or to an event site for which Freeman is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with Freeman. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

**1. DEFINITIONS.** For purposes of this Contract, Freeman means Freeman Expositions, Inc., and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. In no event shall Freeman be deemed to be the Ultimate Consignee for shipping and custom purposes. The term "Exhibitor" means the Exhibitor, its employees, agents, and representatives.

**2. PACKAGING/CRATES AND STORAGE.** Freeman shall not be responsible for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Freeman shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. Freeman does not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor's own risk. **FREEMAN ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.**

**3. EMPTY CONTAINERS.** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or its representative. All previous labels must be removed or obliterated. Freeman assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Freeman labels; or improper information on empty labels. **FREEMAN WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.**

**4. INBOUND/OUTBOUND SHIPMENTS.** There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such times, Exhibitor materials will be left unattended. **FREEMAN IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT.** Freeman recommends the securing of security services from Facility or Show Management. All MHA's submitted to Freeman by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Freeman and the actual count of such items in the booth at the time of pickup. Freeman is not responsible for any wait time or other charges including business center charges arising from delivery or pickup of Exhibitor's materials.

**5. DELIVERY TO THE CARRIER FOR RELOADING.** Freeman assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's appointed carrier, shipper, or agent for transportation after the conclusion of the show. Freeman loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. **FREEMAN ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISES OUT OF IMPROPERLY LOADED OR LABELED MATERIALS.**

**6. DESIGNATED CARRIERS.** Freeman shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. **IN NO EVENT SHALL FREEMAN BE RESPONSIBLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION.**

**7. FORCE MAJEURE.** Freeman's performance hereunder is subject to, and Freeman shall not be responsible for loss, delay, or damage due to, strike, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond Freeman's reasonable control, nor for ordinary wear and tear in the handling of Exhibitor's materials.

**8. CLAIM(S) FOR LOSS.** Exhibitor agrees that any and all claims for loss or damage must be submitted to Freeman immediately at the show site and in any case not later than **thirty (30) business days** after the date when Exhibitor's materials are delivered to the carrier for transportation from show site or from Freeman's warehouse. All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against Freeman **more than one (1) year** after the date of loss or damage occurred.

**a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, Exhibitor shall not be entitled to and shall not withhold payment due Freeman for its services as an offset against the amount of any alleged loss or damage. Any claims against Freeman shall be considered a separate transaction and shall be resolved on their own merits.

**b. MAXIMUM RECOVERY.** If found liable for any loss, Freeman's sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitor's sole and exclusive remedy is limited to \$50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighted weight of the shipment.

**c. LIMITATION OF LIABILITY.** IN NO EVENT SHALL FREEMAN BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF FREEMAN OR BREACH OF ANY OF THE PROVISIONS OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF FREEMAN HAS BEEN ADVISED OR HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOST PROFITS, LOSS OF USE, AND INTERRUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.

**9. DECLARED VALUE.** Declarations of Declared Value are between the Exhibitor and the selected Carrier ONLY, and are in no way an extension of Freeman's maximum liability stated herein. Freeman will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, **FREEMAN WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.**

**10. JURISDICTION / VENUE.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICITON IN DALLAS COUNTY, TEXAS.

**11. INDEMNIFICATION.** Exhibitor agrees to indemnify and forever hold harmless Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out or contributed to by Exhibitor's negligent supervision of any labor secured through Freeman; Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or event to which this Contract relates, including but not limited to Exhibitor's violation of Federal, State, County or Local ordinance and/or Exhibitor's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

**12. LIEN.** Exhibitor grants Freeman a security interest in and a lien on all of Exhibitor's materials that is from time to time in the possession of Freeman and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid, by Freeman on its behalf, services performed, materials and/or labor from time to time provided by Freeman to or for the benefit of Exhibitor ("Obligations"). Freeman shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that Freeman is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. Freeman may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

**13. WAIVER & RELEASE.** Exhibitor, as a material part of the consideration to Freeman for material handling services, waives and releases all claims against Freeman with respect to all matters for which Freeman has disclaimed liability pursuant to the provisions of this Contract.

**14. DRIVER LIABILITY WAIVER.** IN CONSIDERATION OF FREEMAN PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND/OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS FREEMAN, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.

# AIR CARGO

## AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

In tendering this shipment, the Shipper and Consignee agree to these TERMS which no agent or employee of the parties may alter. This Air Service Request and Shipping Instruction Contract is NON-NEGOTIABLE and has been prepared by Shipper, or if by Freeman or another on Shipper's behalf, it shall be deemed, conclusively, to have been prepared by the Shipper. The Shipper agrees that this shipment is subject to the TERMS stated herein All TERMS, including but not limited to, all the limitations of liability, shall apply to our agents and their contracting carriers.

**1. DEFINITIONS:** In this Contract, "Freeman" means Freeman Decorating Services, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

**2. FINAL CONTRACT BETWEEN THE PARTIES:** In exchange for Shipper's payments and Freeman's services, which the parties have specified in this two-page Contract (including the Air Cargo Service Request and Shipping Instructions), Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

**3. Freeman's RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED:** Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. EXCEPT FOR ELIGIBLE GUARANTEED SERVICE SHIPMENTS, Freeman DOES NOT GUARANTEE DELIVERY BY ANY SPECIFIC TIME OR DATE.

**4. PACKAGING AND CRATES:** Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Each piece must be legibly and durably marked with the name and address, including correct ZIP code of the Shipper and Consignee. When a container is used repeatedly by Shipper, Shipper must remove all old labels, tags, markings, etc., and Shipper must ensure that the container retains adequate strength for transportation. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padded or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. For shipments of Perishable Commodities, U.S. and Canadian shipments must be packed to travel without spoilage for 72 hours from time of pickup; all international shipments must be packed to travel without spoilage for 24 hours beyond an agreed deadline. Freeman reserves the right to periodically embargo regions of the world due to conditions that may cause damage to perishable commodities. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper's expense.

**5. REFUSED SHIPMENTS:** If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of the Consignor or Consignee, Freeman's liability shall then become that of a warehouseman.

- Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated to receive notice in these instructions.
- Storage charges, based on Freeman's applicable rates, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.
- If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.
- Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.
- When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. Where Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

**6. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES:** FREEMAN'S LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, INCLUDING BUT NOT LIMITED TO THOSE DAMAGES ARISING FROM OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY (INCLUDING BUT NOT LIMITED TO FAILURE TO FOLLOW SHIPPER OR CONSIGNEE INSTRUCTIONS OR FAILURE TO COLLECT OR PROPERLY DELIVER A PAYMENT INSTRUMENT), NONDELIVERY, MISSED PICKUP, AND LOSS OF OR DAMAGE TO CARGO, SHALL BE LIMITED TO THE HIGHER OF \$50.00 (USD) PER SHIPMENT OR \$.50 (USD) PER POUND (\$1.10 (USD) PER KILOGRAM) OF CARGO ADVERSELY AFFECTED THEREBY, PLUS TRANSPORTATION CHARGES APPLICABLE TO THAT PART OF THE SHIPMENT ADVERSELY AFFECTED THEREBY, UNLESS AT TIME OF SHIPMENT THE SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SERVICE REQUEST AND SHIPPING INSTRUCTIONS FORM AND PAYS THE APPROPRIATE VALUATION CHARGE. IN NO EVENT SHALL FREEMAN'S LIABILITY EXCEED THE DECLARED VALUE OF THE SHIPMENT OR THE AMOUNT OF LOSS OR DAMAGE ACTUALLY SUSTAINED, WHICHEVER IS LOWER. IF CARRIAGE OF THE SHIPMENT IS SOLELY OR PARTLY BY AIR AND INVOLVES AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE, Freeman's LIABILITY FOR CARGO LOST, DAMAGED OR DELAYED SHALL BE LIMITED TO \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE SUBJECT TO THE UNAMENDED WARSAW CONVENTION OR THE WARSAW CONVENTION AS AMENDED BY THE HAGUE PROTOCOL OF 1955, 17 SPECIAL DRAWING RIGHTS PER KILOGRAM FOR CARRIAGE SUBJECT TO THE WARSAW CONVENTION AS AMENDED BY THE MONTREAL PROTOCOL NO. 4 OF 1975, OR \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE WHERE THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS, DOES NOT APPLY FOR ANY REASON, UNLESS A HIGHER DECLARED VALUE IS REQUESTED, AND THE FEES SET FORTH IN THE SERVICE GUIDE FOR SUCH HIGHER DECLARED VALUE ARE PAID. FOR INTERNATIONAL SHIPMENTS, THIS SHIPPING REQUEST AND SHIPPING INSTRUCTION CONTRACT SHALL BE DEEMED AN AIR WAYBILL WITHIN THE MEANING OF THE WARSAW CONVENTION.

Notwithstanding the above limitations, domestic shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):

- artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
  - clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;
  - personal effects;
  - and other inherently fragile or unique items, including prototypes, etc.
- Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. Shipper understands that even if Shipper is not able to participate or fully participate in a show due to loss of, theft of, or damage to its property, Freeman shall never be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties:
- whenever or wherever the claimed loss or damage may occur;
  - even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;
  - even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages. Freeman makes no warranties, express or implied, and expressly disclaims any and all warranties. Except for Freeman's failure to deliver in accordance with the Guaranteed Service section of the Service Guide, Freeman will not be liable for misdelivery, incomplete or otherwise inadequate delivery (including but not limited to failure to follow Shipper or Consignee instructions or failure to collect or properly deliver a payment instrument), non-delivery, missed pickup, delay on International shipments, loss or damage unless caused by Freeman's sole negligence.

### 7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

- Shipper must pay in full for the services rendered under this Contract at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim submitted by or on behalf of Shipper will be processed unless Shipper's account is current.
- Shipper understands and acknowledges that Freeman does not accept or transport illegal, dangerous or hazardous materials of any kind or nature. Shipper warrants and ensures that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gases, Explosives, Radioactive Materials, Biologically Hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of persons, property or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.
- Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with (b) of this Agreement regarding the inclusion of any dangerous substances in the property placed with Freeman.

**8. CLAIMS:** Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within five (5) business days of delivery, of any loss or damage to the shipment. Notice of concealed damage must be confirmed in writing or via email at [exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com) within 5 business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No claim for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Sedgwick, PO Box 14151, Lexington, KY 40512-4151.

For shipping containers designed for repeated use (tradeshow cases, totes, crates), Freeman shall have no liability for superficial damage to said containers in the form of scuffs, scratches, dents or dings. Freeman will only accept liability for "catastrophic" damage to these shipping containers (crushing, puncture, or complete destruction). Freeman's maximum liability in cases of "catastrophic" damage or total loss will be limited to a depreciated value of the container based on the time elapsed from the original purchase and the purchase price established on the provided original invoice. This maximum liability will be subject to all other applicable limits of liability such as repair costs.

**9. CHOICE OF FORUM:** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES (INCLUDING ADOPTED INTERNATIONAL CONVENTIONS) AND THE STATE OF TEXAS WITHOUT GIVING EFFECT TO THE STATE'S CONFLICT OF LAWS RULES. FREEMAN AND SHIPPER AGREE THAT ANY CLAIM OR DISPUTE OF ANY SORT ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, ITS PERFORMANCE OR NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE ARBITRATED IN THE CITY OF DALLAS, TEXAS, AND THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION WILL APPLY. IF BINDING ARBITRATION IS UNAVAILABLE TO RESOLVE ANY CONTROVERSY AND IT IS NECESSARY TO LITIGATE THE DISPUTE, THE DISPUTE SHALL BE LITIGATED IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

**10. MISCELLANEOUS:** Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment; stop the shipment in transit, or divert or reschedule same, and that Shipper will have no control over the property until it is delivered pursuant to the instructions in this Contract. Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment.

# MOTOR CARGO

## MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

This Contract establishes your legal obligations with regard to the property described herein being shipped with Freeman Transportation. It specifically limits your rights and possible recovery if your property is lost or damaged. You must accept all terms and conditions of this Contract. You confirm that you have read and agree with all the terms and conditions of this Contract by receipt without contest. This Contract may not be waived or varied, except in writing, and then only by an authorized representative of Freeman.

**1. DEFINITIONS.** In this Contract, "Freeman" means Freeman Expositions, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

**2. FINAL CONTRACT BETWEEN THE PARTIES.** In exchange for Shipper's payments and Freeman's services, which the parties have specified in this Contract, Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman for inbound shipments and after loading on the applicable carrier for outbound shipments, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

**3. FREEMAN'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED.** Freeman shall not be responsible for the performance of individuals or firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. Freeman shall not be liable for delay caused by highway obstructions, or faulty or impassable highways, or lack of capacity of any highway, bridge, or ferry, or caused by breakdown or mechanical defects of vehicles or equipment, or from any cause other than the negligence of Freeman. Freeman shall not be bound to transport by any particular schedule, means, vehicle or otherwise, other than with reasonable dispatch.

**4. PACKAGING AND CRATES.** Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper's expense.

**5. PERISHABLE GOODS.** Goods of a perishable nature are carried in dry trailers without environmental or atmospheric control or other special services unless Shipper states on the face of the "Service Request and Shipping Instructions" that the goods are to be carried in a refrigerated, heated, specially ventilated or otherwise specially equipped trailer. This carriage may be subject to additional charges. Shipper is responsible for bringing the goods to the proper temperature before loading the goods into the trailer, for the proper stowage of the goods within the trailer, and for setting the temperature (including maintenance and repair), during all times after the trailer is spotted by Freeman and before the trailer is received by Freeman. Freeman is not responsible for product deterioration caused by inherent vice, defects in the merchandise or transit times in excess of product shelf life. Refrigerated, heated, specially ventilated or otherwise specially equipped trailers are not equipped to change the temperature of goods (they are equipped only to maintain temperature). Shipper will give written notice of requested temperature setting of the thermostatic controls before receipt of the goods by Freeman. When a loaded trailer is received, Freeman will verify that the thermostatic controls are set to maintain trailer temperature as requested. Freeman is unable to determine whether the goods were at the proper temperature when they were loaded into the trailer or when the trailer is delivered to Freeman. Air temperature at the unit sensor will be maintained within a proper range of plus or minus 5 degrees Fahrenheit of the temperature requested by Shipper on the face of the "Service Request and Shipping Instructions" if the goods were at that temperature when loaded into the container and if the temperature controls were properly set when the container was loaded.

**6. REFUSED SHIPMENTS.** If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of Freeman, Freeman's liability shall then become that of a warehouseman.

(a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated in these instructions to receive notice.

(b) Storage charges, if applicable, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.

(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

(d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.

(e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. When Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

**7. INSURANCE. Freeman IS NOT AN INSURER.** Shipper is responsible for obtaining insurance for its property. Freeman provides no insurance for Shipper or its property.

**8. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES.** Shipper understands that even if shipper's property is lost, stolen, or damaged, Freeman does not pay replacement or restoration cost of any property. **FREEMAN'S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF FAIR MARKET VALUE.**

**(THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE.) OR \$5.00 (USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE.** Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. **Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):** (a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing; (c) Personal effects, including without limitation, papers and documents; or (d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value. (e) For either unmarked, unlabeled, or improperly packaged television monitors, the maximum liability is the lesser of \$3.00 (USD) per pound or the actual invoice price.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. In any event, (excluding small package program shipments) **Freeman's MAXIMUM LIABILITY WILL NEVER BE MORE THAN \$100,000 PER SHIPMENT.** Shipper understands that even if Shipper is not able to participate or fully participate in a Show due to loss of, theft of, or damage to their property, Freeman shall not be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, or damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties: **(a) WHENEVER OR WHEREVER THE CLAIMED LOSS OR DAMAGE MAY OCCUR; (b) EVEN THOUGH THE ALLEGED LOSS OR DAMAGE IS CLAIMED TO RESULT FROM NEGLIGENCE, STRICT LIABILITY, PRODUCTS LIABILITY, BREACH OF CONTRACT, BREACH OF STATUTE OR REGULATION, OR ANY OTHER LEGAL THEORY OR CAUSE, AND; (c) EVEN THOUGH FREEMAN MAY HAVE BEEN ADVISED OR BE ON NOTICE OF THE POSSIBILITY OR EVEN THE PROBABILITY OF SUCH DAMAGES.**

### 9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

(a) Shipper must pay in full for the services rendered under this Agreement at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim may be submitted by or on behalf of Shipper to Freeman unless Shipper's account is current.

(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal or hazardous materials of any kind or nature. Shipper warrants and will ensure that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gasses, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of Freeman persons, property, or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

(c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with subsection (b) of this section regarding the inclusion of any dangerous substances in the property placed with Freeman.

**10. CLAIMS.** Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Sedgwick, PO Box 14151, Lexington, KY 40512-4151 as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 5 business days of the receipt of the property, it is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Notice of concealed damage must be confirmed in writing or via email at [exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com) within 5 business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

For shipping containers designed for repeated use (tradeshow cases, totes, crates), Freeman shall have no liability for superficial damage to said containers in the form of scuffs, scratches, dents or dings. Freeman will only accept liability for "catastrophic" damage to these shipping containers (crushing, puncture, or complete destruction). Freeman's maximum liability in cases of "catastrophic" damage or total loss will be limited to a depreciated value of the container based on the time elapsed from the original purchase and the purchase price established on the provided original invoice. This maximum liability will be subject to all other applicable limits of liability such as repair costs.

**11. CHOICE OF FORUM / ARBITRATION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF CONTRACT, TORT, COMMON LAW OR RELATING TO THE ENFORCEMENT OR INTERPRETATION OF THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be exclusively settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

**12. MISCELLANEOUS.** (a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract; (b) Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment, stop the shipment in transit, or divert or reschedule same. (c) Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment. Shipper agrees that all shipments are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

**13. SMALL PACKAGE PROGRAM.** If items shipped via Freeman's Small Packages program are lost, damaged or destroyed while in Freeman's possession, **FREEMAN'S MAXIMUM LIABILITY SHALL BE \$100 per package UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE.** If small packages are received by the Shipper and notice of loss or damage is not received by Freeman within 15 days of the delivery of the property, the parties agree that the presumption shall arise that the property was delivered in proper quantity and in good condition.

*before event*

*during the event*

*after event*

from your location  
or previous event

to your location  
or next event

event venue

venue  
dock

**your exhibit**

venue  
dock

advance  
warehouse

storage for empty containers



*advance warehouse*

where exhibit materials are stored before an event



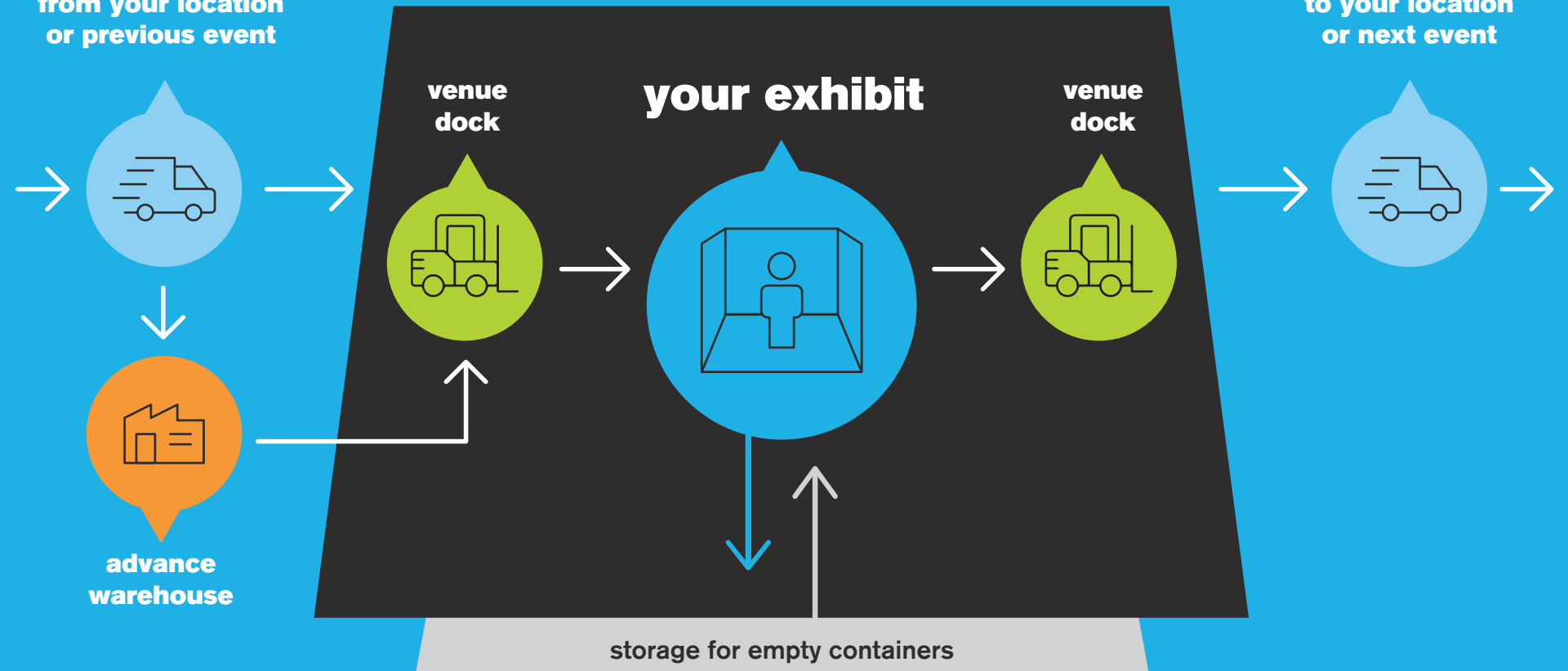
*shipping*

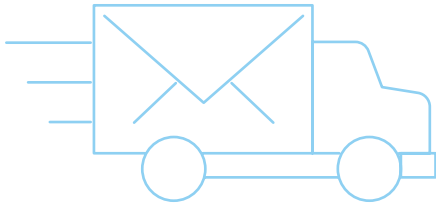
transport to the venue's shipping dock then from the shipping dock to the next event or customer location



*material handling*

move items from the dock, to the exhibit, back to the dock after the show





# TRANSPORTATION SERVICE, FULLY LOADED.

Our convenient, affordable package puts productivity in overdrive.

Turn to Freeman for one-stop transportation services. Our all-inclusive round trip standard ground shipping and material handling package means transporting materials to any exhibit location has never been easier or more affordable. Plus, Freeman works directly with you and show site decision makers to streamline the process, so it's faster than ever to get on the road to success.

## The Freeman Exhibit Transportation promise:

- ALL-INCLUSIVE PRICING WITH NO ADDITIONAL FEES FOR PICKUPS AND DELIVERIES, INCLUDING WEEKEND AND NIGHT SERVICE
- PICK-UP AND TRANSPORTATION FROM POINT OF ORIGIN TO YOUR CHOICE OF EITHER ADVANCE WAREHOUSE OR SHOW SITE
- ON-SITE TRANSPORTATION EXPERTS ARE AVAILABLE BEFORE, DURING AND AFTER THE SHOW
- RELIABLE CUSTOMER SERVICE SEVEN DAYS A WEEK, OFFERING COMPLETE SHIPMENT VISIBILITY AND EXPERT SUPERVISION
- PRE-PRINTED SHIPPING LABELS AND OUTBOUND PAPERWORK

## Benefits:

- TURNKEY PRICING ENSURES PRECISE BUDGETING
- NO ADDITIONAL HANDLING, PICK-UP OR DELIVERY FEES
- NO ADDITIONAL FUEL SURCHARGES OR OVERTIME SURCHARGES
- NO CARRIER WAITING TIME FEES
- EXPERIENCED ON-SITE TRANSPORTATION REPS FROM MOVE-IN THROUGH MOVE-OUT
- LTL (LESS THAN TRUCK LOAD) SHIPPING

\*Services apply to destinations anywhere in the Continental U.S.



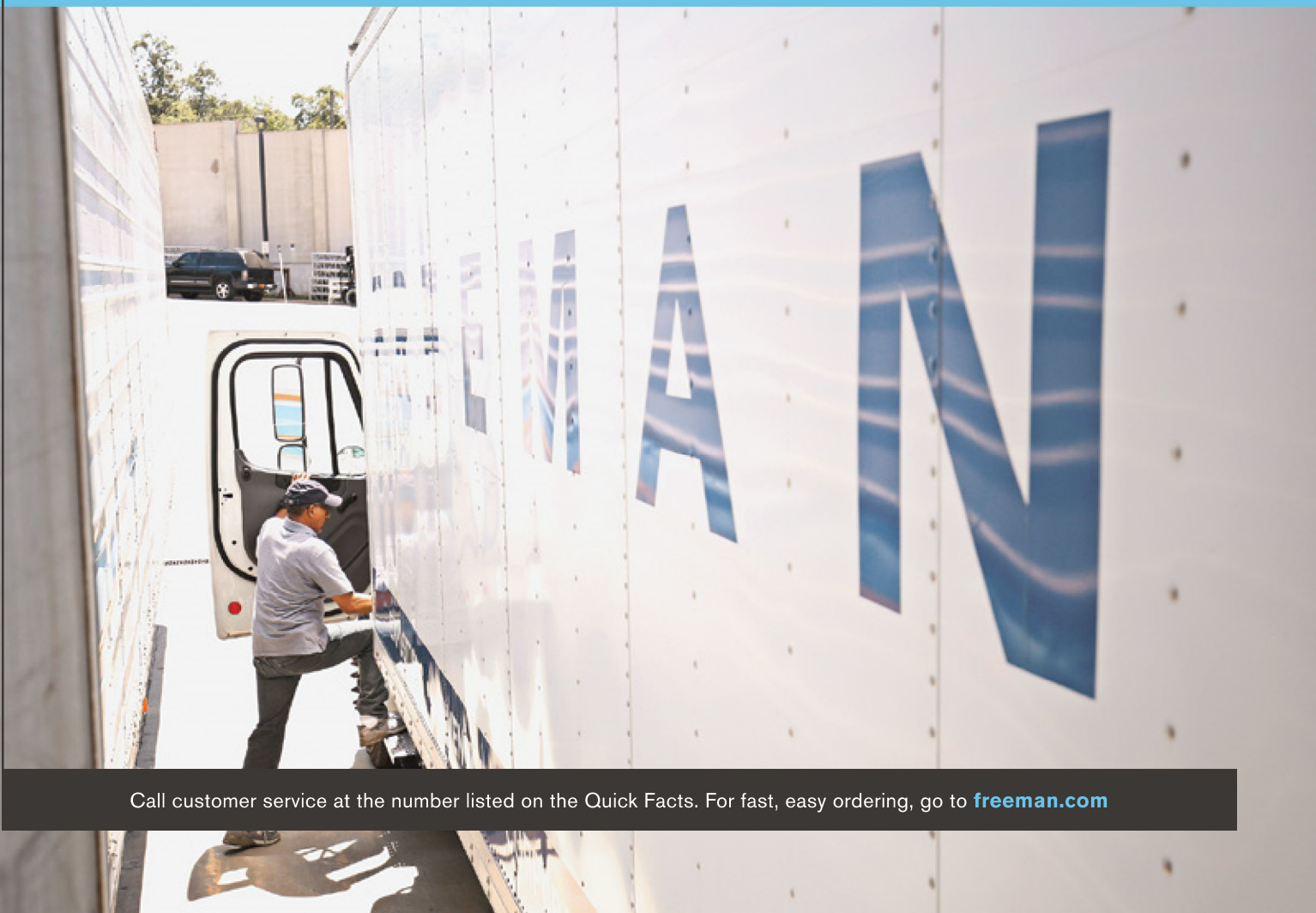
To take advantage, call **1-800-995-3579** or email **[exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)** for a quote.

# RESULTS, DELIVERED

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With more than 90 years of experience in the events industry, no one understands exhibit transportation better than Freeman. Our transportation services are a seamless extension of the premium products that exhibitors around the world rely on time and time again.

Between our all-inclusive pricing and superior customer service, Freeman Exhibit Transportation is the most reliable, convenient and cost-effective solution available. Our team of experts has the ability to quickly respond to changes when necessary, remaining entirely responsive to all of your show requirements, whenever and wherever they arise.



Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [freeman.com](http://freeman.com)

## EXHIBIT TRANSPORTATION SERVICES

Freeman Exhibit Transportation is an EPA Smartway Partner and is dedicated to reducing carbon emissions related to the transportation of goods. Renting or shipping items locally saves on carbon emissions and your shipping footprint.

### Freeman Exhibit Transportation promise:

- // ALL-INCLUSIVE PRICING WITH NO ADDITIONAL FEES FOR PICKUPS AND DELIVERIES, INCLUDING WEEKEND AND NIGHT SERVICE
- // ONE CONVENIENT INVOICE ENCOMPASSING ALL FREEMAN SHOW SERVICES
- // ON-SITE TRANSPORTATION EXPERTS ARE AVAILABLE BEFORE, DURING AND AFTER THE SHOW
- // RELIABLE CUSTOMER SERVICE SEVEN DAYS A WEEK, OFFERING COMPLETE SHIPMENT VISIBILITY AND EXPERT SUPERVISION

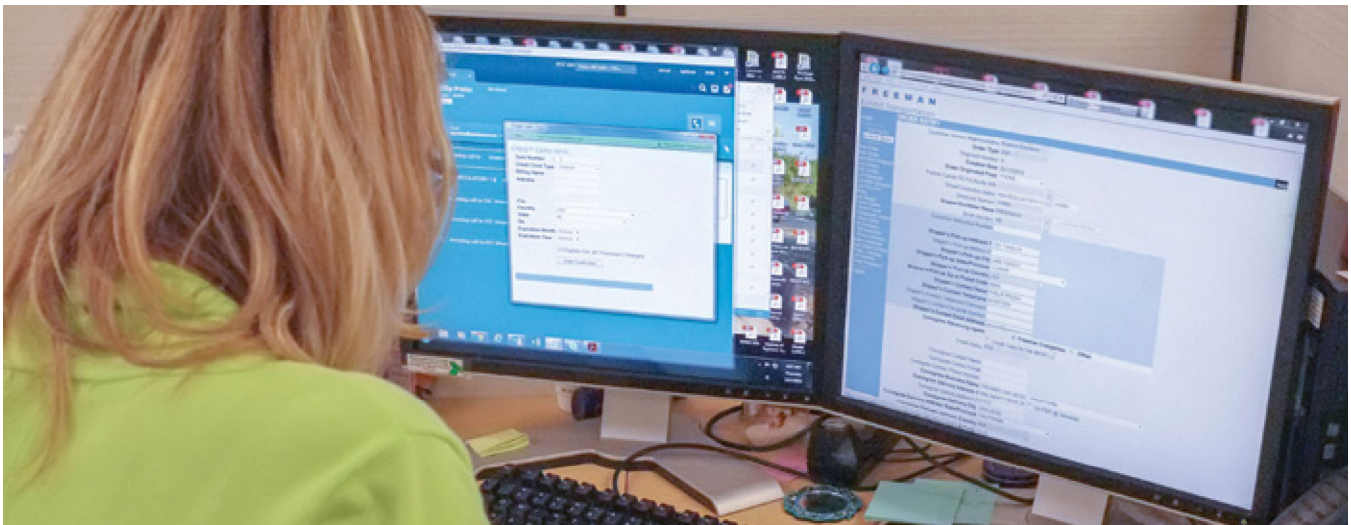
### Questions?

For more information regarding our services, rates, shipment deadlines, documentation requirements, ordering and the terms and conditions of our service offerings, please visit **freeman.com**

Continental U.S. Exhibitors: Contact our exhibit transportation experts at **800.995.3579** or via email at **exhibit.transportation@freeman.com**

International Exhibitors: Contact our exhibit transportation experts at **+1.817.607.5183** or via email at **international.freight@freeman.com**

**DON'T FORGET ABOUT INBOUND SHIPPING! COMPLETE AND SEND THE ORDER FORM**





# FREEMAN

(800) 995-3579 Toll Free US & Canada  
(817) 607-5183 Local & International

COMPLETE THIS FORM ONLY IF YOU ARE  
SHIPPING YOUR EXHIBIT MATERIALS BY  
FREEMAN EXHIBIT TRANSPORTATION

FREEMAN exhibit transportation

NAME OF SHOW: **2020 NEW ENGLAND CANNABIS CONVENTION / MARCH 20-22, 2020**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call applicable number listed above to speak with one of our experts.

For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)

## EXHIBIT TRANSPORTATION

### TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the US must be cleared through customs. Please call for additional information:  
(800) 995-3579 Toll Free US & Canada  
(817) 607-5183 Local & International

### COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

#### PICK UP INFORMATION

Requested Pick Up Date: \_\_\_\_\_

SHIPPER NAME \_\_\_\_\_

SHIPPER ADDRESS \_\_\_\_\_

\_\_\_\_\_

(City) (State) (Zip Code)

#### DESTINATION

- I will be shipping to the **WAREHOUSE**

**FREEMAN / Exhibiting Company Name / Booth #**

**2020 NEW ENGLAND CANNABIS CONVENTION**

C/O: FREEMAN  
25 DOHERTY AVE  
AVON, MA 02322

**MUST BE DELIVERED BY MARCH 12, 2020**

- I will be shipping to **SHOW SITE**
- FREEMAN / Exhibiting Company Name / Booth #**  
**2020 NEW ENGLAND CANNABIS CONVENTION**  
C/O: FREEMAN  
HYNES CONVENTION CENTER  
900 BOYLSTON ST  
BOSTON, MA 02115  
**CANNOT BE DELIVERED BEFORE MARCH 19, 2020**

#### TYPE OF SERVICE

- Next Day Air: Delivery next business day by 5:00 PM  
 Second Day Air: Delivery second business day by 5:00 PM  
 3-5 Day Service: Delivery within 3 - 5 business days  
 Declared Value \$ \_\_\_\_\_

**Air Transportation charges are billed by Dimensional or Actual Weight, whichever is greater.**

- Standard Ground: Dependent on distance  
 Expedited Ground: Tailored to specific requirements  
 Specialized: Pad wrapped, uncrated, truck load

### SHIPPING INFORMATION

#### Items to be shipped

Number of Pieces	Est. Weight
____ Crates (wooden)	_____
____ Cartons (cardboard)	_____
____ Cases/Trunks (fiber) (color _____)	_____
____ Skids/Pallets	_____
____ Carpet (color _____)	_____
____ Other ( _____ )	_____
____ Total	_____

Size of largest piece: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (L) \_\_\_\_\_

**NOTE: Shipments will be weighed and measured prior to delivery.**

#### OUTBOUND SHIPPING

- I would like to schedule outbound Freeman Exhibit Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may print your Outbound Material Handling Agreement and labels, please complete the following information **if different from pick up address:**

Ship to address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Labels : \_\_\_\_\_

#### FAX THIS COMPLETED FORM VIA:

**E-mail:**

**[exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)**

**or**

**Fax: (469) 621-5810**

**A TRANSPORTATION SPECIALIST  
WILL CALL YOU TO CONFIRM  
RECEIPT OF SHIPMENT REQUEST  
AND FINALIZE DETAILS.**

**SHOW #** (496691) \_\_\_\_\_

# WHAT ARE FREIGHT SERVICES?

As the official service contractor, Freeman is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

## HOW DO I SHIP TO THE WAREHOUSE?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the location listed on the Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to the Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets/pads. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor set up.

## HOW DO I SHIP TO SHOW SITE?

- Freight will be accepted only during exhibitor move-in. Please refer to the Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.

## WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading “prepaid.”
- “Prepaid” designates that the transportation charges will be paid by the exhibitor or a third party.

## HOW SHOULD I LABEL MY FREIGHT?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located on the Quick Facts.

## HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is billed individually and is subject to the applicable show weight minimum. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one “cwt.” (one hundred weight). All shipments are subject to reweigh.
- On the Material Handling Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the rate for the freight category that best describes your shipment. There are four categories of freight:

**Crated:** material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

**Special Handling:** material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.

**Uncrated:** material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.

**Carpet and/or Pad Only:** shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

- All inbound and outbound shipments are subject to overtime charges if the shipments are received, loaded or unloaded during the overtime hours specified on the Material Handling Order Form. This includes both warehouse and show site shipments.
- Add any late delivery or off-target charges listed on the Material Handling Order Form if the freight will be received after the deadlines listed on the Quick Facts.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.

### WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up “Empty Labels” at the Freeman Service Center. Once the container is completely empty, place a label on each container individually. Labeled empty containers will be picked up periodically and stored in non-accessible storage during the event.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

### HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

### HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Freeman Service Center at show site for your shipping documents.
- Once we receive your outbound shipping information we will create your Material Handling Agreement and shipping labels. If the shipping information is provided in advance, the Material Handling Agreement will be delivered to your booth with your invoice. Otherwise the Material Handling Agreement and labels will be available for pick up at the Freeman Service Center.

- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Freeman Service Center.
- Call your designated carrier with pick-up information. Please refer to the Quick Facts for specific dates, times and address for pick up. In the event your selected carrier fails to show by the final move-out day, your shipment will either be rerouted on Freeman’s carrier choice or delivered back to the warehouse at the exhibitor’s expense.
- For your convenience, approved show carriers will be on site to book outbound transportation if you have not made arrangements in advance.

### WHERE DO I GET A FORKLIFT?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Rigging Order Form for available equipment.
- Advance and show site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Freeman Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

### DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by Freeman are subject to the Terms and Conditions, which can be found in the exhibit service manual or online at [www.freeman.com](http://www.freeman.com).

### OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

- Cranes
- Accessible storage at show site
- Exhibit transportation services (see enclosed brochure)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery
- Priority empty return

# FREEMAN

275 Bodwell Street  
 Avon, MA 02322  
 (508) 894-5100 • Fax: (469) 621-5608

**INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER**

FREEMAN material handling

NAME OF SHOW: **2020 NEW ENGLAND CANNABIS CONVENTION / MARCH 20 - 22, 2020**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call (508) 894-5100 to speak with one of our experts.

**Let FreemanOnline® estimate your material handling charges for you.** Log on to [www.freeman.com/store](http://www.freeman.com/store), select your show and click on "Estimate My Material Handling Costs". From FreemanOnline® you can print extra shipping labels, get tips on how to package your freight and much more.

**MATERIAL HANDLING SERVICES**

**CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

**SPECIAL HANDLING:** Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS & DHL** are included in this category due to their delivery procedures.

**UNCRATED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.  
**CARPET AND/OR PAD ONLY:** Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

**STRAIGHT TIME:** 8:00 A.M. to 4:30 P.M. Monday through Friday  
**OVERTIME:** 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays

**NOTE: SOME INBOUND AND ALL OUTBOUND MATERIAL HANDLING SERVICES WILL HAVE OVERTIME CHARGES APPLIED.**

Union Holidays: New Years Day, Martin Luther King Day, President's Day, Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day

Description	Price Per CWT	200 lb. Minimum
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**RATE CLASSIFICATIONS:**

**Warehouse Shipment (200 lb. minimum) - Includes overtime outbound charges**

Crated or Skidded Shipment .....	\$ 237.00	474.00
Special Handling Shipment .....	\$ 308.25	616.50
Carpet and/or Pad Only Shipment .....	\$ 355.50	711.00

**Show Site Shipment (200 lb. minimum) - Includes overtime outbound charges**

Crated or Skidded Shipment .....	\$ 226.50	453.00
Special Handling Shipment .....	\$ 294.50	589.00
Uncrated or Pad Wrapped Shipment .....	\$ 339.75	679.50
Carpet and/or Pad Only Shipment .....	\$ 339.75	679.50

**Small Package - Maximum weight is 30 lbs per shipment**

Per Shipment .....	\$ 45.00	
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\*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

**ADDITIONAL SURCHARGES:**

**Shipment Delivered after Deadline Date (in addition to above rates)**

Warehouse Shipment after <b>March 12</b> .....	\$ 40.50	81.00
Show site Shipment after <b>Show Opening</b> .....	\$ 37.75	75.50

All rates quoted above include overtime outbound. Warehouse and show site rates are straight time rates. All freight that is moved into the booth before 8:00 A.M. or after 4:30 P.M. and any time on Saturday, Sunday or holidays will be charged overtime in addition to the above rates.

**Overtime Charge - Warehouse (in addition to above rates)**

Crated or Skidded Shipment .....	\$ 80.75	161.50
Special Handling Shipment .....	\$ 105.00	210.00
Carpet and/or Pad Only Shipment .....	\$ 121.25	242.50

**Overtime Charge - Show Site (in addition to above rates)**

Crated or Skidded Shipment .....	\$ 75.50	151.00
Special Handling Shipment .....	\$ 98.25	196.50
Uncrated or Pad Wrapped Shipment .....	\$ 113.25	226.50
Carpet and/or Pad Only Shipment .....	\$ 113.25	226.50

**Off-target Charge (in addition to above rates)** ..... 25% additional

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
<b>Surcharges</b>	÷ 100 =			
			<b>6.25% Tax</b>	<b>N/A</b>
			<b>Total</b>	

(496691)

# SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to [www.freeman.com/store](http://www.freeman.com/store)

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

## **What is Ground Loading/Unloading?**

Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

## **What is Constricted Space Loading/Unloading?**

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

## **What is Designated Piece Loading/Unloading?**

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

## **What are Stacked Shipments?**

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

## **What is Shipment Integrity?**

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

## **What is Alternate Delivery Location?**

Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building, or to other buildings in the same facility.

## **What are Mixed Shipments?**

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. Freeman defines special handling for mixed loads as having less than 50% of the volume as uncrated.

## **What does it mean if I have "No Documentation"?**

Shipments arrive from a small package carrier (including, among others, Federal Express, UPS & DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

## **What is the difference between Crated and Uncrated Shipments?**

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting points.

## **What about carpet only shipments?**

Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

# FREEMAN

275 Bodwell Street  
 Avon, MA 02322  
 (508) 894-5100 • Fax: (469) 621-5608

**PLEASE INCLUDE THE FREEMAN  
 METHOD OF PAYMENT FORM  
 WITH YOUR ORDER**

NAME OF SHOW: **2020 NEW ENGLAND CANNABIS CONVENTION / MARCH 20 - 22, 2020**

COMPANY NAME: \_\_\_\_\_ BOOTH#: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE#: \_\_\_\_\_

**MATERIAL HANDLING - EQUIPMENT/MACHINERY/ENGINES**

**STRAIGHT TIME:** 8:00 A.M. to 4:30 P.M. Monday through Friday  
**OVERTIME:** 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays  
**NOTE:** *Some inbound and All outbound material handling services will have overtime charges applied. Please see timing above.*  
 Union Holidays: New Years Day, Martin Luther King Day, President's Day, Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day

Description	Price Per CWT
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**Machinery rates apply to shipments received directly at show site only. All shipments received in our warehouse will not be subject to machinery rates. Machinery weighing 20,001lbs or more call for a quote.**

**Direct Shipments to show site only - Includes outbound overtime charges**

0 - 1,000 lbs. (per cwt).....	\$ 167.75
1,001 - 2,500 lbs. (per cwt).....	\$ 147.75
2,501 - 5,000 lbs. (per cwt).....	\$ 127.50
5,001 - 10,000 lbs. (per cwt).....	\$ 115.50
10,001 - 20,001 lbs. (per cwt).....	\$ 104.00

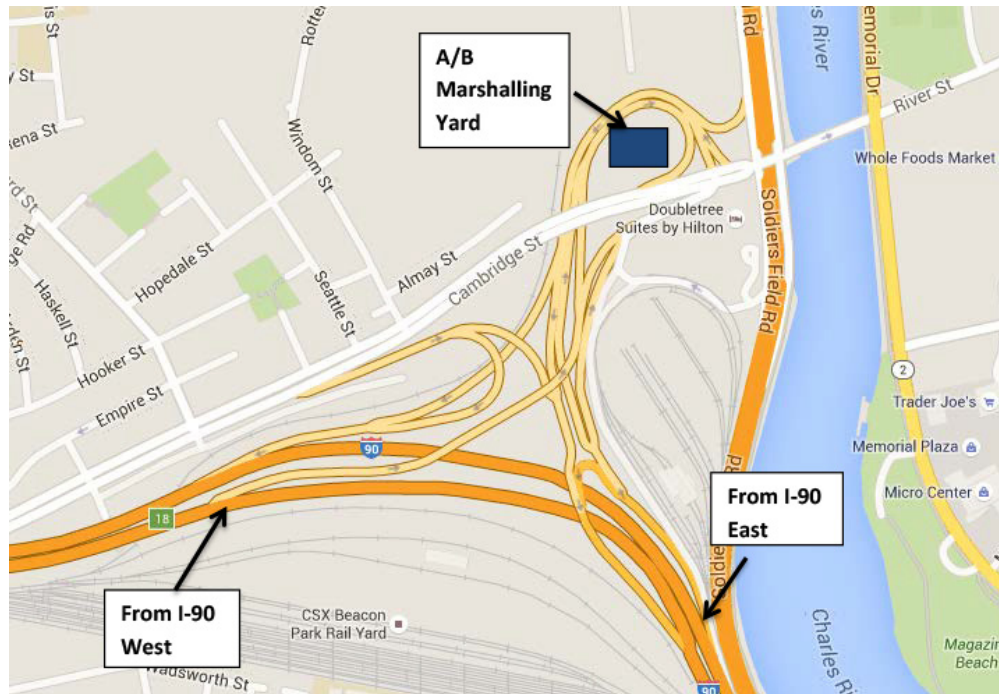
**Additional Charges - Equipment / Machinery / Engines**  
 Vehicle spotting charge (per hour each way) ..... \$172.75

**Machinery/equipment rates do not apply to shipments received in the advance warehouse.**

Description	Weight	CWT	Price per CWT	Estimated Total Cost
<b>SAMPLE - machinery</b>	1000 ÷ 100 =	10	<b>\$69.75</b>	<b>\$697.50</b>
<b>SAMPLE - machinery - OT</b>	1000 ÷ 100 =	10	<b>\$17.50</b>	<b>\$175.00</b>
	÷ 100 =			
	÷ 100 =			
<b>Surcharges</b>	÷ 100 =			
			6.25% Tax	N/A
			Total	

**Certified weight tickets and proper documentation will be required on all loads containing machinery/equipment. Any shipments containing a mixture of exhibit material and machinery/equipment not accompanied by separate certified weight tickets will be charged at the prevailing exhibit material rates. All machinery/equipment shipments not crated or skidded or without proper lifting bars or hooks will be considered uncrated exhibit material and charged at the appropriate prevailing rate.**

**FREEMAN equipment/machinery/engines**



### **From West via I-90:**

- Take 1-90 Eastbound to Exit 18 (Allston/Brighton)
- Stay in left lane toward Allston/Brighton; Pass under Cambridge Street Bridge
- Marshaling yard will be on your right

### **From East/Logan Airport via I-90:**

- Take 1-90 Westbound to Exit 20 (Allston/Brighton)
- Stay in left lane toward Allston/Brighton
- Pass under Cambridge Street Bridge
- Marshaling yard will be on your right

### **From South via I-95:**

- Take 1-95 Northbound to 1-90 Eastbound
- Take 1-90 Eastbound to Exit 18 (Allston/Brighton)
- Stay in left lane toward Allston/Brighton
- Pass under Cambridge Street Bridge
- Marshaling yard will be on your right

### **From North via I-95:**

- Take 1-95 Southbound to 1-93 Southbound
- Take 1-93 Southbound to 1-90 Westbound
- Take 1-90 Westbound to Exit 20 (Allston/Brighton)
- Stay in left lane toward Allston/Brighton
- Pass under Cambridge Street Bridge
- Marshaling yard will be on your right

### **From South via I-93:**

- Take 1-93 Northbound to 1-90 Westbound
- Take 1-90 Westbound to Exit 20 (Allston/Brighton)
- Stay in left lane toward Allston/Brighton
- Pass under Cambridge Street Bridge
- Marshaling yard will be on your right

## **From North via I-93:**

- Take 1-93 Southbound to 1-90 Westbound
- Take 1-90 Westbound to Exit 20 (Allston/Brighton)
- Stay in left lane toward Allston/Brighton
- Pass under Cambridge Street Bridge
- Marshaling yard will be on your right

## **From West:**

- Take 1-90 Eastbound to Exit 18 (Allston/Brighton)
- Stay in left lane toward Allston/Brighton
- Pass under Cambridge Street Bridge
- Marshaling yard will be on your right

## **From Hynes Convention Center:**

- Exit the loading dock from Cambria Street
- Take first right onto Boylston Street
- Take a right turn on Arlington Street and travel to I-90/Masspike on-ramp at Marginal Road
- Take a right onto the on-ramp and follow I-90 Westbound to Exit 20 (Allston/Brighton)
- Stay in left lane toward Allston/Brighton
- Pass under Cambridge Street Bridge
- Marshaling yard will be on your right

## **From Boston Convention & Exhibition Center:**

- Exit the loading docks and take a right turn onto Cypher Street
- Take a right turn onto South Boston Bypass Road
- Stay in the right lane; bear to the right and following signs to 1-90 Westbound on-ramp
- Follow 1-90 Westbound to Exit 20 (Allston/Brighton)
- Stay in left lane toward Allston/Brighton
- Pass under Cambridge Street Bridge
- Marshaling yard will be on your right



**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: FEBRUARY 21, 2020**

**RECEIVING DATE BEGINS: FEBRUARY 21, 2020**

**DEADLINE DATE IS: MARCH 12, 2020**

**DEADLINE DATE IS: MARCH 12, 2020**

**TO:** \_\_\_\_\_  
*EXHIBITOR NAME*

**TO:** \_\_\_\_\_  
*EXHIBITOR NAME*

**C/O: FREEMAN**  
**25 DOHERTY AVE**  
  
**AVON, MA 02322**

**C/O: FREEMAN**  
**25 DOHERTY AVE**  
  
**AVON, MA 02322**

**WAREHOUSE**

**WAREHOUSE**

**EVENT:** 2020 NEW ENGLAND CANNABIS CONVENTION

**EVENT:** 2020 NEW ENGLAND CANNABIS CONVENTION

**BOOTH NO:** \_\_\_\_\_ **NO.** \_\_\_\_\_ **OF** \_\_\_\_\_ **PCS**

**BOOTH NO:** \_\_\_\_\_ **NO.** \_\_\_\_\_ **OF** \_\_\_\_\_ **PCS**

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.  
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.  
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

**F R E E M A N**

**F R E E M A N**

**R U S H**

**R U S H**

**DO NOT DELAY**

**DO NOT DELAY**

**CANNOT DELIVER BEFORE MARCH 19, 2020**

**CANNOT DELIVER BEFORE MARCH 19, 2020**

TO: \_\_\_\_\_  
*EXHIBITOR NAME*

TO: \_\_\_\_\_  
*EXHIBITOR NAME*

**C/O: FREEMAN**  
**HYNES CONVENTION CENTER**  
**900 BOYLSTON ST**  
  
**BOSTON, MA 02115**

**C/O: FREEMAN**  
**HYNES CONVENTION CENTER**  
**900 BOYLSTON ST**  
  
**BOSTON, MA 02115**

**SHOW SITE**

**SHOW SITE**

EVENT: 2020 NEW ENGLAND CANNABIS CONVENTION

EVENT: 2020 NEW ENGLAND CANNABIS CONVENTION

BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS

BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS

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PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.  
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# FREEMAN

275 Bodwell St  
 Avon, MA 02322  
 (508) 894-5100 Fax: (469) 621-5608

**ONLINE PRICE  
 DISCOUNT PRICE  
 DEADLINE DATE**

**FEBRUARY 27, 2020**

**INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **2020 NEW ENGLAND CANNABIS CONVENTION / MARCH 20-22, 2020**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>SOFT SEATING</b>						
<b>Naples Group - Black Vinyl</b>						
_____	810119*	Chair.....	601.20	661.30	841.70	_____
_____	830120*	Loveseat.....	800.10	880.10	1,120.15	_____
_____	830119*	Sofa.....	890.40	979.45	1,246.55	_____
<b>Munich Group - Gray Fabric</b>						
_____	810150*	Corner Chair.....	552.25	607.50	773.15	_____
_____	810151*	Armless Chair.....	482.05	530.25	674.85	_____
_____	830200*	Armless Loveseat.....	809.65	890.60	1,133.50	_____
_____	830201*	Sectional - 3 Piece.....	1,843.90	2,028.30	2,581.45	_____
<b>Baja Group - White Vinyl</b>						
_____	81050*	Chair.....	549.90	604.90	769.85	_____
_____	83020*	Loveseat.....	585.00	643.50	819.00	_____
_____	83019*	Sofa.....	753.75	829.15	1,055.25	_____
<b>South Beach Group - Platinum Suede</b>						
_____	8301*	Sofa.....	775.70	853.25	1,086.00	_____
_____	8151*	Ottoman.....	338.20	372.00	473.50	_____
<b>Key Largo Group - Black Fabric</b>						
_____	830950*	Loveseat.....	470.35	517.40	658.50	_____
_____	830951*	Sofa.....	521.80	574.00	730.50	_____
_____	810950*	Chair.....	372.05	409.25	520.85	_____
<b>Allegro Group - Blue Fabric</b>						
_____	81019*	Chair.....	498.70	548.55	698.20	_____
_____	83015*	Sofa.....	795.90	875.50	1,114.25	_____
<b>Fairfax Group - White Vinyl</b>						
_____	810949*	Chair.....	313.55	344.90	438.95	_____
_____	830949*	Sofa.....	500.75	550.85	701.05	_____
<b>Hopi Group - Gray Linen</b>						
_____	810140*	Chair.....	208.25	229.10	291.55	_____
_____	830150*	Loveseat.....	317.30	349.05	444.20	_____
<b>Tangiers Group - Beige Fabric</b>						
_____	810118*	Chair.....	526.40	579.05	736.95	_____
_____	830220*	Loveseat.....	680.95	749.05	953.35	_____
_____	830118*	Sofa.....	743.05	817.35	1,040.25	_____
<b>CASUAL SEATING</b>						
<b>Ottomans</b>						
_____	815122*	Endless Square - White Vinyl.....	370.05	407.05	518.05	_____
_____	815123*	Endless Square - Black Vinyl.....	370.05	407.05	518.05	_____
_____	815953*	Endless Curve - White Vinyl.....	485.90	534.50	680.25	_____
_____	815952*	Endless Curve - Black Vinyl.....	485.90	534.50	680.25	_____
_____	815119*	Half-Bench - White Vinyl.....	329.95	362.95	461.95	_____
_____	81518*	Vibe Cube - Blue Vinyl.....	131.05	144.15	183.45	_____
_____	81519*	Vibe Cube - Red Vinyl.....	131.05	144.15	183.45	_____

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 FEBRUARY 27, 2020

NAME OF SHOW: **2020 NEW ENGLAND CANNABIS CONVENTION / MARCH 20-22, 2020**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: **X**

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>CASUAL SEATING (cont'd)</b>						
_____	81525*	Vibe Cube - Orange Vinyl.....	131.05	144.15	183.45	_____
_____	81520*	Vibe Cube - Pink Vinyl.....	131.05	144.15	183.45	_____
_____	81517*	Vibe Cube - Yellow Vinyl.....	131.05	144.15	183.45	_____
_____	81530*	Vibe Cube - Black Vinyl.....	131.05	144.15	183.45	_____
_____	81531*	Vibe Cube - White Vinyl.....	131.05	144.15	183.45	_____
_____	81532*	Vibe Cube - Steel Blue Vinyl.....	131.05	144.15	183.45	_____
_____	81533*	Vibe Cube - Silver Vinyl.....	131.05	144.15	183.45	_____
_____	81534*	Vibe Cube - Purple Vinyl.....	131.05	144.15	183.45	_____
_____	815151*	Marche Swivel - Gray Fabric.....	203.60	223.95	285.05	_____
_____	815154*	Marche Swivel - Red Fabric.....	203.60	223.95	285.05	_____
_____	815159*	Marche Swivel - Blue Fabric.....	203.60	223.95	285.05	_____
_____	815152*	Marche Swivel - Linen Fabric.....	203.60	223.95	285.05	_____
_____	815157*	Marche Swivel - Meadow Green Fabric.....	203.60	223.95	285.05	_____
_____	815158*	Marche Swivel - Pear Yellow Fabric.....	203.60	223.95	285.05	_____
_____	815156*	Marche Swivel - Plum Fabric.....	203.60	223.95	285.05	_____
_____	815153*	Marche Swivel - Raspberry Fabric.....	203.60	223.95	285.05	_____
_____	815155*	Marche Swivel - Rose Quartz Fabric.....	203.60	223.95	285.05	_____
_____	815150*	Marche Swivel - White Vinyl.....	203.60	223.95	285.05	_____
_____	815160*	Marche Swivel - Orange Fabric.....	203.60	223.95	285.05	_____
_____	81526*	Edge LED Cube - High Density Plastic.....	249.35	274.30	349.10	_____
<b>Banquettes</b>						
_____	8506*	Center Cone w/Electrical Charging Outlet.....	650.00	715.00	910.00	_____
_____	8507*	Quarter Curve Ottoman.....	431.60	474.75	604.25	_____
<b>Beverly Bench Ottomans</b>						
_____	81550*	Black Vinyl.....	409.50	450.45	573.30	_____
_____	81551*	Brown Fabric.....	409.50	450.45	573.30	_____
_____	81552*	Gray Fabric.....	409.50	450.45	573.30	_____
_____	81553*	Linen Fabric.....	409.50	450.45	573.30	_____
_____	81554*	Ocean Blue Fabric.....	409.50	450.45	573.30	_____
_____	81555*	Red Fabric.....	409.50	450.45	573.30	_____
_____	81556*	White Vinyl.....	409.50	450.45	573.30	_____
<b>Accent Chairs</b>						
_____	71089	Black Diamond Side Chair.....	146.90	161.60	205.65	_____
_____	71090	Black Diamond Arm Chair.....	209.40	230.35	293.15	_____
_____	810861*	Laguna Chair - Maple/Chrome.....	126.35	139.00	176.90	_____
_____	210108	Limerick® Chair by Herman Miller.....	116.50	128.15	163.10	_____
_____	8102*	Madrid Chair - Black Vinyl/Chrome.....	963.35	1,059.70	1,348.70	_____
_____	810816*	Madrid Chair - White Vinyl/Chrome.....	963.35	1,059.70	1,348.70	_____
_____	810948*	Meeting Chair - White Vinyl.....	346.70	381.35	485.40	_____
_____	810835*	Meeting Chair - Espresso Vinyl.....	264.65	291.10	370.50	_____
_____	810836*	Meeting Chair - Taupe Microfiber.....	346.70	381.35	485.40	_____
_____	8103*	Key West Tub Chair - Black Fabric.....	485.90	534.50	680.25	_____
_____	810164*	Marina Chair - White Vinyl.....	132.75	146.05	185.85	_____
_____	810160*	Marina Chair - Black Vinyl.....	132.75	146.05	185.85	_____
_____	810161*	Marina Chair - Brown Fabric.....	132.75	146.05	185.85	_____
_____	810162*	Marina Chair - Ocean Blue Fabric.....	132.75	146.05	185.85	_____
_____	810163*	Marina Chair - Red Fabric.....	132.75	146.05	185.85	_____

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FEBRUARY 27, 2020

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Occasional Chairs (cont.)</b>						
	810131*	Malba Chair - Gray Molded Plastic.....	90.10	99.10	126.15	
	810130*	Malba Chair - Green Molded Plastic.....	90.10	99.10	126.15	
	810846*	Christopher Chair - White Vinyl/Chrome.....	159.35	175.30	223.10	
	810851*	Zenith Chair - White/Chrome.....	142.75	157.05	199.85	
	810841*	Rustique Chair - Gunmetal.....	159.35	175.30	223.10	
	810837*	Razor Armless Chair - White High Density Plastic....	139.90	153.90	195.85	
	810875*	Swanson Swivel Chair - White Vinyl.....	288.80	317.70	404.30	
	81083*	Blade Chair - Sky Blue.....	72.00	79.20	100.80	
	81082*	Blade Chair - Red.....	72.00	79.20	100.80	
	810810*	Berlin Stack Chair - White & Black Plastic/Chrome...	132.55	145.80	185.55	
	81093*	Lucent Chair - Frosted Acrylic.....	186.75	205.45	261.45	
	810145*	Wentworth Chair - Brown Vinyl.....	303.75	334.15	425.25	
<b>Executive Seating</b>						
	71046	Gray Gaslift Chair With Arms.....	392.40	431.65	549.35	
	71045	Gray Gaslift Chair Without Arms.....	308.80	339.70	432.30	
	810874*	La Brea Swivel Chair - Charcoal Gray Fabric.....	385.05	423.55	539.05	
	81063*	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	388.75	427.65	544.25	
	810844*	Pro Executive High Back Chair - White Vinyl.....	363.20	399.50	508.50	
	810946*	Pro Executive High Back Chair - Black Vinyl.....	363.20	399.50	508.50	
	810945*	Pro Executive Mid Back Chair - White Vinyl.....	320.60	352.65	448.85	
	810944*	Pro Executive Mid Back Chair - Black Vinyl.....	283.30	311.65	396.60	
	810947*	Pro Executive Guest Chair - Black Vinyl.....	332.30	365.55	465.20	
<b>Barstools</b>						
	71088	Black Diamond Stool.....	255.75	281.35	358.05	
	71048	Gray Gaslift Stool with Arms.....	445.65	490.20	623.90	
	71047	Gray Gaslift Stool without Arms.....	392.40	431.65	549.35	
	810860*	Laguna Barstool - Maple/Chrome.....	159.10	175.00	222.75	
	210109	Limerick® Stool by Herman Miller.....	166.20	182.80	232.70	
	810872*	Lift Barstool - Gray Vinyl/Chrome.....	201.55	221.70	282.15	
	810873*	Lift Barstool - Red Vinyl/Chrome.....	201.55	221.70	282.15	
	810871*	Lift Barstool - Black Vinyl/Chrome.....	201.55	221.70	282.15	
	810870*	Lift Barstool - White Vinyl/Chrome.....	201.55	221.70	282.15	
	810951*	Apex Barstool - Black Vinyl.....	210.60	231.65	294.85	
	810952*	Apex Barstool - Blue Ultra Suede.....	210.60	231.65	294.85	
	810953*	Apex Barstool - Red Vinyl.....	210.60	231.65	294.85	
	810954*	Apex Barstool - White Vinyl.....	210.60	231.65	294.85	
	810103*	Banana Barstool - White Vinyl/Chrome.....	231.70	254.85	324.40	
	810104*	Banana Barstool - Black Vinyl/Chrome.....	231.70	254.85	324.40	
	810850*	Zenith Barstool - White/Chrome.....	142.75	157.05	199.85	
	810840*	Zoey Barstool - White Vinyl/Chrome.....	377.10	414.80	527.95	
	810834*	Zoey Barstool - Black Vinyl/Chrome.....	377.10	414.80	527.95	
	810848*	Christopher Barstool - White Vinyl/Chrome.....	191.90	211.10	268.65	
	810202*	Shark Swivel Barstool - White Plastic/Chrome.....	334.10	367.50	467.75	
	810839*	Rustique Barstool - Gunmetal.....	159.35	175.30	223.10	
	810201*	Oslo Barstool - White Plastic/Chrome.....	291.55	320.70	408.15	
	81080*	Blade Barstool - Red.....	146.25	160.90	204.75	
	81081*	Blade Barstool - Sky Blue.....	146.25	160.90	204.75	
	81092*	Lucent Barstool - Frosted Acrylic.....	198.00	217.80	277.20	
	810135*	Task Stool - Black Fabric.....	159.75	175.75	223.65	

NAME OF SHOW: **2020 NEW ENGLAND CANNABIS CONVENTION / MARCH 20-22, 2020**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: **X**

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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**Draped Tables & Counters**

<b>Draped Tables</b> - Tables are 24" wide					
<input type="checkbox"/> Black	<input type="checkbox"/> Blue	<input type="checkbox"/> Brown	<input type="checkbox"/> Green	<input type="checkbox"/> Flax	
<input type="checkbox"/> Gold	<input type="checkbox"/> Gray	<input type="checkbox"/> Plum	<input type="checkbox"/> Red	<input type="checkbox"/> White	

_____	124330	Draped Table 3'L x 30"H.....	N/A	N/A	N/A	_____
_____	124430	Draped Table 4'L x 30"H.....	207.75	228.55	290.85	_____
_____	124630	Draped Table 6'L x 30"H.....	259.60	285.55	363.45	_____
_____	124830	Draped Table 8'L x 30"H.....	289.30	318.25	405.00	_____
_____	12404630	4th Side Drape 6'L x 30"H.....	46.80	51.50	65.50	_____
_____	12404830	4th Side Drape 8'L x 30"H.....	46.80	51.50	65.50	_____
_____	124342	Draped Counter 3'L x 42"H.....	N/A	N/A	N/A	_____
_____	124442	Draped Counter 4'L x 42"H.....	262.85	289.15	368.00	_____
_____	124642	Draped Counter 6'L x 42"H.....	312.40	343.65	437.35	_____
_____	124842	Draped Counter 8'L x 42"H.....	343.80	378.20	481.30	_____
_____	12404642	4th Side Drape 6'L x 42"H.....	65.30	71.85	91.40	_____
_____	12404842	4th Side Drape 8'L x 42"H.....	65.30	71.85	91.40	_____

**Undraped Tables & Counters**

_____	125330	Undraped Table 3'L x 30"H.....	N/A	N/A	N/A	_____
_____	125430	Undraped Table 4'L x 30"H.....	87.60	96.35	122.65	_____
_____	125630	Undraped Table 6'L x 30"H.....	107.60	118.35	150.65	_____
_____	125830	Undraped Table 8'L x 30"H.....	135.05	148.55	189.05	_____
_____	125342	Undraped Counter 3'L x 42"H.....	N/A	N/A	N/A	_____
_____	125442	Undraped Counter 4'L x 42"H.....	119.10	131.00	166.75	_____
_____	125642	Undraped Counter 6'L x 42"H.....	138.95	152.85	194.55	_____
_____	125842	Undraped Counter 8'L x 42"H.....	168.10	184.90	235.35	_____

**Table Top Risers - Risers are 8" wide**

_____	1504100	Black 4'L x 7"H Corrugated Riser.....	30.40	33.45	42.55	_____
_____	1504101	White 4'L x 7"H Corrugated Riser.....	30.40	33.45	42.55	_____
_____	1506100	Black 6'L x 7"H Corrugated Riser.....	35.60	39.15	49.85	_____
_____	1506101	White 6'L x 7"H Corrugated Riser.....	35.60	39.15	49.85	_____
_____	1508100	Black 8'L x 7"H Corrugated Riser.....	41.10	45.20	57.55	_____
_____	1508101	White 8'L x 7"H Corrugated Riser.....	41.10	45.20	57.55	_____
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	46.55	51.20	65.15	_____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	46.55	51.20	65.15	_____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	56.95	62.65	79.75	_____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	56.95	62.65	79.75	_____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	67.35	74.10	94.30	_____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	67.35	74.10	94.30	_____

**Pedestal Tables - Soho Series**

_____	72069	Black Top Cafe Table - 30"H x 24"W.....	287.20	315.90	402.10	_____
_____	72067	Black Top Cafe Table - 30"H x 36"W.....	287.20	315.90	402.10	_____
_____	72066	Black Top Mini Table - 18"H x 18"W.....	183.75	202.15	257.25	_____
_____	72070	Black Top Bistro Table - 42"H x 24"W.....	287.20	315.90	402.10	_____
_____	72068	Black Top Bistro Table - 42"H x 36"W.....	287.20	315.90	402.10	_____

**Pedestal Tables - Chelsea Series**

_____	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	229.10	252.00	320.75	_____
_____	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	229.10	252.00	320.75	_____

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FEBRUARY 27, 2020

NAME OF SHOW: **2020 NEW ENGLAND CANNABIS CONVENTION / MARCH 20-22, 2020**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: **X**

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Pedestal Tables - Chelsea Series (continued)</b>						
	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	229.10	252.00	320.75	
	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	229.10	252.00	320.75	
<b>Pedestal Tables</b>						
	8201208*	Hydraulic Base Cafe Table - Maple.....	325.25	357.80	455.35	
	8201207*	Hydraulic Base Bar Table - Maple.....	341.65	375.80	478.30	
	8201209*	Hydraulic Base Cafe Table - Graphite.....	365.05	401.55	511.05	
	8201211*	Hydraulic Base Bar Table - Graphite.....	374.40	411.85	524.15	
	8201206*	Hydraulic Base Cafe Table - Maple.....	362.70	398.95	507.80	
	8201205*	Hydraulic Base Bar Table - Maple.....	369.70	406.65	517.60	
	820126*	Hydraulic Base Cafe Table - White Laminate.....	379.10	417.00	530.75	
	820125*	Hydraulic Base Bar Table - White Laminate.....	362.70	398.95	507.80	
	820241*	Madison Hydraulic Base Cafe Table - Gray Acajou.	299.50	329.45	419.30	
	820240*	Madison Hydraulic Base Bar Table - Gray Acajou...	299.50	329.45	419.30	
	820265*	Madison Cafe Table - Gray Acajou.....	224.65	247.10	314.50	
	820264*	Madison Bar Table - Gray Acajou.....	245.70	270.25	344.00	
	8201220*	30" Cafe Table Black Base - White Laminate.....	238.70	262.55	334.20	
	8201221*	30" Bar Table Black Base - White Laminate.....	255.05	280.55	357.05	
	8201222*	30" Bar Table Chrome Base - White Laminate.....	367.40	404.15	514.35	
	8201223*	30" Cafe Table Chrome Base - White Laminate.....	367.40	404.15	514.35	
	820920*	30" Bar Table Chrome Hydraulic Base - Red.....	283.15	311.45	396.40	
	820921*	30" Cafe Table Chrome Hydraulic Base - Red.....	283.15	311.45	396.40	
	820922*	30" Bar Table Chrome Hydraulic Base - Graphite.....	283.15	311.45	396.40	
	820923*	30" Cafe Table Chrome Hydraulic Base - Graphite....	283.15	311.45	396.40	
	820924*	30" Bar Table Chrome Hydraulic Base - Silver.....	346.30	380.95	484.80	
	820925*	30" Cafe Table Chrome Hydraulic Base - Silver.....	346.30	380.95	484.80	
	820930*	30" Bar Table w/ Hydraulic Base - Blue.....	272.25	299.50	381.15	
	820931*	30" Bar Table w/ Black Base - Blue.....	216.00	237.60	302.40	
	820932*	30" Bar Table w/ Hydraulic Base - Wood.....	333.00	366.30	466.20	
	820933*	30" Bar Table w/ Black Base - Wood.....	222.75	245.05	311.85	
	820940*	30" Cafe Table w/ Hydraulic Base - Blue.....	272.25	299.50	381.15	
	820941*	30" Cafe Table w/ Black Base - Blue.....	166.50	183.15	233.10	
	820942*	30" Cafe Table w/ Hydraulic Base - Wood.....	333.00	366.30	466.20	
	820943*	30" Cafe Table w/ Black Base - Wood.....	211.50	232.65	296.10	
<b>Accent Tables</b>						
	82015*	Silverado End Table - Tempered Glass/Painted Steel.....	310.25	341.30	434.35	
	82014*	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	330.70	363.75	463.00	
	820252*	Alondra End Table - Glass/Chrome.....	208.25	229.10	291.55	
	820250*	Alondra Cocktail Table - Glass/Chrome.....	287.80	316.60	402.90	
	820253*	Alondra End Table - Wood/Chrome.....	208.25	229.10	291.55	
	820251*	Alondra Cocktail Table - Wood/Chrome.....	287.80	316.60	402.90	
	8201224*	Atomic 36" Round Table - Glass/Chrome.....	320.60	352.65	448.85	
	8201225*	Atomic 42" Round Table - Glass/Chrome.....	320.60	352.65	448.85	
	82028*	Geo End Table - Wood/Black Steel.....	245.70	270.25	344.00	
	82027*	Geo Cocktail Table - Wood/Black Steel.....	250.40	275.45	350.55	
	82035*	Geo End Table - Glass/Chrome.....	280.40	308.45	392.55	

**FREEMAN** furnishings

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FEBRUARY 27, 2020

NAME OF SHOW: **2020 NEW ENGLAND CANNABIS CONVENTION / MARCH 20-22, 2020**

COMPANY NAME:	BOOTH #:	BOOTH SIZE:	X
CONTACT NAME :	PHONE #:		
E-MAIL ADDRESS :			

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Accent Tables (continued)</b>						
	82034*	Geo Cocktail Table - Glass/Chrome.....	310.25	341.30	434.35	
	82054*	Sydney End Table - Black Laminate/Brushed Steel..	229.40	252.35	321.15	
	82055*	Sydney End Table - White Laminate/Brushed Steel..	229.40	252.35	321.15	
	82052*	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	229.40	252.35	321.15	
	82053*	Sydney Cocktail Table - White Laminate/Brushed Steel.....	229.40	252.35	321.15	
	82079*	Sydney End Table - Blue Laminate/Brushed Steel.....	229.40	252.35	321.15	
	82080*	Sydney End Table - Wood Laminate/Brushed Steel..	229.40	252.35	321.15	
	82077*	Sydney Cocktail Table - Blue Laminate/Brushed Steel.....	229.40	252.35	321.15	
	82078*	Sydney Cocktail Table - Wood Laminate/Brushed Steel.....	229.40	252.35	321.15	
	82075*	Regis End Table - Brushed Metal.....	217.60	239.35	304.65	
	82074*	Regis Bench Table - Brushed Metal.....	306.55	337.20	429.15	
	820844*	Aura Round Table - White Metal.....	168.85	185.75	236.40	
	82057*	Edge LED Cube Table-White Plastic/Clear Acrylic....	249.35	274.30	349.10	
	82043*	Geo Square-Round Table - Glass/Black Steel.....	547.25	602.00	766.15	
	82044*	Geo Square-Round Table - Glass/Chrome.....	547.25	602.00	766.15	
	82088*	Oliver End Table - Walnut Finish.....	173.95	191.35	243.55	
	82087*	Oliver Table - Walnut Finish.....	220.70	242.75	309.00	
	8201226*	Rustique Square Metal Bar Table - Gray.....	280.80	308.90	393.10	
<b>Conference Tables</b>						
	82041*	Geo Conference Table - Glass/Black Steel.....	456.05	501.65	638.45	
	82051*	Geo Conference Table - Glass/Chrome.....	456.05	501.65	638.45	
	820260*	Madison Conference Table - Gray Acajou.....	383.75	422.15	537.25	
	820708*	42" Round Conference Table - White Laminate.....	658.75	724.65	922.25	
	820203*	6' Oval Conference Table - Graphite.....	714.10	785.50	999.75	
	820261*	Madison 5' Conference Table - Gray Acajou.....	465.65	512.20	651.90	
	820262*	Madison 8' Conference Table - Gray Acajou.....	929.00	1,021.90	1,300.60	
	820263*	Madison 10' Conference Table - Gray Acajou.....	929.00	1,021.90	1,300.60	
	820951*	Ventura Bar Table - Maple w/ Grommets.....	695.00	764.50	973.00	
	820952*	Ventura Communal Bar Table - Black.....	680.95	749.05	953.35	
	820953*	Ventura Bar Table - White w/ Grommets.....	695.00	764.50	973.00	
	820954*	Ventura Communal Bar Table - Maple.....	695.00	764.50	973.00	
	820956*	Ventura Communal Bar Table - White.....	695.00	764.50	973.00	
	820963*	Ventura Communal Cafe Table - Maple.....	445.50	490.05	623.70	
	820960*	Ventura Cafe Table - Maple w/ Grommets.....	668.25	735.10	935.55	
	820961*	Ventura Cafe Table - White w/ Grommets.....	668.25	735.10	935.55	
	820966*	Ventura Communal Cafe Table - White.....	445.50	490.05	623.70	
	820962*	Ventura Communal Cafe Table - Black.....	445.50	490.05	623.70	
<b>Office</b>						
	84075*	Madison Desk - Gray Acajou.....	554.85	610.35	776.80	
	84077*	Madison Credenza - Gray Acajou.....	479.70	527.65	671.60	
	84078*	Madison Bookcase - Gray Acajou.....	409.50	450.45	573.30	
<b>Computer Desks/Tables</b>						
	820706*	Work Desk - White Laminate.....	412.10	453.30	576.95	
	820707*	Merlin Table - Gray Laminate.....	522.35	574.60	731.30	



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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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**POWERED**

**Powered Seating**

_____	810120*	Naples Chair, Powered - Black Vinyl.....	791.40	870.55	1,107.95	_____
_____	830122*	Naples Loveseat, Powered - Black Vinyl.....	1,054.25	1,159.70	1,475.95	_____
_____	830121*	Naples Sofa, Powered - Black Vinyl.....	1,223.60	1,345.95	1,713.05	_____
_____	81021*	Roma Chair, Powered - White Vinyl.....	791.40	870.55	1,107.95	_____
_____	83017*	Roma Sofa, Powered - White Vinyl.....	1,223.60	1,345.95	1,713.05	_____

**Powered Tables**

_____	820950*	Ventura Communal Bar Table, Powered - Black.....	842.40	926.65	1,179.35	_____
_____	820955*	Ventura Communal Bar Table, Powered - White.....	765.20	841.70	1,071.30	_____
_____	820964*	Ventura Communal Cafe Table, Powered - Black.....	564.75	621.25	790.65	_____
_____	820965*	Ventura Communal Cafe Table, Powered - White.....	564.75	621.25	790.65	_____
_____	84083*	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal.....	563.95	620.35	789.55	_____
_____	84084*	Tech Desk, Powered - Black Metal.....	496.10	545.70	694.55	_____
_____	82076*	Sydney Cocktail Table, Powered - Black.....	383.75	422.15	537.25	_____
_____	82073*	Sydney Cocktail Table, Powered - White.....	383.75	422.15	537.25	_____

**Powered Pedestals**

_____	85060*	Powered Locking Pedestal 36" H, Black.....	575.35	632.90	805.50	_____
_____	85061*	Powered Locking Pedestal 36" H, White.....	575.35	632.90	805.50	_____
_____	85062*	Powered Locking Pedestal 42" H, Black.....	689.20	758.10	964.90	_____
_____	85063*	Powered Locking Pedestal 42" H, White.....	689.20	758.10	964.90	_____
_____	820710*	Wireless Charging Table, Powered.....	447.75	492.55	626.85	_____

**Midtown Counters & Bars**

_____	850103*	Midtown Powered Counter Unlighted - Pewter.....	1,347.75	1,482.55	1,886.85	_____
_____	850102*	Midtown Powered Counter Lighted w/ Plug-In - Pewter.....	1,572.75	1,730.05	2,201.85	_____
_____	850101*	Midtown Bar Unlighted - Pewter.....	1,212.75	1,334.05	1,697.85	_____
_____	850100*	Midtown Bar Lighted w/ Plug-In - Pewter.....	1,437.75	1,581.55	2,012.85	_____

**DISPLAY & ACCESSORIES**

**Product Storage**

_____	84080*	3 Door File Cabinet on Castors - Black .....	173.15	190.45	242.40	_____
_____	74082	File Cabinet w/Lock - Two Drawer - Standard Size...	238.00	261.80	333.20	_____
_____	74081	File Cabinet w/Lock - Four Drawer - Standard Size..	308.80	339.70	432.30	_____
_____	85020*	Posh Shelving w/ Chrome Frame - White.....	512.45	563.70	717.45	_____

**Refrigerator**

_____	75057	Small Refrigerator.....	515.70	567.25	722.00	_____
_____	8503001*	Refrigerator - White.....	960.50	1,056.55	1,344.70	_____

**Lighting**

_____	850707*	Mason Table Lamp - White/Brushed Silver.....	157.20	172.90	220.10	_____
_____	850708*	Mason Floor Lamp - White/Brushed Silver.....	230.90	254.00	323.25	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>DISPLAY &amp; ACCESSORIES</b>						

**Display**

_____	75020	Display Cylinder - Black - Low.....	238.00	261.80	333.20	_____
_____	75021	Display Cylinder - Black - Medium.....	238.00	261.80	333.20	_____
_____	75022	Display Cylinder - Black - High.....	238.00	261.80	333.20	_____
_____	75030	Display Cube - Black - 12" Small.....	277.75	305.55	388.85	_____
_____	75031	Display Cube - Black - 18" Medium.....	297.35	327.10	416.30	_____
_____	75032	Display Cube - Black - 24" Large.....	337.25	371.00	472.15	_____
_____	75079	Orion Computer Kiosk - Black.....	428.85	471.75	600.40	_____
_____	72056	Display Counter - Black.....	278.40	306.25	389.75	_____

**Boxwood Hedges**

_____	85030*	7' Boxwood Hedge.....	639.00	702.90	894.60	_____
_____	85035*	4' Boxwood Hedge.....	342.00	376.20	478.80	_____

**Accessories**

_____	220121	Chrome Stanchion w/ 8' Retractable Belt.....	108.50	119.35	151.90	_____
_____	220118	Chrome Sign Holder.....	205.65	226.20	287.90	_____
_____	750135	Round Literature Rack.....	251.25	276.40	351.75	_____
_____	750136	Flat Literature Rack.....	222.10	244.30	310.95	_____
_____	220109	Chrome Coat Tree.....	74.55	82.00	104.35	_____
_____	220134	Aluminum Easel.....	63.15	69.45	88.40	_____
_____	220110	Chrome Bag Rack.....	163.90	180.30	229.45	_____
_____	10201484	Floor Standing Bulletin Board.....	332.40	365.65	465.35	_____
_____	220106	Corrugated Wastebasket.....	26.50	29.15	37.10	_____

**Special Drape**

- Black    Blue    Brown    Green    Flax  
 Gold    Gray    Plum    Red    White

_____	12103	Special Drape 3'H (per ft.).....	21.75	23.95	30.45	_____
_____	12108	Special Drape 8'H (per ft.).....	30.10	33.10	42.15	_____

TOTAL COST		
_____	+	_____ = _____
Sub-Total		6.25% Tax      Total Cost

Taxes: Due to varying taxes across counties and cities for various categories, applicable taxes will be applied to your order accordingly based on the jurisdictions of the show city.

\*Asterisk indicates item is a Freeman Select furnishing

**FREEMAN furnishings**

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**FEBRUARY 27, 2020**

# FREEMAN

275 Bodwell Street  
 Avon, MA 02322  
 (508) 894-5100 • Fax: (469) 621-5608

**DISCOUNT PRICE  
 DEADLINE DATE  
 FEBRUARY 27, 2020**

**INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER**

FREEMAN showcases

NAME OF SHOW: 2020 NEW ENGLAND CANNABIS CONVENTION / MARCH 20 - 22, 2020

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

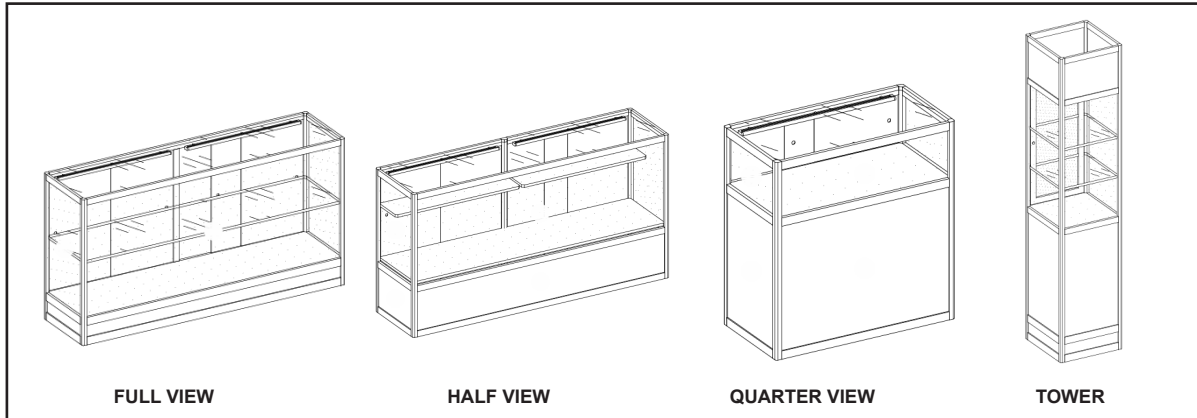
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E-MAIL ADDRESS: \_\_\_\_\_

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## SHOWCASES



FULL VIEW

HALF VIEW

QUARTER VIEW

TOWER

Want to add graphics? Please contact an Exhibitor Sales Specialist at [NEexhibitorsales@freeman.com](mailto:NEexhibitorsales@freeman.com)

SELECT A SIZE  FULL VIEW  HALF VIEW  QUARTER VIEW

Qty	Description	Discount Price	Standard Price	Total
<b>White PVC, Sliding Doors with lock &amp; includes light (no mirrors)</b>				
_____	Showcase 1M x 36"H .....	\$684.55	\$958.35	_____
_____	Showcase 1M x 42"H .....	\$684.55	\$958.35	_____
_____	Showcase 2M x 36"H .....	\$868.75	\$1,216.25	_____
_____	Showcase 2M x 42"H .....	\$868.75	\$1,216.25	_____
_____	Showcase 1/2M x 1/2M x 8' H Tower .....	\$930.80	\$1,303.10	_____

### QUICK TIPS

- REMEMBER TO MAKE A SELECTION FOR ITEMS WITH CHECKBOXES. OTHERWISE, A SELECTION WILL BE MADE FOR YOU.
- ELECTRICAL SERVICES AND CORD LABOR MUST BE ORDERED SEPERATELY.

### TOTAL COST

Sub-Total \_\_\_\_\_ + Tax (6.25%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

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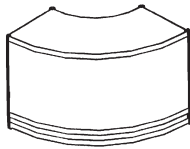
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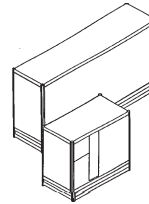
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## CABINETS & LOCKS

### RADIUS COUNTER (does not have doors)



### CABINETS



Want to add graphics? Please contact an Exhibitor Sales Specialist at [exhibitorsaleseast@freemanco.com](mailto:exhibitorsaleseast@freemanco.com)

### Select Color

Black Fabric     Blue Fabric     Gray Fabric     White PVC

Qty	Description	Discount Price	Standard Price	Total
___	17305 1M x 1/2M x 36" High.....	\$438.90	\$614.45	_____
___	17306 1M x 1/2M x 42" High.....	\$438.90	\$614.45	_____
___	17308 2M x 1/2M x 36" High.....	\$640.65	\$896.90	_____
___	17309 2M x 1/2M x 42" High.....	\$640.65	\$896.90	_____
___	17310 1M Radius x 1/2MX36" H.....	\$684.55	\$958.35	_____
___	173011 1M Radius x 1/2MX42" H..... (Radius Cabinets do not have doors)	\$684.55	\$958.35	_____
___	17301 Cabinet Lock.....	\$18.40	\$25.75	_____
	Inside Shelves Available . . . Quoted on Request			

### TOTAL COST

Sub-Total \_\_\_\_\_ + Tax (6.25%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

Don't see what you need?  
Please call an Exhibitor Sales Specialist at 508-894-5100.

*\*Remember to make a selection for items with checkboxes. Otherwise, a selection will be made for you.*

# FROM THE GROUND UP

Engage your audience from the moment they set foot in your exhibit with custom carpets. Our colorfast carpeting boasts a consistent shade every time and the padding exceeds industry standards, ensuring that you'll be floored by the quality. Custom options can be ordered and include borders, patterns and logo applications in both our classic and prestige carpeting lines.

**Sustainability Tip:**

 DARKER COLORED CARPETS SUCH AS BLACK AND GRAY AND THE TWO-TONED CARPET ARE MADE OF 20-25% RECYCLED CONTENT. RENTING CARPET FROM FREEMAN MINIMIZES YOUR SHIPPING FOOTPRINT.

- Colorfast carpet technology guarantees a uniform and professional look throughout the life of your exhibit
- Diverse customization options guarantee the fulfillment of your brand standards
- All carpet and padding is manufactured with recycled material
- Rental prices are all-inclusive so there are never hidden charges for material handling or pickup
- Renting carpet from Freeman minimizes your shipping footprint.



Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [freeman.com](http://freeman.com)

## PRESTIGE CARPET

Freeman's prestige carpet combines plush comfort with durable soil and stain resistance, perfect for high-traffic areas. Five popular colors are available in a luxurious 40-ounce weight and all nine designer colors are available in a 28-ounce weight.


Freeman's prestige carpet packages include new 10-foot-wide carpet, delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Prestige carpet is one time use. The carpet for your booth will be brand new and recycled at the end of the show. Price includes environmentally friendly disposal of carpet after usage. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

### Custom Options

Prestige carpets can also be customized to fit your exhibit needs with unique logos, patterns and borders. Call the phone number on the Quick Facts for assistance.



\*Colors available in both 28 oz. and 40 oz.

 **Sustainability Tip:** Prestige carpet is one time use. The carpet for your booth will be brand new and recycled at the end of the show.

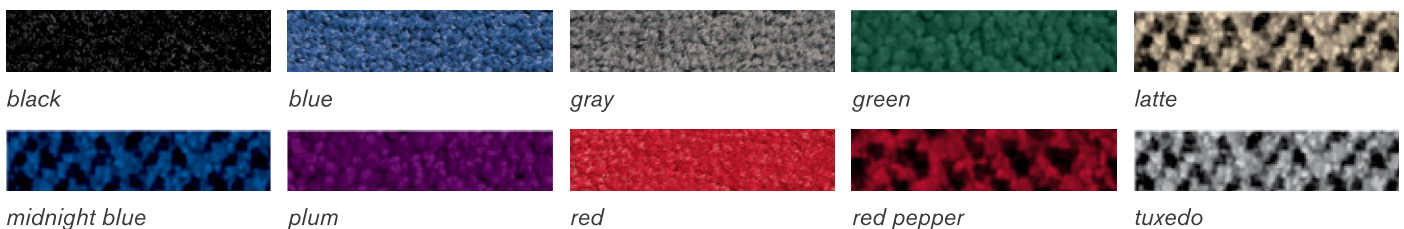
## CLASSIC CARPET

### Custom Cut

Freeman classic carpet is available in a range of colors and includes delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

### Standard Cut

Our classic carpet comes in a variety of sizes. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding and Visqueen covering are available for a minimal fee.



*Actual colors may vary slightly*

**Sustainability Tip:** Freeman Classic carpet is reused a minimum of four times before retired from inventory and recycled. Darker colored carpets such as black and gray, as well as the two-toned carpet are made of 20-25% recycled content.

# FREEMAN

275 Bodwell St  
Avon, MA 02322  
(508) 894-5100 Fax: (469) 621-5608

**ONLINE PRICE  
DISCOUNT PRICE  
DEADLINE DATE  
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- Orders received after the deadline or without payment will be charged the Standard price.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.
- Pricing includes delivery, material handling, installation and removal.

All carpets, padding and plastic covering contain recycled content and are recyclable.

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## 10' CLASSIC CARPET , PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

- Black  Blue  Gray  Green  Latte  Midnight Blue  Plum  Red  Red Pepper  Tuxedo

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	10' x 10' Classic Carpet .....	\$ 400.40	\$ 440.45	\$ 560.55	_____
_____	10' x 20' Classic Carpet .....	\$ 800.80	\$ 880.90	\$ 1,121.10	_____
_____	10' x 30' Classic Carpet .....	\$ 1,201.20	\$ 1,321.30	\$ 1,681.70	_____
_____	10' x 40' Classic Carpet .....	\$ 1,601.60	\$ 1,761.75	\$ 2,242.25	_____
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 192.40	\$ 211.65	\$ 269.35	_____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 384.80	\$ 423.30	\$ 538.70	_____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 577.20	\$ 634.90	\$ 808.10	_____
_____	10' x 40' Carpet Padding - Single Layer.....	\$ 769.60	\$ 846.55	\$ 1,077.45	_____
_____	10' x 10' Carpet Padding - Double Layer.....	\$ 384.80	\$ 423.30	\$ 538.70	_____
_____	10' x 20' Carpet Padding - Double Layer.....	\$ 769.60	\$ 846.55	\$ 1,077.45	_____
_____	10' x 30' Carpet Padding - Double Layer.....	\$ 1,154.40	\$ 1,269.85	\$ 1,616.15	_____
_____	10' x 40' Carpet Padding - Double Layer.....	\$ 1,539.20	\$ 1,693.10	\$ 2,154.90	_____
_____	Plastic Covering (price per sq. ft.).....	\$ 1.50	\$ 1.65	\$ 2.10	_____

## 9' CLASSIC CARPET , PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

- Black  Blue  Gray  Green  Latte  Midnight Blue  Plum  Red  Red Pepper  Tuxedo

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Classic Carpet .....	\$ 328.90	\$ 361.80	\$ 460.45	_____
_____	9' x 20' Classic Carpet .....	\$ 657.80	\$ 723.60	\$ 920.90	_____
_____	9' x 30' Classic Carpet .....	\$ 986.70	\$ 1,085.35	\$ 1,381.40	_____
_____	9' x 40' Classic Carpet .....	\$ 1,315.60	\$ 1,447.15	\$ 1,841.85	_____
_____	9' x 10' Carpet Padding - Single Layer.....	\$ 173.15	\$ 190.45	\$ 242.40	_____
_____	9' x 20' Carpet Padding - Single Layer.....	\$ 346.30	\$ 380.95	\$ 484.80	_____
_____	9' x 30' Carpet Padding - Single Layer.....	\$ 519.45	\$ 571.40	\$ 727.25	_____
_____	9' x 40' Carpet Padding - Single Layer.....	\$ 692.60	\$ 761.85	\$ 969.65	_____
_____	9' x 10' Carpet Padding - Double Layer.....	\$ 346.30	\$ 380.95	\$ 484.80	_____
_____	9' x 20' Carpet Padding - Double Layer.....	\$ 692.60	\$ 761.85	\$ 969.65	_____
_____	9' x 30' Carpet Padding - Double Layer.....	\$ 1,038.90	\$ 1,142.80	\$ 1,454.45	_____
_____	9' x 40' Carpet Padding - Double Layer.....	\$ 1,385.20	\$ 1,523.70	\$ 1,939.30	_____
_____	Plastic Covering (price per sq. ft.).....	\$ 1.50	\$ 1.65	\$ 2.10	_____

\*\*9' carpet is laid toward the front edge, leaving 1' at the back of the booth for access to utility ports.\*\*

TOTAL COST		
_____	+	_____
Sub- Total		6.25% Tax
	=	Total Cost

FREEMAN standard size carpet

Take advantage of the Online price  
by ordering at [www.freeman.com](http://www.freeman.com)  
before FEBRUARY 27, 2020

# FREEMAN

275 Bodwell St  
Avon, MA 02322  
(508) 894-5100 Fax: (469) 621-5608

**ONLINE PRICE  
DISCOUNT PRICE  
DEADLINE DATE  
FEBRUARY 27, 2020**

**INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **2020 NEW ENGLAND CANNABIS CONVENTION / MARCH 20-22, 2020**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call (508) 894-5100 to speak with one of our experts.

- Guaranteed new, high-quality carpet.
- Orders received after the deadline or without payment will be charged the Standard price and are subject to availability.
- Prestige and Custom Cut Classic Carpet are subject to a 100% cancellation charge.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.

All carpets, padding and plastic covering contain recycled content and are recyclable.

For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)

**CUSTOM CUT CLASSIC CARPET - includes plastic covering, delivery, material handling, installation and removal**

- Order Custom Cut Classic Carpeting by the sq. ft. if your size is not listed on the standard size order form.

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ **4.20**

**CHOOSE YOUR CARPET COLOR - 16 oz. Carpet:**

- Black  Blue  Gray  Green  Latte  Midnight Blue  Plum  Red  Red Pepper  Tuxedo

**16 oz. Carpet Rental** - Price per sq. ft (100 sq. ft. minimum)

Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
		\$ <b>4.20</b>	\$ <b>4.60</b>	\$ <b>5.90</b>	_____

**PRESTIGE CARPET - includes plastic covering, delivery, material handling, installation and removal**

**CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:**

- Black  Cardinal  Charcoal  Cream  Gray Pearl  Navy  Toast  Wedgewood  White

**28 oz. Carpet Rental** - Price per sq. ft. (100 sq. ft. minimum)

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
<b>1 - 700 sq. ft.</b>		\$ <b>5.95</b>	\$ <b>6.55</b>	\$ <b>8.35</b>	_____
<b>Over 700 sq. ft.</b>		\$ <b>4.60</b>	\$ <b>5.05</b>	\$ <b>6.45</b>	_____

**CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:**

- Black  Charcoal  Gray Pearl  Navy  White

**40 oz. Carpet Rental** - Price per sq. ft. (100 sq. ft. minimum)

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
<b>1 - 700 sq. ft.</b>		\$ <b>6.50</b>	\$ <b>7.15</b>	\$ <b>9.10</b>	_____
<b>Over 700 sq. ft.</b>		\$ <b>5.95</b>	\$ <b>6.55</b>	\$ <b>8.35</b>	_____

**CARPET PADDING - includes delivery, material handling, installation and removal**

- Order Carpet Padding by the sq. ft. if your size is not listed on the standard size order form.

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ **2.05**

Qty	Description	Price per sq. ft. (90 sq. ft. minimum)	Online Price	Discount Price	Standard Price	Total
_____	Carpet Padding -1/2" (90 - 700 sq. ft.)		\$ <b>2.05</b>	\$ <b>2.25</b>	\$ <b>2.85</b>	_____
_____	Carpet Padding-1/2" (Over 700 sq. ft.)		\$ <b>1.60</b>	\$ <b>1.75</b>	\$ <b>2.25</b>	_____
_____	Double Carpet Padding - 1/2" (90 - 700 sq. ft.)		\$ <b>4.10</b>	\$ <b>4.50</b>	\$ <b>5.75</b>	_____
_____	Double Carpet Padding -1/2" (Over 700 sq. ft.)		\$ <b>3.20</b>	\$ <b>3.50</b>	\$ <b>4.50</b>	_____

TOTAL COST		
_____	+	_____
Sub- Total		6.25% Tax
	=	Total Cost

FREEMAN cut to size carpet

Take advantage of the Online price by ordering at [www.freeman.com](http://www.freeman.com) before FEBRUARY 27, 2020



# SEEING IS BELIEVING

Quality graphics contribute significantly to the impact of your exhibit. With state-of-the-art design and printing capabilities, Freeman brings your banners, signage, and exhibit graphics to life in a larger-than-life way. Our graphics products redefine "high definition," which means your brand has never been seen like this before.

- Photo-quality / high-resolution printing on a variety of rigid and rolled material including honeycomb, foam, Polyfoam, PVC, acrylic, fabric, vinyl and mesh materials
- Grand Format printers provide high-resolution digital printing of single and double-sided banners in virtually any size
- Electronic file transfer, in-house printing, and company-wide procedure standardization allow us to control quality, cost and scheduling on a nationwide basis
- Extensive resources ensure that last minute repairs and replacements are handled efficiently as needed, no matter where your event may be located



Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [freeman.com](http://freeman.com)

## CREATING VISUAL EXCITEMENT

Quality graphics contribute significantly to the impact of your exhibit. Vivid colors and sharp images attract attention, build traffic, and communicate messages more effectively. Freeman has invested in the latest printing technology and has the skills to provide you with the finest high-resolution digital graphic reproduction available.

## STATE-OF-THE-ART CAPABILITIES

Freeman can provide four-color, photo-quality, high-resolution digital printing in virtually any size for banners, signage, exhibit graphics, and more. Each Freeman location has stand-alone printing capabilities, along with two additional graphic locations for additional support and for special requirements.

## SUPERIOR QUALITY CONTROL

Electronic file transfer, in-house printing, and company-wide standardization of procedures allow us to control quality, cost and scheduling for our customers on a nationwide basis. Last minute repairs and replacements are handled efficiently through our nationwide resources.

## DEPTH OF RESOURCES

- 5M UV roll printers provide grand format, four-color, high-resolution digital printing of single and double-sided banners up to 16' wide and virtually any size with seams.
- 3M Dye Sublimation printers provide 10' fabric graphics that work perfectly in our SmartWall panel system.
- UV flatbeds print directly to a variety of ridged materials and offer a 100% recyclable graphic when using a cardboard substrate.
- Freeman offers 100% recyclable substrates that can save you money and the environment.
- Large format Eco-Solvent printers produce high quality graphics for wall, carpet and window applications.
- 3M high speed digital cutters allow for precise cutting of multiple panel applications and also custom router graphic panels.
- Computer-aided graphic design & layout available for your assistance.

## REPRODUCTION AND INSTALLATION

- Suspended banners
- Accent graphic photo panels
- Large format signage and banners
- Logo reproduction
- Backlit displays and murals
- Four-color carpet image printing



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**INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **2020 NEW ENGLAND CANNABIS CONVENTION / MARCH 20-22, 2020**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: X

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call (508) 894-5100 to speak with one of our experts.

For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)

## GRAPHICS

To order your graphics, complete this order form and attach your sign copy or electronic file.

Please see artwork guidelines for electronic files on page 2 of this form.

Note: All graphics are subject to a 100% Cancellation Charge.

### DIGITAL GRAPHICS

Freeman has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities include four-color, photo-quality, high-resolution digital printing virtually any size for banners, signage, exhibit graphics and more.

\_\_\_\_\_ L X \_\_\_\_\_ W = \_\_\_\_\_ sq.ft.

sq. ft. \_\_\_\_\_ \$ 22.80 per sq. ft. discount price  
x or = \$ \_\_\_\_\_  
\$ 34.20 per sq. ft. standard price

- Minimum order per graphic 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphics
- Round sq. ft. to next whole increment
- File conversion, retouching, cloning or color correcting may incur additional labor charges. (See reverse side for graphic guidelines.)

### LARGE DIGITAL GRAPHICS

Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.

File Information:

Electronic File Name \_\_\_\_\_

Application \_\_\_\_\_

PMS Colors \_\_\_\_\_

### Backing Material:

- |   |  |
|---|--|
| <input type="checkbox"/> Freeman Foam (Foamcore)        | <input type="checkbox"/> Masonite                      |
| <input type="checkbox"/> Freeman PVC (PVC)              | <input type="checkbox"/> Plexi                         |
| <input type="checkbox"/> Freeman HD Foam (Gatorfoam)    | <input type="checkbox"/> Freeman Honeycomb (Eco-Board) |
| <input type="checkbox"/> Freeman Polyfoam (Ultra Board) | <input type="checkbox"/> Other                         |

The product offered has recycled content or has eco-friendly attributes and is 100% recyclable according to the manufacturer's specifications.

Vertical Horizontal Use Your Judgment For Sign Layout

### Special Instructions

\_\_\_\_\_

### STANDARD SIZES

#### CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11" @	52.95	79.45 =	_____
7" x 22" @	54.65	82.00 =	_____
7" x 44" @	67.55	101.35 =	_____
9" x 44" @	87.55	131.35 =	_____
11" x 14" @	52.95	79.45 =	_____
14" x 22" @	65.80	98.70 =	_____
14" x 44" @	136.85	205.30 =	_____
22" x 28" @	136.85	205.30 =	_____
28" x 44" @	200.65	301.00 =	_____
20" x 60" @	N/A	N/A =	_____

(white only)

Note: File conversion, retouching, cloning or color may incur additional labor charges. (See reverse side for graphic guidelines.)

### INDICATE YOUR SIGN COPY HERE:

\* Please feel free to attach additional sign copy on separate page.

Vertical Horizontal Use Your Judgment For Sign Layout

Background Color: \_\_\_\_\_

Lettering Color: \_\_\_\_\_

### TOTAL COST

Sub-Total	+	6.25 % Tax	=	Total Cost
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FREEMAN graphics

## CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

*Our goal is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer or art department. Artwork must be submitted in the proper resolution and/or file size to produce quality images. Please provide proper color matching information and proofs to ensure accurate color reproduction.*

### PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

**RASTER ART** (photos, logos containing any continuous tone images):

- Art submitted at 1:1 (100%), resolution should be no less than 60 dpi (100 dpi preferred)
- Art submitted at 2:1 (50%), resolution should be no less than 120 dpi (200 dpi preferred)
- Art submitted at 4:1 (25%), resolution should be no less than 240 dpi (400 dpi preferred)

**VECTOR ART:**

- Logos should be vector and have outlined fonts (if provided as bitmap, please use high-res images)

**FONTS and LINKS**

- Supply all fonts used in your design (zip Mac fonts). If unsure how to collect fonts, convert them to outlines
- Supply all links used in your document. Use packaging feature if available. If unsure how to collect links, embed them in the file when saving.

**COLOR**

- If PMS color matching is required, please use original Pantone + Solid Coated swatches in your artwork. Modifying Pantone names will result in printing default color (CMYK)
- CMYK artwork will be produced "As Is". Our color output is balanced and vibrant.
- Convert RGB art to CMYK if possible.
- If you are sending Certified Color Proofs (Gracol, Swop, Fogra), please provide ICC file information used to print your samples. Best option would be to include ICC chart on your prints.

**ARTWORK IN THE STRUCTURE**

- Please note that any panels going in the metal frame will hide 1/4" of your art all the way around. If you have a continuous wall where individual panels are divided by metal, use 1.25" spacing in between each panel to account for gaps and the natural flow of the graphics.

### ACCEPTABLE FILE SOFTWARE

We are capable of working with both PC and MAC based software, and can accept art created with the ADOBE Creative Suite - Illustrator, InDesign, and Photoshop

Always provide the following:

- Native files with fonts and links (zipped)
- High-res PDF-X/4 exports of the files

### ACCEPTABLE FILE TYPES and SUPPORT FILES

**NATIVE FILES:**

- AI CLOUD (CC) file with Packaged supporting links and fonts. You may keep images linked but Packaging feature must be used.
- AI (CS6, CS5, CS4...) file with embedded links and outlined fonts
- EPS file with embedded links and outlined fonts
- INDD file with Packaged supporting links and fonts

**PRINT FILES:**

- High-res PDF-X/4 (preferred)
- AI with PDF content (choose this option when saving file)
- EPS files with embedded links and outlined fonts

**RASTER OR BITMAP ART:**

- Photoshop EPS (preferred, use 8-bit preview, Max, Quality JPG compression)
- PSD (make sure font layers are rasterized)
- TIFF, JPG (quality 8 and higher)

Mac users: Use Zip or Stuffit programs when submitting fonts other than OTF (Open Type Fonts)

### WAYS TO SEND ARTWORK

• Files below 10 MB can be delivered via email. Larger files may be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (508) 894-5100 for assistance.

# UNION JURISDICTIONS BOSTON, MASSACHUSETTS

We have provided these definitions to acquaint you with specific guidelines for labor. If you have any questions once you have read this, please address them to Show Management or to Freeman directly.

The unpacking, erection, assembling, dismantling, and packing of displays and equipment may be done by full-time employees of an exhibiting company. The official labor contractor for the exposition will have skilled craftsmen to assist exhibitors who wish to hire labor to perform these services. Arrangements for all temporary labor should be made through the official service contractor. Official labor order forms are included in the exhibitor service manual.

## MATERIAL HANDLING

Work rules require that the official material handling contractor off-load all equipment and display material from commercial carriers/common carriers or van lines. ***The use of fork trucks, pallet jacks and lift gates are permitted only by personnel of the official material handling contractor.*** Exhibitors are allowed to perform their own material handling, provided they meet all of the following criteria:

Personnel performing the work must be **bonafide, full-time company employees** of the exhibiting company.

They must be off-loading from a company owned truck or rental vehicle, or from a car, van or truck owned by personnel of the exhibiting company. All trucks, including co-owned or rental vehicles, over 24' in length will be off-loaded or loaded by the official material handling contractor.

They may use **only** hand-operated equipment, which they have provided; two-wheeled hand trucks and four-wheeled flat trucks are permitted. The use of fork trucks, pallet jacks, lift gates or any other mechanical equipment is not permitted by anyone other than the official drayage contractor.

## BOOTH LABOR

Exhibitors are allowed to set-up and/or dismantle their own booths, provided that they use their own **bonafide, full-time employees**. Please advise them not to bring outside labor of any kind.

## TIPPING

Our Work Rules prohibit the SOLICITATION of tips by any of our employees. Our employees are paid excellent wages denoting a professional status and we feel that tipping is not necessary. Should you be SOLICITED for a tip, please report the incident to our Service Center as soon as possible.

# LET US DO THE HEAVY LIFTING

Freeman specialists are ready to assist you with all of your exhibit requests, from beginning to end. And when it comes to installing and dismantling exhibits, we make no exceptions. Whether it's shipping and storage, emergency on-site repairs, basic installation and dismantling or support service coordination, including electrical, furnishings and more, Freeman has the resources and capabilities to ensure the most successful show experience possible.



Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)

Freeman installation & dismantling experts work closely with you to coordinate every phase of your trade show participation, including:

- Pre-planning and budget consultation
- Skilled labor coupled with support services coordination - electrical, furnishings, floral, transportation, and audio visual
- On-site supervisors with dedicated floor managers
- Full, in-house carpentry for emergency repairs and refurbishing
- Post-show evaluations focused on incremental improvement to meet rapidly changing market conditions based upon customer feedback
- Post-show evaluations that help identify small changes that make big impacts

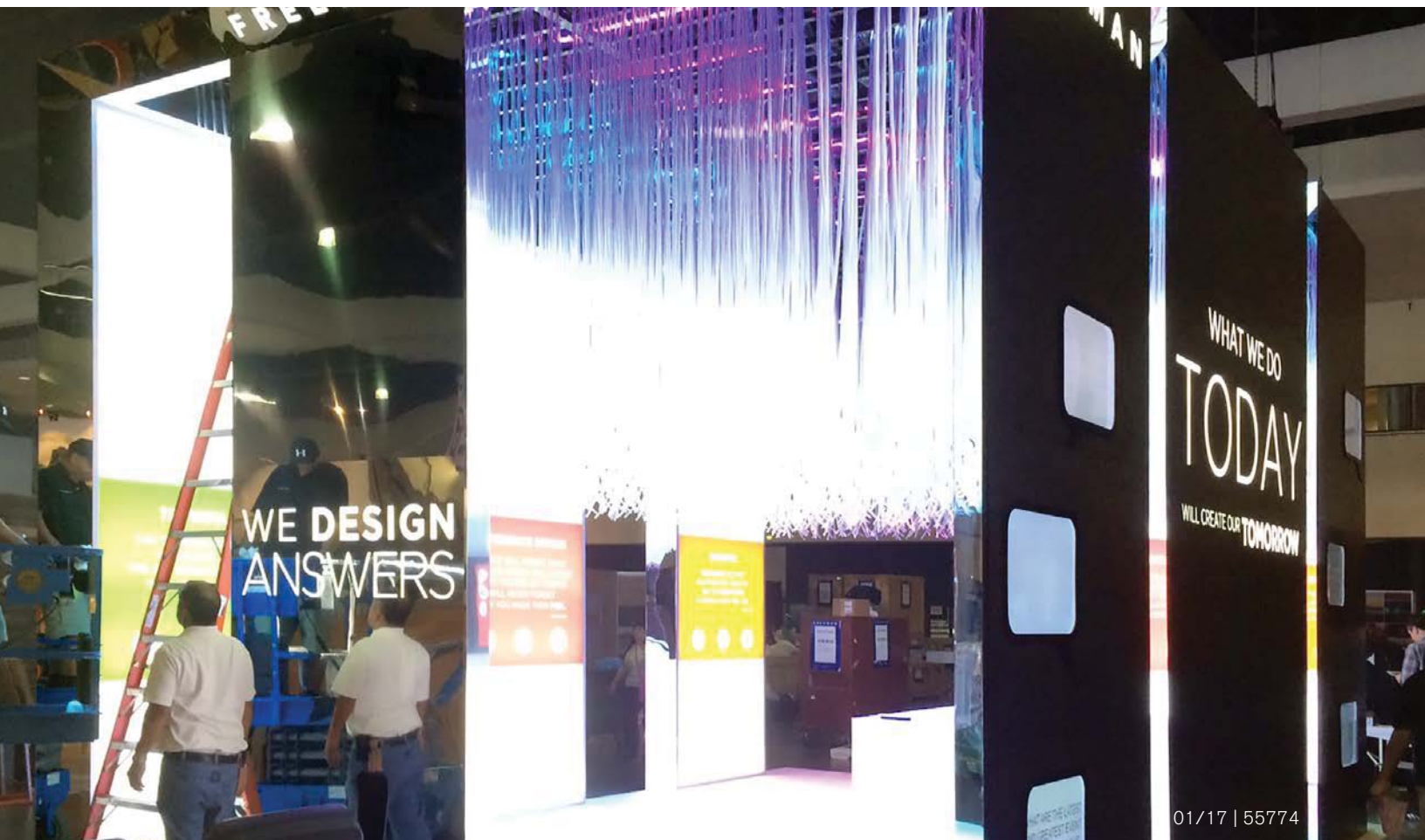
## ON-SITE SUPERVISION

You may wish to supervise labor on your own, but if you need assistance, Freeman installation & dismantling experts will get the job done as an extension of your team.

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### If You Use Freeman Staff

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors.



01/17 | 55774

# FREEMAN

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 Avon, MA 02322  
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NAME OF SHOW: **2020 NEW ENGLAND CANNABIS CONVENTION / MARCH 20 - 22, 2020**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call (508) 894-5100 to speak with one of our experts.

For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)

## DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
<b>Straight Time-</b> 8:00 A.M. to 4:30 P.M. Monday through Friday.....	\$162.00	\$226.75
<b>Overtime-</b> 4:30 P.M. to 8:00 A.M. Monday through Friday and All Day Saturday.....	\$241.75	\$338.50
<b>Double Time-</b> All Day Sunday and Holidays.....	\$290.25	\$406.25

• **Show Site prices will apply to all labor orders placed at show site.**

- Price is per person/per hour.
  - Start time guaranteed only at start of working day.
  - One hour minimum per person - labor thereafter is charged in half (1/2) hour increments.
  - Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker
  - When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
  - Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**
- Union Holidays: New Years Day, Martin Luther King Day, President's Day, Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day.*

## INSTALLATION LABOR

**Freeman Supervised Labor - Please complete the reverse side of this form.**

- Installation of your exhibit will be completed at our discretion prior to show opening.
- The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00.

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Exhibitor Supervised Labor (Supervisor must check in at Service Desk to pick up labor)**

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
Freeman Supervision (30%/\$45.00)						= \$ _____
Tax						= \$ <b>(N/A)</b>
Total Installation						= \$ _____

## DISMANTLE LABOR

**Freeman Supervised Labor - Please complete the reverse side of this form.**

- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
- The charge for this service is 30% of the total dismantle labor bill, with a minimum of \$45.00.

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Exhibitor Supervised Labor (Supervisor must check in at Service Desk to pick up labor)**

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
Freeman Supervision (30%/\$45.00)						= \$ _____
Tax						= \$ <b>(N/A)</b>
Total Dismantle						= \$ _____

FREEMAN installation & dismantle labor



NAME OF SHOW: **2020 NEW ENGLAND CANNABIS CONVENTION / MARCH 20 - 22, 2020**

COMPANY NAME: \_\_\_\_\_

BOOTH#: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

PHONE#: \_\_\_\_\_

**FREEMAN SUPERVISED LABOR**

**IN ORDER TO BETTER SERVE YOU - PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY FREEMAN I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.**

**INBOUND SHIPPING & SET UP INFORMATION**

Freight will be shipped to Warehouse \_\_\_\_\_ Show Site \_\_\_\_\_ Date Shipped \_\_\_\_\_

Total No. of: \_\_\_\_\_ Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_

Setup Plan/Photo: Attached \_\_\_\_\_ To Be Sent With Exhibit \_\_\_\_\_ In Crate No. \_\_\_\_\_

Carpet: With Exhibit \_\_\_\_\_ Rented From Freeman \_\_\_\_\_ Color \_\_\_\_\_ Size \_\_\_\_\_

Electrical Placement: \_\_\_\_\_ Drawing Attached Drawing With Exhibit Electrical Under Carpet \_\_\_\_\_

Comments: \_\_\_\_\_

Graphics: With Exhibit \_\_\_\_\_ Shipped Separately \_\_\_\_\_

Comments: \_\_\_\_\_

Special Tools/Hardware Required: \_\_\_\_\_

**OUTBOUND SHIPPING INFORMATION**

SHIP TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Select a Carrier:**

**Freeman Exhibit Transportation:**

**Other Carrier:**

No need to schedule your outbound shipment.  
Charges will appear on your Freeman invoice.

Carrier Name: \_\_\_\_\_  
Carrier Phone: \_\_\_\_\_

Freeman will make arrangements for all Freeman Exhibit Transportation shipments.  
Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

**Select Level of Service:**

- 1 Day: Delivery next business day
- 2 Day: Delivery by 5:00 PM second business day
- Deferred: Delivery within 3-5 business days
- Standard Ground
- Specialized: Pad wrapped, uncrated or truckload

**Freight Charges:**

Same as ship to  
Bill To: \_\_\_\_\_

**Select Shipment Options: (if applicable)**

- Have loading dock
- Inside delivery
- Pad wrap required
- Do not stack
- Lift gate required
- Air ride required
- Residential

**In the event your selected carrier fails to show on final move-out day, please select one of the following options:**

- Reroute via Freeman's choice
- Deliver back to Freeman warehouse at Exhibitor's expense.

**PLEASE NOTE: Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.**

**FREEMAN installation & dismantle labor**

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Avon, MA 02322  
(508) 894-5100 • Fax: (469) 621-5608

DISCOUNT PRICE  
DEADLINE DATE  
FEBRUARY 27, 2020

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2020 NEW ENGLAND CANNABIS CONVENTION / MARCH 20 - 22, 2020**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call (508) 894-5100 to speak with one of our experts.

For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)

## FORKLIFT RIGGING EQUIPMENT AND LABOR

**Straight Time -** 8:00 A.M. to 4:30 P.M. Monday through Friday  
**Overtime -** 4:30 P.M. to 8:00 A.M. Monday through Friday and All Day Saturday  
**Double Time -** All Day Sunday and Holidays

- **Show site prices will apply to all labor orders placed at show site**
  - Start time guaranteed only at start of working day
  - One hour minimum - labor thereafter is charged in half (1/2) hour increments
  - Supervisor must check in at Service Desk to pick up labor
  - When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth
- Union Holidays: New Years Day, Martin Luther King Day, President's Day, Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day.**

Part#	Description	Advance Price	Show Site Price
<b>FORKLIFT LABOR</b>			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$ 402.75	\$ 564.00
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$ 562.50	\$ 787.50
304052	Forklift w/operator - up to 5,000 lbs - DT.....	\$ 659.25	\$ 923.00
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$ 487.75	\$ 683.00
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	\$ 647.00	\$ 906.00
3040102	Forklift w/operator - up to 10,000 lbs - DT.....	\$ 744.25	\$1,042.00
304040	Forklift w/operator - 4-Stage - ST.....	\$ 572.25	\$ 801.25
304041	Forklift w/operator - 4-Stage - OT.....	\$ 732.00	\$ 1,025.00
304042	Forklift w/operator - 4-Stage - DT.....	\$ 824.25	\$ 1,154.00
<b>RIGGING LABOR</b>			
3020100	Rigger - ST.....	\$ 162.00	\$ 226.75
3020101	Rigger - OT.....	\$ 241.75	\$ 338.50
3020102	Rigger - DT.....	\$ 290.25	\$ 406.25
<b>EQUIPMENT</b>			
3090600	Forklift Cage.....	\$ 56.00	\$ 78.50
3090700	Forklift Boom.....	\$ 56.00	\$ 78.50
3090800	Pallet Jack.....	\$ 56.00	\$ 78.50

Please check here if you need a Scissorlift for booth work.

### INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							6.25% Tax	N/A
_____							<b>Total</b>	

### DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							6.25% Tax	N/A
_____							<b>Total</b>	

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FREEMAN forklift / rigging labor

# FREEMAN

275 Bodwell Street  
 Avon, MA 02322  
 (508) 894-5100 • Fax: (469) 621-5608

**DISCOUNT PRICE  
 DEADLINE DATE  
 FEBRUARY 27, 2020**

**INCLUDE THE FREEMAN  
 METHOD OF PAYMENT WITH  
 YOUR ORDER**

NAME OF SHOW: 2020 NEW ENGLAND CANNABIS CONVENTION / MARCH 20 - 22, 2020  
 COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call (508) 894-5100 to speak with one of our experts.

## CORD INSTALLATION LABOR

	Advance	Show Site
<b>Straight Time-</b> 8:00 A.M. to 4:30 P.M. Monday through Friday .....	\$162.00	\$226.75
<b>Overtime-</b> 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday .....	\$241.75	\$338.50
<b>Double Time-</b> All Day Sunday and Holidays.....	\$290.25	\$406.25

•Price is per person/per hour  
 •Supervisor must check in at Service Desk to pick up labor  
 •Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker

**Utility services for all 120V power provided by the facility does not include the installation of cords to specific areas within the booth space. Freeman labor, display company labor or the exhibitor can perform this work. Rental carpeting and padding will not be installed until cord installation is completed.**

**\*High voltage (208V and over), please contact the facility's electrical department.**

**Freeman Supervised Labor**

- Freeman must receive detailed blueprints/floor plan's for power distributed under carpet.
- Installation of electrical cords will be completed at our discretion prior to exhibitor move-in.
- The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00.
- A detailed floor plan must accompany this order.

Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Exhibitor Supervised Labor**

Name of supervisor \_\_\_\_\_ Phone Number: \_\_\_\_\_

**\*Start times cannot always be guaranteed.**

- If no time is provided, labor will be available on a first-come, first serve basis only.
- Exhibitors supervising the labor themselves should visit the Freeman service center to pick up labor.
- Carpet will not be installed until cords have been laid.

Date	Start Time	No. of People		Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x	_____ =	_____	@ \$ _____ =	\$ _____
_____	_____	_____	x	_____ =	_____	@ \$ _____ =	\$ _____
						Freeman Supervision (30%/\$45.00)	= \$ _____
						Total Installation	= \$ _____

## CORD DISMANTLE LABOR

- Dismantle labor will be charged at 50% of the total install time rounded to the next half hour (1 hour minimum)
- Cord dismantle will be done on straight time whenever possible.

Date	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____ =	@ \$ _____ =	\$ _____

## CORD RENTAL

Description	Price	Quantity
<b>15' Flat Cord</b> .....	<b>\$25.00*</b>	_____
<b>25' Flat Cord</b> .....	<b>\$35.00*</b>	_____
<b>50' Flat Cord</b> .....	<b>\$45.00*</b>	_____
<b>Tape to cover cords</b> .....	<b>\$25.00/roll*</b>	_____

There will be a minimum charge of \$25.00 to cover cords with tape.  
 Larger areas and multiple electrical drops may require more than one roll.

**Subtotal** \_\_\_\_\_  
**\*+6.25% Mass Tax** \_\_\_\_\_  
**Total Cost** \_\_\_\_\_

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**FREEMAN electrical/internet cord labor**

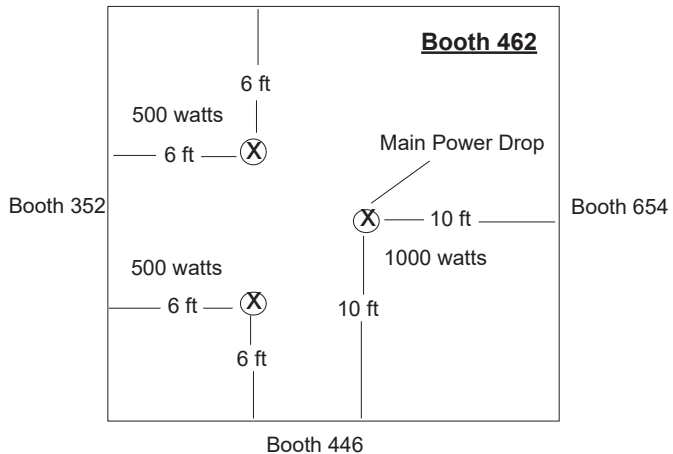
## TERMS & CONDITIONS

1. Straight time rates apply to labor calls between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. Overtime rates apply to labor calls before 8:00 a.m. and after 4:30 p.m., Monday through Friday, Saturdays, Double time rates apply to labor calls all day Sundays and Holidays.
2. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
3. A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour. A one hour minimum charge will apply to pick up cords.
4. Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
5. Labor charges will include the time for laborers to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
6. Every effort will be made to dispatch laborers as requested but start times cannot be guaranteed. 8:00 a.m. calls will be filled on a first come first served basis as orders are received.
7. Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.
8. Freeman is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Freeman, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Freeman, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's actions or omissions under this Agreement.

### EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

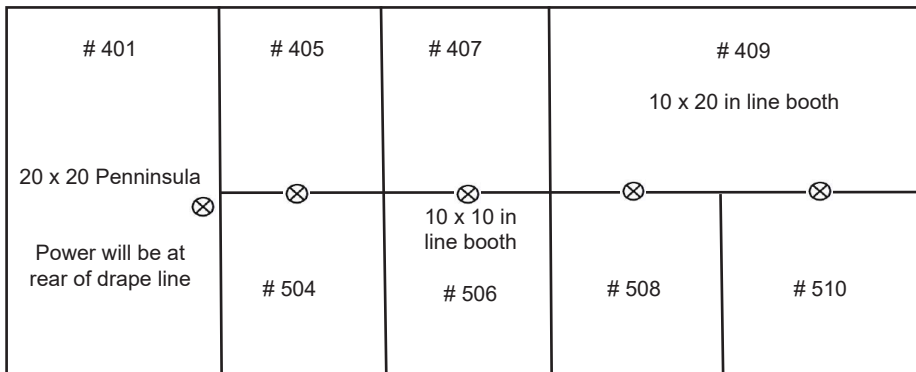
1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.
2. Location and load of all outlets - please provide specific dimensions and wattages/amperages.
3. Booth orientation - please provide surrounding aisle and/or booth numbers



### IN LINE BOOTHS

Power is run or dropped to in line booths along the back walls or drupe line of multi booth sections. The "main power locations" therefore are always located at the back of in line and penninsula booths. Outlets may not be in the exact center of the back wall. 120 volt outlets are shared by back to back booths.

Example: Outlet = ⊗

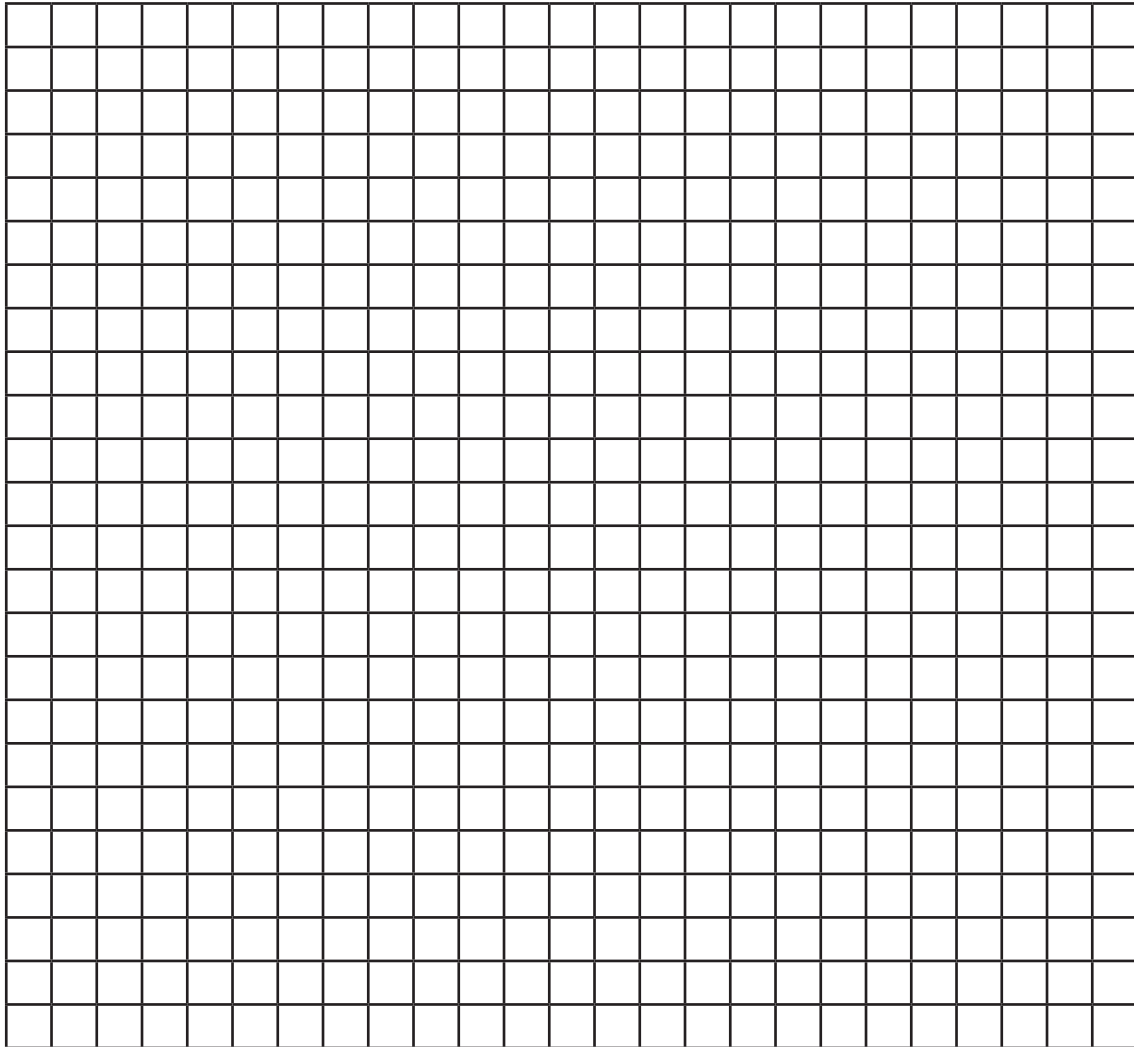


# ELECTRICAL/INTERNET CORD LABOR GRID

SHOW NAME \_\_\_\_\_ DATES \_\_\_\_\_

COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

ADJACENT AISLE OR BOOTH # \_\_\_\_\_



ADJACENT AISLE OR BOOTH # \_\_\_\_\_

A measurement scale can be applied to reflect the size of your booth.

**10 x 10 use 1 square = 1/4 foot**

**20 x 20 use 1 square = 1/2 foot**

**40 x 40 use 1 square = 1 foot**

(496691)

# Exhibitor Ordering Guide

JOHN B. HYNES VETERANS MEMORIAL CONVENTION CENTER

JANUARY 1, 2020 - DECEMBER 31, 2020

Prepared Exclusively for:



Social Business Solutions

*Signature*  
**BOSTON™**

Remarkable experiences.  
Imagination realized.™

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# Introduction

## **On behalf of the Massachusetts Convention Center Authority, welcome to Boston!**

We are excited to have you exhibit at our state-of-the-art facilities and look forward to working together to help you achieve your most ambitious goals. We are proud to offer the service, technology, and resources that will help you bring your vision to life. Our Exhibitor Services Team is an invaluable resource to assist you with transforming your ideas into an unforgettable event for your guests.

World-class customer service has become our signature as a meetings destination, which is why we have given our meetings and conventions experience a new name: Signature Boston. Unique and personal, a signature represents a promise that defines who we are and what we stand for. It speaks to our unwavering commitment to making every event we host in our city a success beyond your expectations.

This Ordering Guide is designed to make planning and ordering easy for all exhibitors. Each service section contains the following:

- Description of Services & Equipment and Pricing;
- Installation & Connection Information;
- Terms & Conditions, and;
- Frequently Asked Questions.

In addition to the orderable services listed in this guide, the MCCA also offers the following services for you to take advantage of on-site:

- Exhibitor Service Desk with assigned Event Associate
- Internet Support Services
- Free Wireless Internet Service
- FedEx Business Center

If you have any unanswered questions, please contact Exhibitor Services at 1.617.954.2230 or [exhibitorservices@SignatureBoston.com](mailto:exhibitorservices@SignatureBoston.com), and we will be happy to assist you!



# General Information

## ORDERING POLICIES & PROCEDURES

### Pricing

Discount, Standard and On-Site rates are available for most services. To qualify for the discount rate, order requests and payment must be received 21 days prior to the show opening. Standard rates will apply to orders received after this discount cut-off date and be effective through the before move-in begins. On-site rates will apply to orders received once move in has begun.

### Ordering

Exhibitors are encouraged to submit orders online at our secure and easy-to-use website, [www.SignatureBoston.com](http://www.SignatureBoston.com). Credit card payment is required for all online orders. Exhibitors who prefer to mail in their orders and pay by check will find our Service Order Forms in the Appendix of this guide. No telephone orders will be accepted.

### Exhibitors should be aware of the following when placing orders:

- All payments must be in US currency;
- The date payment is received determines the applicable rate (see Pricing above);
- Incomplete order or payment information will delay processing;
- Booth number(s) must be identified on all order forms.

### Payments

Payment for services must be received in advance. Service will be delivered only after payment is received. All outstanding charges must be paid before the close of the show. Please note that there will be no additional taxes added to service charges.

### Refunds

Claims for refunds must be submitted by the exhibitor to Exhibitor Services prior to event close. Credit will not be given for services installed and not used. Refunds are issued in the same manner in which payment was received.

### General Terms & Conditions

- All booth number changes must be communicated by the exhibitor to Exhibitor Services prior to exhibitor move-in. Additional charges may result, if services must be moved after initial set-up.
- All equipment and material furnished by the MCCA shall remain the property of the MCCA and shall be removed only by MCCA personnel.
- Standard wall outlets and other permanent building outlets (e.g., electrical, telephone, plumbing, etc.) are not part of the booth space and may not be used by anyone other than MCCA personnel or designated service provider.
- Service connections must be made by MCCA personnel or designated service provider.
- Connection services generally cover the installation of service to the booth area in the most convenient manner to the MCCA.
- All equipment must comply with state and local safety codes. MCCA will refuse connection to any equipment that constitutes a safety hazard.
- Unless otherwise directed, MCCA personnel are authorized to cut floor coverings to permit installation of services.

# Electrical Services

The MCCA offers a variety of electrical services through our experienced in-house team of electricians.

SPECIAL CONNECTIONS (208 VOLT & 480 VOLT POWER)	DISCOUNT	STANDARD	ON-SITE
Unless otherwise indicated in parentheses ( ), all special power connections will be hard-wire connected. To order Three Phase 100 amp service and higher, please contact MCCA exhibitor services for availability.			
208v single phase 30 amp (nema l21-30p)	\$370.00	\$460.00	\$555.00
208v single phase 60 amp	\$700.00	\$875.00	\$1,050.00
208v single phase 100 amp	\$1,075.00	\$1,345.00	\$1,610.00
208v three phase 30 amp (nema l21-30p)	\$665.00	\$830.00	\$995.00
208v three phase 60 amp	\$1,005.00	\$1,255.00	\$1,505.00
<b>Note: Any 100+ amp connection must be approved by MCCA Exhibitor Services. Please call 617.954.2230.</b>			
208v three phase 100 amp	\$1,595.00	\$1,995.00	\$2,390.00
208v three phase 200 amp	\$3,040.00	\$3,805.00	\$4,565.00
208v three phase 400 amp	\$5,370.00	\$6,715.00	\$8,055.00
480v three phase 30 amp	\$1,015.00	\$1,265.00	\$1,520.00
480v three phase 60 amp	\$1,760.00	\$2,200.00	\$2,640.00
480v three phase 100 amp	\$3,245.00	\$4,060.00	\$4,870.00
480v three phase 200 amp	\$6,445.00	\$8,060.00	\$9,675.00

STANDARD CONNECTIONS (120 VOLT POWER)	DISCOUNT	STANDARD	ON-SITE
<b>500 watt box</b> One 5 amp circuit and one receptacle or plug point	\$130.00	\$160.00	\$190.00
<b>1000 watt box</b> One 10 amp circuit and two receptacles or plug points	\$170.00	\$210.00	\$250.00
<b>2000 watt box</b> One 20 amp circuit and a minimum of three receptacles or plug points	\$210.00	\$260.00	\$315.00
<b>4000 watt box</b> Two 20 amp circuits and a minimum of three receptacles or plug points	\$245.00	\$300.00	\$365.00

ADDITIONAL ELECTRICAL SERVICES & EQUIPMENT	DISCOUNT	STANDARD	ON-SITE
<b>25' round extension cords</b> 25' round, yellow extension cords for use in exhibit booths. Each cord has three, three-prong receptacles on the end.  <i>*Please Note: These extension cords cannot be used to run underneath booth carpeting.</i>	\$37.00	\$46.00	\$56.00
<b>6 Port Power Strip Purchase</b>		\$25.00	\$25.00
<b>24 hour power</b> If booth equipment requires electricity 24 hrs a day (for example, a Refrigerator), then the exhibitor should order 24 hr power.  In general, electrical service begins half an hour before the show and ends one hour after the show closes.		<b>Add 50% to Initial Connection Rate</b>	

## OVERHEAD POWER

Overhead power is available upon approval by the MCCA:

- At the JB Hynes Convention Center, overhead 120v electrical service is available in Halls A, B, C and certain areas of Hall D and Auditorium.
- If an overhead sign, truss, banner or other rigged item requires overhead 120v power, the MCCA can provide this service in any area of the Hynes.
- If an overhead sign, truss, banner or other rigged item requires overhead 208v or 480v power, the MCCA can provide this service in limited areas of the Hynes. Please contact the MCCA Exhibitor Services team for availability.
- Overhead power must accompany a rigging order.

## Installation & Distribution

- MCCA Electricians will provide the initial electrical power source.
- Electrical Service is brought from the nearest column or floor port into the booth. The electrical outlets or boxes are placed in the rear of the booth along the pipe & drape line.
- Electrical boxes are left accessible inside floor ports for island booths with no pipe and drape lines and no columns in their booth space.
- For 208V & 480V connections, we require floor plans so that we may provide the electrical service in a convenient location within the booth.
- Exhibitors are responsible for distributing their own 120V electrical cords and plugging in their booth equipment. Exhibitors may choose to:
  - » Hire labor from the General Service Contractor;
  - » Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work;
  - » Bring their own company electrician to perform distribution and hardwire connections as long as he/she is a full time employee of the exhibiting company.

## Terms & Conditions

- The MCCA is the exclusive provider of electrical service. All electrical equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA personnel.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional electrical labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
  - » Hourly Rate (All times) \$90.00
- The use of open clip sockets, duplex or triplex attachment plugs, latex or lamp cord is prohibited. All cords must be of the 3 wire grounded type and UL approved. Cords can be no smaller than 12 wire or 12 gauge. Any exposed non-current carrying metal parts of fixed equipment must be grounded.
- Electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
- The MCCA cannot be responsible for voltage variations of the power company.

## FREQUENTLY ASKED QUESTIONS

### **If the MCCA doesn't run my electrical cords, and I can't do it myself, who should I send my electrical layout plan to?**

If you have booth floor plans that include electrical layouts, you should share that information with your preferred setup personnel. If you are working with a third-party exhibit company, they may run the cords for you. If you need to hire labor to run cords for you, the show's General Service Contractor can help you. Typically, the General Service Contractor will include an Electrical Cord Labor Form in the Exhibitor Kit. The MCCA is happy to keep any floor plans on file for reference. In fact, we recommend that you forward your electrical layouts to Exhibitor Services for all 208V and 480V connections so that we may place the initial drop in the most convenient location possible.

**How do I know if I need a 208V or 480V connection?**

Most exhibitors do not require special connections like a 208V or 480V connection. Many times, these types of electrical services are required for heavy equipment and/or specialized machinery. Kindly consult with the equipment manufacturer, name plate rating or installation technician for specific details. Exhibitors who bring their own distribution panels may need one of these special connections.

**How do I know how much power I need to order?**

When determining how much power to order for a booth, it is helpful to know how much total power is required for the equipment in your booth space. Below, we have outlined some standard electrical requirements (requirements may vary).

- Standard Laptop . . . . . 250-550 watts
- Lead Retrieval . . . . . 300-500 watts
- Standard Plasma TV . . . . . 300-400 watts

Items like laptops, standard booth lights, and televisions may be grouped together on one circuit provided they do not exceed the overall limit of the circuit or the surge protection device. There is some equipment that requires its own circuit to run properly. For example, a microwave or refrigerator requires its own dedicated circuit, so a laptop and refrigerator should not use the same power source.

**I am an International Exhibitor and my equipment requires a converter to step down from 220V to 208V. Can I rent a converter from the MCCA?**

The MCCA does not rent or supply power conversion equipment. Exhibitors are required to bring their own to the show.

**I can't find 208V or 480V overhead service listed on your online ordering site. How can I order this service?**

208V & 480V overhead services are limited in our convention centers. All requests for such connections must be approved by an MCCA electrician; please contact MCCA Exhibitor Services for more information.

# Telephone Services

The MCCA offers a variety of telephone services through our experienced in-house telephone technicians.

STANDARD TELEPHONE SERVICES	DISCOUNT	STANDARD	ON-SITE
<b>Single-Line Service (Analog)</b> Service includes one phone number and a complimentary simple handset. Line usage included.	\$300.00	\$370.00	\$445.00
<b>Multi-Line Service (Digital)</b> Service includes one phone number with multiple line appearances and rental of one digital display phone. Equipment must be returned at the close of the show. Line usage included.	\$435.00	\$540.00	\$650.00
<b>Speaker Phone Service (Analog)</b> Service includes one phone number and rental of one speaker phone. Equipment must be returned at the close of the show. Line usage included.	\$330.00	\$420.00	\$505.00
<b>Polycom Speaker Phone Service (Analog)</b> Service includes one phone number and rental of one polycom speaker phone. Equipment must be returned at the close of the show. Line usage included.	\$390.00	\$485.00	\$580.00

ADDITIONAL TELEPHONE SERVICES AND EQUIPMENT	DISCOUNT	STANDARD	ON-SITE
<b>Call Waiting (per phone line)</b> Allows user to know when another call is coming in.	\$50.00	\$65.00	\$80.00
<b>Voicemail (per phone line)</b> Allows user to setup a custom greeting and receive messages from incoming callers.	\$50.00	\$65.00	\$80.00
<b>ISDN/BRI Service</b> ISDN lines support video and CODEC applications. ISDN lines can be arranged by contacting your Event Services Manager two weeks prior to show. Exhibitors can select one of two long distance carriers: AT&T or Verizon. Line usage will be billed per the selected carrier's rate after the close of the show.	\$310.00	\$395.00	\$475.00
<b>Polycom Videoconference Rental w/ISDN</b> This service is used to connect from the MCCA's facility to an external/remote site with like ISDN video conferencing capabilities. This service includes three 128k ISDN lines. Line usage will be billed per the selected carrier's rate after the close of the show.	\$2,080.00	\$2,600.00	\$3,120.00
<b>Polycom Videoconference Rental w/IP Connect Service</b> This service is used to connect from the MCCA's facility to an external/remote site with like IP video conferencing capabilities. Service includes IP connectivity for video conferencing. The distant video equipment must be IP compatible.	\$1,140.00	\$1,665.00	\$2,000.00

## INSTALLATION & CONNECTIONS

- Telephone Service is brought from the nearest column or floor port into the booth.
- MCCA phone technicians typically provide a line that is long enough to run anywhere in your booth. Exhibitors may have their preferred setup personnel run their phone cord(s) under the carpet to desired locations, or they may hire the General Service Contractor to do so.
- All telephone equipment can be picked up at the MCCA Exhibitor Services Desk.

### Terms & Conditions

- The MCCA is the exclusive provider of all telephone services. All telephone equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA personnel.
- All MCCA telephone equipment (except simple analog handset) must be returned to the Exhibitor Service Desk at the close of the show. Failure to return MCCA phones will result in a replacement fee.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional telephone labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
  - » Hourly Rate (All times) \$90.00

## FREQUENTLY ASKED QUESTIONS

### How do I know if I need a single-line or a multi-line service?

Single-line phones are just like most household phones. They can be used for fax lines, credit card machines, standard telephones, and even to dial-up internet service (although we do not recommend this method of internet connectivity). A Multi-Line Service (Digital) includes one phone number with multiple line appearances and rental of one digital display phone.

### I have a wired credit card machine. Do I need to program anything specific for the machine to work on your single-line service?

Yes. Please preprogram your machine to dial "9" before your credit card company's number.

### How do I receive my phone number, dialing instructions, and phone/fax equipment?

Please visit the MCCA Exhibitor Services desk onsite to pick up your equipment. At this time you will receive assigned phone numbers and dialing instructions. This information can also be provided ahead of time if requested through Exhibitor Services.

### How can I place international calls on my phone line?

If you wish to place international calls on your phone line, please contact Exhibitor Services prior to move-in to submit this request. Otherwise, all phones will be limited to local and US numbers.

# Internet & Technical Services

*The MCCA offers a variety of Internet and Technical services through our experienced in-house team of technicians.*

## Wired Internet Connections

Exhibitors who order wired internet drops are provided with one internet connection and assistance, as needed, from our internal IT Support Services staff. All MCCA Internet services include one initial line regardless of how many IPs are ordered with the service. To have more than one computer connected at one time, exhibitors may bring their own switch or hub device and cables, or they may purchase a switch from the MCCA. Exhibitors are asked to read through the following service descriptions closely to ensure that the purchased service level is sufficient to meet their bandwidth requirements during the entirety of the show. Below are basic guidelines for ordering wired Internet services.

All services are delivered DHCP. Public IP addresses are available upon request with all of our managed services listed below. Public IP addresses are not available with our Basic Service Package. Managed Services requesting public IP addresses require manual configuration to each machine.

Custom orders for bandwidth above listed service levels below can be ordered on a case-by-case basis through the MCCA's Exhibitor Services Department at **617-954-2230** or **exhibitorservices@signatureboston.com**.

<b>MANAGED SERVICES</b> Manually configured services require entry of IP addresses into the device before the device may access the internet.	<b>DISCOUNT</b>	<b>STANDARD</b>	<b>ON-SITE</b>
<b>Basic Service Package</b> The Basic Service Package includes a private VLAN and subnet. This level is sufficient if the main use is for a basic internet connection, such as for e-mail or internet browsing. The Basic Service package may not be fast enough for streaming video or multi-purpose use. Public IP addresses are not available with this service.	\$975.00	\$1,040.00	\$1,250.00
<b>1.54 Mbps Managed Service</b> The 1.54 Mbps Managed Service Package includes a private VLAN and subnet. This level is sufficient if the main use is for a basic internet connection, such as e-mail, internet browsing, or standard definition video streaming. It may not be fast enough for multi-purpose use. Public IP addresses available upon request.	\$1,975.00	\$2,340.00	\$2,810.00
<b>3 Mbps Managed Service</b> The 3 Mbps has more bandwidth than the 1.54 Mbps service and includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for basic e-mail and web browsing, standard definition video streaming, or can accommodate multiple Internet connections.	\$4,805.00	\$5,515.00	\$6,620.00
<b>6 Mbps Managed Service</b> The 6 Mbps has more bandwidth than the 3 Mbps service and includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 4 standard definition video streams, or a single HD video stream, or can accommodate multiple Internet connections.	\$8,125.00	\$9,365.00	\$11,240.00
<b>10 Mbps Managed Service</b> The 10 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 6 standard definition video streams, a single HD video stream, or can accommodate multiple Internet connections.	\$10,875.00	\$12,485.00	\$14,980.00

<p><b>15 Mbps Managed Service</b> The 15 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 2 HD video streams, or a single 4K stream, or can accommodate multiple Internet connections.</p>	\$16,025.00	\$18,415.00	\$22,100.00
<p><b>20 Mbps Managed Service</b> The 20 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 3 HD video streams, or a single 4K stream, or can accommodate multiple Internet connections.</p>	\$21,285.00	\$24,480.00	\$29,375.00
<p><b>25 Mbps Managed Service</b> The 25 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 4 HD video streams, or a single 4K stream, or can accommodate multiple Internet connections.</p>	\$26,440.00	\$30,430.00	\$36,515.00
<p><b>30 Mbps Managed Service</b> The 30 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 5 HD video streams, or up to two 4K video streams, or can accommodate multiple Internet connections.</p>	\$31,470.00	\$36,205.00	\$43,445.00
<p><b>35 Mbps Managed Service</b> The 35 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 5 HD video streams, or up to two 4K video streams, or can accommodate multiple Internet connections.</p>	\$36,625.00	\$42,135.00	\$50,560.00
<p><b>40 Mbps Managed Service</b> The 40 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 6 HD video streams, or up to two 4K video streams, or can accommodate multiple Internet connections.</p>	\$41,425.00	\$47,650.00	\$57,180.00

ADDITIONAL INTERNET SERVICES & EQUIPMENT	DISCOUNT	STANDARD	ON-SITE
<p><b>Copper Patch/ Booth to Booth Connection</b> Copper Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Copper patches can transmit data, audio, and video. This is not available with the shared service.</p>	\$350.00	\$440.00	\$530.00
<p><b>Fiber Patch/ Booth to Booth Connection</b> Fiber Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Fiber patches can transmit data, audio, and video.</p>	\$490.00	\$610.00	\$730.00
<p><b>Switch-8 Port</b> This switch can connect up to 7 computers or devices together, giving all access to the internet service ordered.</p>	\$105.00	\$140.00	\$170.00
<p><b>Switch-24 Port</b> This switch can connect up to 23 computers or devices together, giving all access to the internet service ordered.</p>	\$365.00	\$465.00	\$560.00
25' CAT 5e Cable	\$47.00	\$60.00	\$70.00
50' CAT 5e Cable	\$62.00	\$80.00	\$95.00
100' CAT 5e Cable	\$102.00	\$125.00	\$145.00
Coupler	\$15.00	\$20.00	\$25.00

TECHNICAL SERVICES	DISCOUNT	STANDARD	ON-SITE
<p><b>Cable TV Service</b> Cable TV service is basic business cable service provided by Comcast Cable. Service is provided to booths from floor boxes or columns.</p>	\$255.00	\$320.00	\$385.00
<p><b>CATV Tuner (Only available at the BCEC)</b> For TVs that are not cable-ready (including some plasmas), the CATV tuner interprets the signal and allows you to tune the signal. It functions similar to your cable box at home.</p>	\$60.00	\$75.00	\$90.00
<p><b>CATV Tap Box</b> A distribution box which allows up to 16 CATV feeds from a single cable tap.</p>	\$210.00	\$260.00	\$310.00

\* For advanced Technical Service offerings, consult the online ordering site or contact MCCA Exhibitor Services.



## INSTALLATION & CONNECTIONS

- MCCA technicians will provide one initial network cable.
- Internet Service is brought from the nearest column or floor port into the booth.
- All MCCA internet services come with one initial line regardless of how many IPs are ordered with the service. To have more than one computer connected at one time, exhibitors may bring their own routing device and cables or may purchase a switch and purchase cables from the MCCA.
- Exhibitors are required to distribute their own internet cables.
- Exhibitors may choose to:
  - » Hire labor from the General Service Contractor or;
  - » Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work.

## Terms & Conditions

- The MCCA is the exclusive provider of internet services.
- All services listed include labor to install and remove said service. Services do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional internet labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
  - » Tech Rep (All times) \$120.00
  - » Network Engineer (All times) \$150.00
- The MCCA will provide an Ethernet connection to a shared data network attachment for the use of Exhibitor's directors, officers, employees and guests during the official dates of specified show.
- Exhibitor will be responsible for providing all hardware, software and other equipment and facilities needed to connect to the Ethernet and to use network attachment.
- The network attachment provided by the MCCA may be used only by the Exhibitor's directors, officers, employees and guest, agents, or consultants. The MCCA network

will facilitate communications between the company's authorized users and entities reachable through the national internet.

- The Exhibitor will promote efficient use of provided networks to minimize and avoid unnecessary network traffic and interference with the work of other users on interconnected networks.
- Users of MCCA networks shall not disrupt any of the MCCA networks or any other MCCA associated networks.
- MCCA networks shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution, would violate any applicable law or regulation or would be highly offensive to the recipient or recipients thereof. Mass distribution of any message, including advertising, may not be broadcast or otherwise sent on an intrusive basis to any user of the MCCA network or any directly or indirectly attached network. When requested by a user of the networks, product information and other commercial messages are permitted to be transmitted. Discussion of a product's relative advantages and disadvantages by users of the product and vendors' response to those who pose questions about their products may be made available over the MCCA networks. Interpretation application and possible modification shall be within the sole discretion of MCCA.
- MCCA does not make any express or implied warranty of any kind specifically. There is no express or implied warranty of merchantability or fitness for a particular purpose for the services to be provided. The protocol used on the MCCA network call for end to end verification of the accuracy of any message and such verification is the sole responsibility of the purchasing company. Similarly, these protocols provide for end to end verification of the receipt of all the data that is transmitted. MCCA will not be responsible for any loss of data from delays, non-deliveries, incorrect deliveries, service interruptions, including those caused by the negligence, errors or omissions of the MCCA, or other losses or damages. Use of information obtained via the services provided hereunder is at purchasing company's own risk. Exhibitor is responsible for (a) the accuracy and/or quality of the information obtained or data transmitted through the MCCA network and (b) assuring that each message purchasing company sends or receives has been received.

- MCCA shall not be liable to Exhibitor for any damage arising from any event that is out of the control of the MCCA. Neither shall the MCCA be liable to Exhibitor for indirect, special, incidental, exemplary, consequential or any other form of money damage, including, but not limited to, lost profits, or of the loss of data or information of any kind, however caused, and arising out of or in connection with the performance of MCCA, or the provision of services or performance hereunder, whether based in contract, tort, or any other legal theory, and whether or not MCCA has been made aware of the possibility of such damages.
- In no event shall liability exceed a refund of amounts actually paid to MCCA by Exhibitor for this network attachment.
- The network attachment shall be made available to Exhibitor by MCCA before the beginning through the end of the specified conference.
- The MCCA will provide a network attachment via an Ethernet connection at the Exhibitor's booth. At its own expense, the Exhibitor is responsible for providing the computer, attachment to Ethernet, electric power and all other hardware and software required to use the network attachment.

## FREQUENTLY ASKED QUESTIONS

### **I ordered a Managed Service that required IP Addresses.**

#### **How and when do I receive this information?**

When you are onsite and ready to configure your computers, please visit the Exhibitor Services desk to retrieve your IP Information.

### **Do you have wireless internet?**

The MCCA offers free wireless internet service throughout meeting rooms, lobbies, and expo halls; just open your internet browser and look for the Hynes Wireless Network. This service is designed for casual users and not guaranteed. If you are relying on the internet to showcase your product or services we strongly recommend a wired internet connection for guaranteed service.

### **I see that you don't offer hubs for sale. What is the difference between a hub and a switch? Can I bring my own hub or switch?**

The MCCA offers switch devices for sale instead of hubs because switches are known to provide better performance with a lower failure rate. Exhibitors are welcome to provide their own hub or switch for all internet services.

### **What is bandwidth and how do I know how much I need?**

Bandwidth is the "size of the pipe" that data can traverse. The bigger the bandwidth, the faster data can be transferred. To find out how much bandwidth you require, please consult with a technical representative in your company or look for program specifications listed with any demonstrations or downloads you plan to run.

### **I need to access my company's network while I'm exhibiting at your facility. Which service will allow me to do this?**

Exhibitors who need to connect remotely to their company's network using a VPN (Virtual Private Network) with authentication information like passwords, certificates, or "tokens" can do so with any of our services, however they should confirm with their IT department for the use of DHCP or public IP address requirements.

### **What is a VLAN?**

A VLAN (Virtual Local Area Network) allows a network of computers to behave as if they are connected to the same service even though they may actually be physically located in different areas around the facility. One of the biggest advantages of a VLAN is that when a computer is physically moved to a different location, it can stay on the same VLAN without any hardware reconfiguration.

### **I ordered a switch and cables, how and when do I get them?**

When you are ready for your switch and internet cables, please visit the Exhibitor Services Desk.

# Rigging Services

The MCCA provides rigging and overhead lighting services through our service contractor, JCALPRO.

## Planning Ahead for Rigging & Lighting Services

Diagrams and booth layouts are essential for planning rigging and lighting services. In order to ensure efficient delivery of required services, Exhibitors must submit rigging plots, drawing, blueprints, or engineers' certification with their orders. Diagrams must include the location, dimensions and weight, and the height from the floor to the top of the suspended item. Diagrams must also show booth outline with aisles or neighboring booths marked for reference and orientation.

<b>PACKAGE RIGGING SOLUTIONS</b> The MCCA offers package rigging solutions for exhibitors with basic and straight forward sign hanging needs. To qualify for the packages, exhibitors must be flexible with regards to days and times of load-in and take-down.	DISCOUNT	STANDARD	ON-SITE
<b>Basic Rigging Package</b> This package includes all lifts, labor, and rigging equipment (cables, pipes, and hardware) necessary to install and take down one sign/banner weighing less than 150lbs, measuring less than 20' in length, and less than 175 square feet. The package service is provided during standard service hours, Monday-Saturday 7am – 12am, except holidays. If service is required outside these times, then a Team Labor Hour must be ordered in addition to the package.	\$1,771.00	\$2,125.00	\$2,550.00
<b>Electrical Rigging Package</b> This package includes the Basic Rigging Package plus labor to connect electrical service to an Exhibitor sign/banner. Overhead electrical service for rotator, motor or lighted sign must be ordered separately. Please see Electrical services section for details.	\$2,049.00	\$2,459.00	\$2,951.00
<b>Team Labor Hour</b> Exhibitors may request rigging service on Sundays, holidays or outside the package service hours (Monday-Saturday 7am – 12am). In this case, a Team Labor Hour must be ordered for each rigging package ordered. In addition, when receiving a custom quote for rigging and lighting, team labor hours will be quoted for all labor hours required that are not covered by the Rigging Packages such as building of truss, focusing and attachment of lights, and lighting maintenance.	\$278.00	\$335.00	\$402.00

## Custom Rigging & Lighting Solutions

The MCCA/JCALPRO also offers customized rigging and lighting solutions for Exhibitors with more complex or unique requirements. This option is best suited for Exhibitors with larger signs, multiple signs, and/or overhead lighting needs.

Custom Rigging and Lighting Solutions still require flexibility in load in and load out time. If you require a specific load in or load out day and/or time, hourly rates may apply (see Terms and Conditions – Page 17).

**Custom Rigging & Lighting solutions may only be ordered with a pre-arranged quote.**

Please contact JCALPRO at 1.617.954.2345 to initiate this process. Quotes will be issued in an easy-to-order format, and will typically include a base Rigging Package for labor charges and some combination of the following items as necessary.

*\* For Custom Rigging please contact JCALPRO at 617.954.2345, as these services are not available for online ordering.*

CUSTOM RIGGING SOLUTIONS	DISCOUNT	STANDARD	ON-SITE
<b>Truss</b> A truss is an aluminum structure used to create a lower “ceiling” to hang lighting or other suspended items. It is available in 5’, 8’, or 10’ sections which can be attached to create desired lengths or height.			
Truss 5’ Section – Silver 12”x12” Box	\$29.00	\$35.00	\$41.00
Truss 8’ Section – Silver 12”x12” Box	\$46.00	\$55.00	\$66.00
Truss 10’ Section – Silver 12”x12” Box	\$57.00	\$68.00	\$83.00
Truss 5’ Section – Black 12”x12” Box	\$40.00	\$48.00	\$57.00
Truss 8’ Section – Black 12”x12” Box	\$64.00	\$77.00	\$92.00
Truss 10’ Section – Black 12”x12” Box	\$80.00	\$96.00	\$115.00
Truss 5’ Section – Silver 20.5”x20.5” Box	\$51.00	\$61.00	\$74.00
Truss 8’ Section – Silver 20.5”x20.5” Box	\$83.00	\$99.00	\$118.00
Truss 10’ Section – Silver 20.5”x20.5” Box	\$103.00	\$123.00	\$148.00
<b>Corner Block</b> A corner block is an aluminum piece that attaches to truss to create a right angle.			
Corner Block – Silver 12”x12” Box	\$57.00	\$68.00	\$83.00
Corner Block – Black 12”x12” Box	\$74.00	\$89.00	\$107.00
Corner Block – Silver 20.5”x20.5” Box	\$80.00	\$96.00	\$115.00
<b>Base Plate</b> A base plate is used as a stand for ground supported truss or poles.			
Base Plate	\$40.00	\$48.00	\$57.00
<b>Rotator</b> A rotator is a motor used to rotate a hanging sign.			
Rotator	\$171.00	\$206.00	\$247.00
<b>Motor</b> A motor is a motorized pulley that is rigged to the ceiling and attached to truss to achieve a desired height. Motors are also used to safely suspend heavier items that cannot be supported by cables alone. Motors are available in ¼ ton, ½ ton, and 1 ton capacities.			
Motor	\$171.00	\$206.00	\$247.00

<b>Cheeseboro</b> A cheeseboro is a clamp used to attach two pieces of truss or pipe together.	\$7.00	\$8.00	\$10.00
<b>Grapple</b> A grapple is a connector that allows you to make a 90 degree connection between trusses.	\$13.00	\$16.00	\$19.00

<b>LIGHTING FIXTURES</b> A variety of lighting options are available to brighten exhibit space. While lights cannot be attached directly to our ceiling, lighting can be suspended above exhibit space by utilizing truss and motors.	DISCOUNT	STANDARD	ON-SITE
<b>Source 4 Par (575 watt, 750 watt)</b> This fixture is best used to create a wash effect or cover a larger area with light. It is available in 575 watt or 750 watt. Lenses are available in Very Narrow (VNSP), Narrow (NSP), Medium (MFL), Wide (WFL).	\$40.00	\$48.00	\$57.00
<b>Source 4 Leko (575, 750 watt)</b> This fixture is best used to create a spot light or to highlight specific spaces or objects. It is available in 575 watt or 750 watt. Lenses come in 19, 26, 36, 50 degrees to achieve the desired illumination from the light.	\$51.00	\$61.00	\$74.00
<b>Par 64 (1000 watt)</b> The Par 64 will deliver similar results as the S4Par, but there are no options for additional lenses. They are available in 1000 watts.	\$35.00	\$41.00	\$49.00

<b>CUSTOM LIGHTING SOLUTIONS</b> Lighting kits include a combination of Lekos, Source 4 Pars and Par 64s based on layout and design requirements. Price includes fixtures, fixture accessories and all necessary cables. Dimmer/control and labor are not included and must be ordered separately. Special Orders for larger kits are available upon request.	DISCOUNT	STANDARD	ON-SITE
<b>Small Lighting Kit (4-6 lights)</b>	\$211.00	\$254.00	\$304.00
<b>Medium Lighting Kit (7-11 lights)</b>	\$371.00	\$446.00	\$534.00
<b>Large Lighting Kit (12-15 lights)</b>	\$514.00	\$617.00	\$741.00
<b>X-Large Lighting Kit (16-20 lights)</b>	\$628.00	\$754.00	\$905.00

<b>DIMMER RACKS &amp; LIGHTING CONTROLS</b> These items are optional with individual fixtures or small lighting kits, but mandatory with larger lighting kits. The dimmer rack is a large “outlet” that all lights plug into to create a central control location. A dimmer rack, depending upon size, can be placed in a booth or attached to the truss and kept in the air. The lighting console/control plugs into the dimmer rack to dim or control individual lights, groups of lights, or all lights at once.  Electrical service is not included and must be ordered separately.	DISCOUNT	STANDARD	ON-SITE
Dimmer Control 1.2 x 4	\$92.00	\$110.00	\$132.00
Dimmer Control 2.4 x 12	\$171.00	\$206.00	\$247.00
Dimmer Control 2.4 x 24	\$365.00	\$439.00	\$526.00

### Terms & Conditions

- JCALPRO is the exclusive rigging vendor at the Hynes Convention Center if a sign requires a motor, electrical rigging, and/or truss, otherwise, the exhibitor may hire the general service contractor to hang signage.
- If an Exhibitor requires specific load-in/load-out dates and/or times, then a base rigging package may not be applicable. In this case, a special quote for required crew and lift equipment will be prepared using the following hourly labor and weekly lift rental rates:

HOURLY LABOR ITEMS	MON-SAT 7AM-12AM (EXCEPT HOLIDAYS)	SUNDAYS 7AM-5PM AND HOLIDAYS	SUNDAYS AFTER 5PM ALL DAYS 12AM-7AM
Crew Chief	\$102.00	\$153.00	\$204.00
Head Rigger	\$102.00	\$153.00	\$204.00
Rigger	\$91.00	\$137.00	\$182.00
Dept Head	\$78.00	\$116.00	\$155.00
Stagehand	\$72.00	\$109.00	\$145.00

WEEKLY LIFT RENTAL ITEMS	RATE
24'- 32' Scissor Lift	\$765.00
40'- 45' Boom Lift	\$969.00
60' Boom Lift	\$1,632.00

- All rigging must conform to the rules, regulations, and facility limitations of the MCCA and any show management regulations.
- All equipment, signs, products, etc. must be designed to suspend safely. Care must be taken to use only rated rigging hardware when designing, constructing or purchasing such items. Any equipment, signs, products etc. deemed to be unsafe for overhead suspension by MCCA/JCALPRO will be substituted or denied.
- The use of any type of tape/adhesive for attaching signs, banners, or decorations to the building walls or decorative surfaces is not permitted.
- All assembly of equipment, signs, products necessary prior to hanging, etc., will be the responsibility of the Exhibitor.
- Failure by Exhibitor to submit accurate diagrams prior to load-in will delay set-up and could incur additional cost.

## FREQUENTLY ASKED QUESTIONS

### **How do I know if I qualify for the Basic Rigging Package Rate?**

Find out the dimensions and weight of your sign. If your sign weighs less than 150 pounds and is less than 20' in length and less than 175 square feet and does not require electrical rigging, truss, or motors, you will qualify for the Basic Rigging Package. If your sign is motorized or needs electrical rigging (for example a rotating sign or a sign with lights), you qualify for the Electrical Rigging Package.

### **Can I order lighting to be suspended from the ceiling?**

If you would like to order lights to brighten up your booth or illuminate specific objects, you will need to get a *quote* from JCALPRO. In most cases, lights cannot be attached to our ceilings. Instead we can provide you with truss, using motors, to create a lower "ceiling" and then hang lights from that truss. We will require a diagram showing your booth layout and exactly what you want illuminated in order to put together a quote.

### **Do I ship my sign to you to put it together?**

No. Although JCALPRO provides labor to hang the sign, the General Service Contractor (GSC) handles all shipments. You may build your sign or hire the GSC to put it together for you. When the sign has arrived at the building and has been assembled, we will hang it for you. Be sure to keep this in mind when making your time and day requests for sign hanging.

### **Can I request load in and load out times?**

Yes, the Rigging Order Form has a space for you to indicate your preferred up and down times. Please note that your preferred timing is not guaranteed; however, we do try our best to cater to your requests. If you absolutely need a specific install or take down time, additional charges will apply. If you do not provide a diagram or layout prior to load-in, then you may experience set-up delays and additional cost.

### **What type of diagrams should I send?**

The most useful diagrams are on a proportioned grid to show the dimensions of the booth, the exact desired placement of hanging items, and orientation of the booths around yours. As a general rule, pictures from previous shows and pictures of the sign only are not as helpful as current diagrams of the entire booth space with the placement, height, and weight of the sign(s) or hanging item(s).

# Plumbing Services

The MCCA offers a variety of plumbing services through our experienced in-house team of plumbers.

WATER AND DRAIN SERVICES	DISCOUNT	STANDARD	ON-SITE
<b>Water – Individual Connection</b> Water service is available at approximately 75 PSI with up to ¾” supply line. Water flows at five gallons per minute. Please note that this is cold water.	\$340.00	\$430.00	\$515.00
<b>Additional Water Connections</b> Clients requiring more than an individual water connection should order each additional connection as needed.	\$200.00	\$250.00	\$300.00
<b>Drain – Individual Connection</b> The MCCA can provide waste drain connections up to ¾” line size.	\$340.00	\$430.00	\$515.00
<b>Additional Drain Connections</b> Clients requiring more than an individual drain connection should order each additional connection as needed.	\$185.00	\$230.00	\$275.00
<b>Fill and Drain 0-100 Gallons</b> Clients that need equipment to be filled with water at the beginning of a show and emptied at the end of a show should order a Fill and Drain service. Please contact your MCCA Event Services Manager when equipment is ready to be filled.	\$175.00	\$215.00	\$260.00
<b>Each Additional 500 Gallons</b>	\$115.00	\$150.00	\$180.00

SINK RENTALS	DISCOUNT	STANDARD	ON-SITE
<b>Cold Water Sink Rental</b> Cold water sink rental includes a single-tub basin (20”L x 24”W x 34”H), one water connection, and one drain connection. Legs allow the units to sit 34” above the floor.	\$690.00	\$855.00	\$1,025.00
<b>Small Hot &amp; Cold Water Sink Rental</b> Small Hot & Cold water sink rental includes a single-tub basin (20”L x 24”W x 34”H), a hot water heater (6 gallon capacity), dedicated power, two water connections, and one drain connection.	\$920.00	\$1,140.00	\$1,370.00
<b>Large Hot &amp; Cold Water Sink Rental</b> Large Hot & Cold water sink rental includes a 3-tub basin (57”L x 24.5”W x 43”H), a hot water heater (6 gallon capacity), dedicated power, two water connections, and one drain connection. This service is available in specific areas of the exhibition hall. Please contact your MCCA Event Services Manager for more information.	\$1,140.00	\$1,435.00	\$1,720.00



COMPRESSED AIR AND GASSES	DISCOUNT	STAN-DARD	ON-SITE
<b>Compressed Air – Individual Connection</b> Compressed Air is delivered at approximately 110 psi and a dew point of 35 degrees F (medical instrument quality).	\$420.00	\$520.00	\$625.00
<b>Additional Connection</b> Clients who require more than an individual connection should order additional connections as needed.	\$215.00	\$270.00	\$325.00
<b>OTHER COMPRESSED GASES</b> The MCCA provides a variety of bottled gases. The most commonly ordered gases are listed below. If other gases not listed are required, the exhibitor should contact MCCA Exhibitor Services. Flammable gases are not permitted in MCCA facilities. Please note that in order to ensure delivery of service, orders need to be received one week prior to move-in.			
20 Lbs Dry or Liquid CO <sub>2</sub>	\$175.00	\$210.00	\$250.00
50 Lbs Dry or Liquid CO <sub>2</sub>	\$195.00	\$230.00	\$275.00
Dry Nitrogen 300 ft <sup>3</sup>	\$235.00	\$285.00	\$340.00

## INSTALLATION & CONNECTIONS

- Plumbing Service is brought from the nearest column or floor port into the booth.
- Air and Water connections are available in limited locations on the exhibit floor. Connection sizes and booth locations all factor into planning to supply air and water to exhibitors. Please provide a floor plan of the exhibit space indicating locations that require air or water service as well as connection requirements well in advance of exhibitor move-in.

### Terms & Conditions

- The MCCA is the exclusive provider of all plumbing services. All plumbing equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA Personnel.
- Exhibitors are not permitted to fill or drain their own equipment, use individual air compressors, or bring their own compressed gases from an outside vendor.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an

exhibitor requires additional plumbing labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:

» Hourly Rate (All times) \$90.00

## FREQUENTLY ASKED QUESTIONS

### Do all water connections need a drain?

While most water connections do require a drain service, there are some cases where the drain is unnecessary. When the water provided is being consumed or evaporated, a drain is not needed. For example, exhibitors using water service for a coffee machine do not need to order a drain because the water is being consumed.

### Will you provide the fittings and hoses for my water and drain connections?

To ensure that your booth's equipment runs properly we ask that you supply your own regulators, filters, and hoses.

**When would I need to order a Fill and Drain Service?**

Some of the most common reasons exhibitors order fill and drain are for items like fish tanks, pools, tubs for display, or running water displays. We use large hoses to fill vessels requiring water and then use existing drains in the floor to remove the water at the end of the show. Exhibitors are not permitted to bring their own water or use MCCA sinks to fill their own equipment.

**My booth requires a sprinkler system. What plumbing service should I order?**

If your booth requires a sprinkler system, you will need to order an individual water connection specifically for this purpose.

**My exhibitor kit says I need to order a hand washing unit because I am planning to prepare food in my booth. Do you provide these units?**

Levy Restaurants, our exclusive in-house catering company, can provide a hand washing unit that includes a small hand washing sink, paper towels, soap, and a discard bucket. Please consult your exhibitor kit for Levy Restaurants information or contact them directly at the Hynes (617.954.2284).

**Do you allow Exhibitors to bring Helium balloons into your buildings?**

No, unfortunately we do not allow exhibitors to bring helium balloons into the buildings.

# Security Services

The MCCA is the “preferred” provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event’s preferred provider as detailed in your exhibitor kit.

SECURITY GUARD (BOOTH)	DISCOUNT	STANDARD	ON-SITE
<b>Per Hour Per Officer</b> The MCCA offers uniformed public safety officers to cover shows and events. Officers are scheduled at a 4-hour minimum and are available from move-in to move-out, around the clock. Orders need to be placed 21 days in advance of the show/event opening in order to guarantee your requested coverage. Any orders received after the 21 day cut-off are subject to approval and are not guaranteed.	\$30.00	\$36.00	\$43.00
<b>Per Hour Per Supervisor</b>	\$40.50	\$49.00	\$58.50

## FREQUENTLY ASKED QUESTIONS

### When do you recommend ordering security for an exhibitor booth?

Our public safety department strongly suggests ordering security for booths planning to have VIP celebrity appearances, book signings etc., to monitor crowd control and escort as needed. Also, exhibitors with expensive or rare equipment in their booths may consider security for the overnight hours between show end and the next day’s show start.

### Is there general overnight security in the exhibit hall?

The MCCA provides 24 hour security coverage for the facility; however, security coverage for the exhibit hall is determined by the show organizer and may vary from event to event.

## **APPENDIX – SERVICE ORDER FORMS**

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**Exhibitor Order Form  
Electrical Services**

Effective January 1, 2020

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <http://www.signatureboston.com/hynes-ordering-guide.aspx>.  
**To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.**

**\*Overhead electrical services must accompany a rigging order.**

*Incomplete information will delay processing.*

Event or Show:		Booth no. (s)			
Event or show date(s):		Exhibiting firm:			
Billing address:	City:	State:	Zip:	Country:	
Phone:		Email:			
Ordered by/title:		Show site contact:			
Date:		Contact phone:			

**STANDARD ELECTRICAL CONNECTIONS: 120 VOLT**

Description	Regular Service			Additional Services Available as Add-Ons					Total Due: \$	
	QTY	Discount Rate	Standard Rate	QTY	24-Hour Service	QTY	Overhead Service*	QTY		Combined 24-hour & Overhead*
500 Watt Box (5 amps)		\$130.00	\$160.00		+50% rate		\$160.00		\$240.00	
1000 Watt Box (10 amps)		\$170.00	\$210.00		+50% rate		\$210.00		\$315.00	
2000 Watt Box (20 amps)		\$210.00	\$260.00		+50% rate		\$260.00		\$390.00	
4000 Watt Box (20 amps x 2)		\$245.00	\$300.00		+50% rate		\$300.00		\$450.00	

**STANDARD ELECTRICAL CONNECTIONS: 208 VOLT & 480 VOLT**

Description	Regular Service			Additional Services Available as Add-Ons					Total Due: \$	
	QTY	Discount Rate	Standard Rate	QTY	24-Hour Service	QTY	Overhead Service*	QTY		Combined 24-hour & Overhead*
208V Single Phase 30 Amp		\$370.00	\$460.00		+50% rate		\$460.00		\$690.00	
208V Single Phase 60 Amp		\$700.00	\$875.00		+50% rate		\$875.00		\$1,312.50	
208V Single Phase 100 Amp		\$1,075.00	\$1,345.00		+50% rate		\$1,345.00		\$2,017.50	
208V Three Phase 30 Amp		\$665.00	\$830.00		+50% rate		\$830.00		\$1,245.00	
208V Three Phase 60 Amp		\$1,005.00	\$1,255.00		+50% rate		\$1,255.00		\$1,882.50	
208V Three Phase 100 Amp		\$1,595.00	\$1,995.00		+50% rate		\$1,995.00		\$2,992.50	
208V Three Phase 200 Amp		\$3,040.00	\$3,805.00		+50% rate		\$3,805.00		\$5,707.50	
208V Three Phase 400 Amp		\$5,370.00	\$6,715.00		+50% rate		\$6,715.00		\$10,072.50	
480V Three Phase 30 Amp		\$1,015.00	\$1,265.00		+50% rate		\$1,265.00		\$1,897.00	
480V Three Phase 60 Amp		\$1,760.00	\$2,200.00		+50% rate		\$2,200.00		\$3,300.00	
480V Three Phase 100 Amp		\$3,245.00	\$4,060.00		+50% rate		\$4,060.00		\$6,090.00	
480V Three Phase 200 Amp		\$6,445.00	\$8,060.00		+50% rate		\$8,060.00		\$12,090.00	
25' Round Extension Cord		\$37.00	\$46.00							
6 Port Power Strip Purchase			\$25.00							

**Total Due: \$**

SIGNATURE \_\_\_\_\_

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**Exhibitor Order Form  
Telephone Services**

Effective January 1, 2020

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <http://www.signatureboston.com/hynes/hynes-ordering-guide.aspx>.  
**To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.**

*Incomplete information will delay processing.*

Event or Show:		Booth no. (s)		
Event or show date(s):		Exhibiting firm:		
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by/title:		Show site contact:		
Date:		Contact phone:		

STANDARD TELEPHONE SERVICES	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Single Line Phone Service (Analog)		\$300.00	\$370.00	
Multi-Line Phone Service (Digital)		\$435.00	\$540.00	
Speaker Phone Service (Analog)		\$330.00	\$420.00	
Polycom Speaker Phone Service (Analog)		\$390.00	\$485.00	
ADDITIONAL TELEPHONE SERVICES & EQUIPMENT	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Call Waiting (Per Phone Line)		\$50.00	\$65.00	
Voice Mail (Per Phone Line)		\$50.00	\$65.00	
ISDN/BRI Service		\$310.00	\$395.00	
Polycom Video Conference Equipment Rental w/ IP Connect Service		\$2,080.00	\$2,600.00	
Polycom Video Conference Equipment Rental w/ ISDN Service		\$1,140.00	\$1,665.00	
				<b>Total Due: \$</b>

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**Exhibitor Order Form  
Internet & Technical  
Services**

Effective January 1, 2020

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <http://www.signatureboston.com/hynes/hynes-ordering-guide.aspx>.  
**To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.**

*Incomplete information will delay processing.*

Event or Show:		Booth no. (s)		
Event or show date(s):		Exhibiting firm:		
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by/title:		Show site contact:		
Date:		Contact phone:		

WIRED INTERNET CONNECTIONS: MANUAL CONFIGURATION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
<b>Basic Service Package</b> (includes a private VLAN and subnet, public IP addresses not available)		\$975.00	\$1,040.00	
<b>1.54 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$1,975.00	\$2,340.00	
<b>3 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$4,805.00	\$5,515.00	
<b>6 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$8,125.00	\$9,365.00	
<b>10 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$10,875.00	\$12,485.00	
<b>15 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$16,025.00	\$18,415.00	
<b>20 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$21,285.00	\$24,480.00	
<b>25 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$26,440.00	\$30,430.00	
<b>30 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$31,470.00	\$36,205.00	
<b>35 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$36,625.00	\$42,135.00	
<b>40 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$41,425.00	\$47,650.00	

CONTINUED ON PAGE 25

ADDITIONAL SERVICES & EQUIPMENT		QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Copper Patch / Booth to Booth Connection			\$350.00	\$440.00	
Fiber Patch/ Booth to Booth Connection			\$490.00	\$610.00	
Switch	8 port		\$105.00	\$140.00	
	24 port		\$365.00	\$465.00	
25' CAT 5e Cable			\$47.00	\$60.00	
50' CAT 5e Cable			\$62.00	\$80.00	
100' CAT 5e Cable			\$102.00	\$125.00	
Coupler			\$15.00	\$20.00	

TECHNICAL SERVICES		QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Cable TV Service			\$255.00	\$320.00	
CATV Tuner Rental (Only available at the BCEC)			\$60.00	\$75.00	
CATV Tap Box			\$210.00	\$260.00	
					Total Due: \$

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**Exhibitor Order Form  
Rigging Services**

Effective January 1, 2020

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <http://www.signatureboston.com/hynes/hynes-ordering-guide.aspx>.  
**To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.**

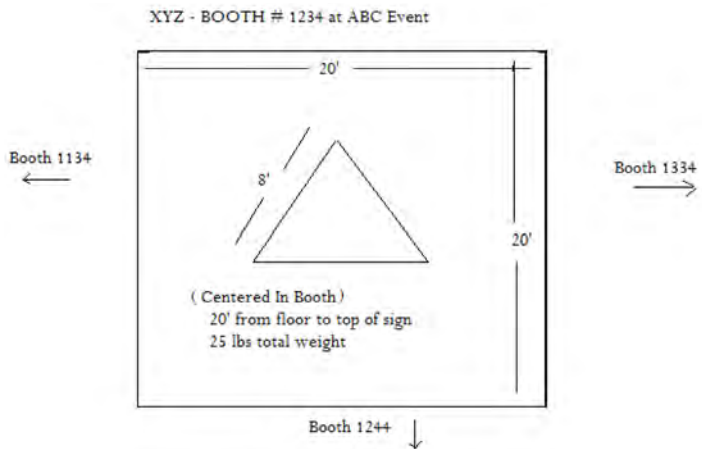
*Incomplete information will delay processing.*

Event or Show:		Booth no. (s)		
Event or show date(s):		Exhibiting firm:		
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by/title:		Show site contact:		
Date:		Contact phone:		

ITEM DESCRIPTION & INFORMATION				
**Description of Item (Sign, Banner, Truss, etc.)				
Quantity:	Size:	Weight:	Height desired from floor to top of suspended item:	
Do any items require Electrical service (circle one)? <b>YES NO</b>		Indicate Service Ordered on Electrical Form:		
Date When Your Item Will Be Ready for Hanging:		Preferred Move-Out Date:		
PACKAGE RIGGING SOLUTIONS				
Service Description	QTY	Discount Rate	Standard Rate	Total Due: \$
Basic Rigging Package (Per Sign/Banner)		\$1,771.00	\$2,125.00	
Electrical Rigging Package (Per Sign/Banner)		\$2,049.00	\$2,459.00	
Team Labor Hour		\$278.00	\$335.00	
CUSTOM RIGGING SOLUTIONS - RIGGING EQUIPMENT RENTAL (REQUIRES QUOTE*)				
*For any of the services below, please contact JCALPRO at 617.954.2345.				
Equipment Description	QTY	Discount Rate	Standard Rate	Total Due: \$
Silver 12" x 12" Box Truss	5' Section		\$29.00	\$35.00
	8' Section		\$46.00	\$55.00
	10' Section		\$57.00	\$68.00
Black 12" x 12" Box Truss	5' Section		\$40.00	\$48.00
	8' Section		\$64.00	\$77.00
	10' Section		\$80.00	\$96.00
Silver 20.5" x 20.5" Box Truss	5' Section		\$51.00	\$61.00
	8' Section		\$83.00	\$99.00
	10' Section		\$103.00	\$123.00
Corner Block	Silver 12" x 12" box		\$57.00	\$68.00
	Black 12" x 12" box		\$74.00	\$89.00
	Silver 20.5" x 20.5" box		\$80.00	\$96.00
Base Plate		\$40.00	\$48.00	
Rotator		\$171.00	\$206.00	
Motor		\$171.00	\$206.00	
Cheeseboro		\$7.00	\$8.00	
Grapple		\$13.00	\$16.00	

CONTINUED ON PAGE 27

CUSTOM LIGHTING SOLUTIONS – LIGHTING EQUIPMENT RENTAL (REQUIRES QUOTE*)				
*For any of the services below, please contact JCALPRO at 617.954.2345.				
Lighting Fixtures	QTY	Discount Rate	Standard Rate	Total Due: \$
Source 4 Par – (575 watt, 750 watt)		\$40.00	\$48.00	
Source 4 Leko – (575, 750 watt)		\$51.00	\$61.00	
Par 64 (1000 watt)		\$35.00	\$41.00	
Lighting Kits	QTY	Discount Rate	Standard Rate	Total Due: \$
Small Lighting Kit		\$211.00	\$254.00	
Medium Lighting Kit		\$371.00	\$446.00	
Large Lighting Kit		\$514.00	\$617.00	
X-Large Lighting Kit		\$628.00	\$754.00	
Dimmer Racks & Lighting Controls	QTY	Discount Rate	Standard Rate	Total Due: \$
Dimmer Control 1.2 x 4		\$92.00	\$110.00	
Dimmer Control 2.4 x 12		\$171.00	\$206.00	
Dimmer Control 2.4 x 24		\$365.00	\$439.00	
<b>Total Due: \$</b>				



We require diagrams and booth layouts for all rigging and lighting orders. See sample on left.

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**Exhibitor Order Form  
Plumbing Services**

Effective January 1, 2020

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*Incomplete information will delay processing.*

Event or Show:		Booth no. (s)			
Event or show date(s):		Exhibiting firm:			
Billing address:	City:	State:	Zip:	Country:	
Phone:		Email:			
Ordered by/title:		Show site contact:			
Date:		Contact phone:			

**WATER AND DRAIN SERVICES**

Service	Description	QTY	Size	Discount Rate	Standard Rate	Total Due: \$
Water Approx 75 PSI Up to 3/4" line	Individual Connection			\$340.00	\$430.00	
	Additional Connection			\$200.00	\$250.00	
Drain Up to 3/4" line	Individual Connection			\$340.00	\$430.00	
	Additional Connection			\$185.00	\$230.00	
Fill & Drain	0-100 Gallons			\$175.00	\$215.00	
	Each additional 500 gallons			\$115.00	\$150.00	

**SINK RENTALS**

Service	Description	QTY	Size	Discount Rate	Standard Rate	Total Due: \$
Cold Water Sink Rental	Includes: sink, one water and one drain connection			\$690.00	\$855.00	
Small Hot & Cold Water Sink Rental	Includes: sink, hot water heater (6 gallon cap.), dedicated power, 2 water and one drain connection			\$920.00	\$1,140.00	
Large Hot & Cold Water Sink Rental	Includes: 3-tub basin, hot water heater (6 gallon cap.), dedicated power, 2 water and one drain connection			\$1,140.00	\$1,435.00	

**COMPRESSED AIR AND GASSES\***

Service	Description	QTY	Size	Discount Rate	Standard Rate	Total Due: \$
Air Approx 110 PSI	Individual Connection			\$420.00	\$520.00	
	Additional Connection			\$215.00	\$270.00	
CO2	20 lb Cylinder (Dry or Liquid)			\$175.00	\$210.00	
	50 lb Cylinder (Dry or Liquid)			\$195.00	\$230.00	
Nitrogen	300 ft3 Tank (Dry)			\$235.00	\$285.00	

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**Total Due: \$**

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**Exhibitor Order Form  
Security Services**

Effective January 1, 2020

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*Incomplete information will delay processing.*

Event or Show:		Booth no. (s)			
Event or show date(s):		Exhibiting firm:			
Billing address:	City:	State:	Zip:	Country:	
Phone:		Email:			
Ordered by/title:		Show site contact:			
Date:		Contact phone:			

SECURITY SERVICES						
Date	# Of Officers	Scheduled hrs. (4 hr. min.)	Total Man hrs.	Discount Rate (per man hrs.)	Standard Rate (per man hrs.)	Total Due: \$
				\$30.00	\$36.00	
				\$30.00	\$36.00	
				\$30.00	\$36.00	
				\$30.00	\$36.00	
				\$30.00	\$36.00	
				\$30.00	\$36.00	
				\$30.00	\$36.00	
				\$30.00	\$36.00	
				\$30.00	\$36.00	
				\$30.00	\$36.00	
				\$30.00	\$36.00	
				\$30.00	\$36.00	
			<b>Total Man Hours:</b>			<b>Total Due: \$</b>

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# Exhibitor Guidelines, Information and Regulations

## EXHIBITOR PARTICIPATION REGULATIONS

### ACCESS CONTROL AND CREDENTIALING

Exhibitors accessing the Hynes – including exhibitors traveling to the Hynes, unloading exhibitor-related cargo, and parking at the Hynes – must be credentialed by the Hynes Public Safety Department before entering the facility. Issued Exhibitor Credentials must be worn on the outermost garment (or on the right wrist if an ID band is issued) of the exhibitor (employees and contractors) at all times while inside the facility.

Exhibitors should check in with the General Service Contractor (GSC) before entering the facility. Upon request and as a requirement to be issued a MCCA ID, all employees and contractors working within an MCCA facility must identify themselves with a current and valid, government-issued photo identification (preferably a valid state-issued motor vehicle operator's license). Once positively identified by MCCA Public Safety, the exhibitor will be referred to the Licensee in order to register and receive event credentials.

ESCA identification badges are required for all General Service Contractors (GSC). Temporary MCCA credentials will not be issued to GSC employees and they will be turned away.

Lost/missing credentials must be reported to, and recorded by, MCCA Public Safety. The MCCA, in its sole discretion, reserves the right to revoke credentials for violations of law, facility policies and procedures, and/or injuries against persons or property, and/or when the revocation of those credentials is in the best interests of the MCCA.

### AFFIXING TO THE FACILITY STRUCTURE

The MCCA does not allow exhibitors to:

- Rig cable/hanging devices or affix any materials to the ceiling, electrical bus ducts and conduits, sprinkler pipes, ventilation equipment, windows, columns or any other physical structure at the Hynes
- Cause or permit any nails, staples, hooks, tacks, screws, or the like to be driven into the facility structure (including, but not limited to, any wall, ceiling, column, stone, window, drape, painted, carpeted or concrete surfaces of the premises)
- Erect any decorations or use adhesive materials, including tape that can deface the walls, ceilings, floors, facilities and equipment contained on the premises
- Paint or permanently cover walls, floors, ceilings, or other areas of the facility or its furnishings or fixtures

### BOOTH SET-UP AND DISMANTLE

The unpacking, assembling, dismantling and packing of displays and equipment may be done by full-time employees of an exhibiting company. Exhibitors are allowed to set-up and/or dismantle their own booths, provided that they use their own bona fide, full-time employees. It is acceptable for exhibitors to safely use power tools to set-up and/or dismantle their own booths.

No one under the age of 18 is permitted on the loading docks, in truck bays or in the loading dock yard. Additionally, no one under the age of 18 is permitted in the exhibit halls during move-in or move-out operations. The Licensee will determine age restrictions, if any, for hours when the exhibit hall is open for attendees

### BOOTH STAGING

1. In addition to equipment and furniture placed within a booth space, subject to show management limitations, exhibitors are allowed to stage the following items:

- a. Boxed or loose product, materials or literature
  - b. Fiber cases used to ship pop-up displays
  - c. Personal items such as luggage, purses, briefcases or coats
2. The following restrictions must be observed when staging these additional items:
- a. The amount of product, materials or literature that may be staged within a booth space must not exceed a one day supply.
  - b. Items may be placed either in a display case, on a counter, on a shelving unit, in a closet, on a table, under a table or stacked neatly within the booth space.
  - c. Items that are stacked must not create a tripping hazard or hamper easy movement within the booth space.
  - d. Items may not be placed on or within six inches of floor ports, electrical wiring or cabling.
  - e. Pallets, empty crates, cartons and boxes may not be stored in the booth space.
  - f. Staging will not be allowed behind the back wall of the booth and behind the drape within the booth or exhibit area.

### CABLING

No cables (telephone, Internet, electrical, audio, video, etc.) should be run in front of any doorways at any time. If cables must cross a doorway, cables must be flown — cable trays are not an acceptable substitute.

### CAUTION TAPE

Use of 'Caution Tape' is prohibited. Yellow or red plastic tape with black stripes, or printed with 'Caution,' 'Do Not Enter' or other warning messages may only be placed by the MCCA to warn individuals of a hazardous condition. The MCCA prohibits the use of yellow or red plastic tape to restrict access to an event or exhibit display. Rope and stanchion may be available from the General Service Contractor.

### COOKING DEMONSTRATIONS

If cooking or heating appliances will be used, the MCCA prefers they are powered by electricity, use UL listed/approved equipment and be adequately ventilated.

An exhibitor may use butane for cooking purposes with prior approval of the MCCA Public Safety Department.

Quantity inside the facility is limited to: two (2) 1-pound UL listed/approved non-refillable canisters per cooking device; one canister attached to the cooking device; and one spare canister. To prevent excessive amounts of butane within the facility, exhibitors may only use butane canisters purchased directly through the MCCA's exclusive food provider, Levy Restaurants.

Single-well cooking equipment (deep fryer type device) using combustible oils and solids shall:

1. Have lids available for immediate use
2. Be limited to 288 sq. in. (.19 sq. m) of cooking surface
3. Be placed in noncombustible surface materials
4. Be separated from each other by a minimum horizontal distance of 2 ft. (61 cm); multiple single-well cooking units may be placed together if the aggregate cooking surface does not exceed 288 sq. in. (.19 sq. m)
5. Be kept a minimum horizontal distance of 2 ft. (61 cm) from any combustible material

Exhibitor must provide a UL listed/approved fire extinguisher no less than 30 feet (9.15 meters) from the cooking device.

Exhibitor shall provide a 6 liter, Class K fire extinguisher for hazards where there is a potential for fires involving combustible cooking media (vegetable oils, animal oils or fats in cooking appliances) for each device.

Fire extinguishers must be mounted in a visible location and accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

Open flames, cooking or other sources of heat are prohibited under any tent, canopy or tarp.

### EXCLUSIVE SERVICES

The MCCA will be the exclusive provider of the following services: food & beverage, electrical, business center, telephone, Internet, rigging, the operation of ground-supported crank-ups, the operation and provision of lifts for theatrical purposes, plumbing, the use of the house sound system, and the supply of compressed airs and gases.

The MCCA is the preferred provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event's preferred provider as detailed in your exhibitor kit.

## EXHIBITOR PRODUCT

Exhibitors are prohibited from offering or selling any product(s) to any employee, agent, contractor or subcontractor working at the MCCA.

At the conclusion of the event, all products must be either:

- Removed from MCCA facilities by the exhibitor;
- Properly disposed of;
- Donated to a previously identified nonprofit organization; or
- Sold to an established business, with sales receipts supplied and produced on demand.

Any MCCA employee, agent, contractor or subcontractor working in MCCA facilities who is determined to be removing and/or accepting event-related product(s) is subject to immediate termination of employment or prohibition from working at all MCCA facilities.

*All persons, vehicles, bags, containers, etc. are subject to search.*

## FIRE SAFETY REGULATIONS

Exhibits and decorative materials must meet the requirements of the Code of Massachusetts Regulations – 780 CMR EIGHT EDITION (Building Code). The Massachusetts Department of Public Safety (DPS) has jurisdiction over all safety matters of the MCCA. The DPS, in conjunction with the City of Boston Fire Department (BFD), provide guidance to the MCCA for a safe venue for all guests and employees at our facilities.

Prior to the show opening or at any time during the event, the MCCA Public Safety Department or other agency may inspect booths and other assembly areas to ensure these requirements are met. If they are not, adjustments can be costly – if a display is determined to be a hazard it may be ordered removed from the facility at the exhibitor's expense.

These requirements shall apply whether the event is open or closed to the public. The below topics are the minimum fire safety requirements for all events and are designed to provide an overview; the MCCA Public Safety Department reserves the right to make any final decision for life safety issues. Our sole effort is to ensure the success of your event and safeguard the safety and experience of all our visitors.

## FIRE SAFETY LIMITATIONS

The following limitations apply to all exhibits located in the exhibition halls in the Hynes:

1. The following items are fire hazards and are prohibited for use in the Hynes:
  - a. Compressed flammable gases. Exception: Butane for cooking purposes with prior approval of the MCCA Public Safety Department (see Cooking Demonstrations)
  - b. Pyrotechnics, flammable/combustible liquids, hazardous chemicals/materials, blasting agents and explosives
  - c. Cut Christmas trees, cut evergreens or similar trees
  - d. Fireplace logs, charcoal and similar materials
  - e. Untreated mulch and Spanish moss or similar vegetation
  - f. Untreated hay or straw
2. Any interior finish, either permanent or temporary, will be required to meet the requirements of the Code of Massachusetts Regulations – 780 CMR EIGHT EDITION (Building Code).
3. The following rules apply regarding flame-retardant treatments:
  - a. All curtains, drapes, banners, decorations and acoustical material (including but not limited to cotton, hay, paper, straw, moss, split bamboo and wood chips) must be flame-retardant treated to the satisfaction of the Massachusetts Department of Public Safety. Material that cannot be treated for flame retardancy shall not be used. The GSC or individual exhibitor must have on-site a copy of the Certificate of Flame Resistance for all floor covering, curtains and rigged signage. The use of carpet on walls, ceilings, seating products or as decorative material is prohibited.
  - b. Combustible materials, an inch or more in thickness, glass or asbestos cloth may be used without flame-retardant treatment.
  - c. The use of oilcloth, tarpaper, sisal paper, nylon, Orlon®, and certain other plastic materials that are not flame-retardant is prohibited.
4. Open flame devices may be permitted when they are

a necessary part of the exhibit, with prior approval of the MCCA Public Safety Department. Devices must be isolated from attendees by either four (4) feet or a barrier; be placed on a non-combustible surface; be separated from other devices by five (5) horizontal feet; and have a 10 lb. ABC fire extinguisher present within the exhibit. Fire extinguishers must be mounted in a visible location and be accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

5. The hanging or rigging of signs, displays or banners, etc. shall not interfere with the building fire sprinkler system.
6. Exhibitors are prohibited from covering displays with drop cloths, sheets, table cloths or other non-flame resistant material.
7. Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.
8. Exhibitors shall move, remove or arrange with the General Service Contractor to remove wooden pallets, shipping crates, cardboard boxes and other packing materials from the exhibit hall area as soon as possible. These items are not permitted in the exhibit halls during events. See Booth Staging.

#### EXHIBIT HALL LIFE SAFETY EQUIPMENT

Fire extinguishers and fire hoses are located on the perimeter wall of the exhibit halls and main floor of the auditorium. General Service Contractors (GSC) and exhibitors are required to maintain a minimum unobstructed path of no less than 48 inches (122 cm), 24 inches (61 cm) on center for fire extinguishers.

Fire extinguishers shall not be removed or temporarily relocated by any exhibitor, the Licensee or the GSC. The GSC is responsible for ensuring that egress paths, emergency exits, fire extinguishers, fire pull stations, fire department value boxes, fire alarm flashers and AEDs are not obstructed or obscured from view at any time in the facility. Anyone found responsible for moving, removing or blocking fire safety equipment is subject to a fine.

#### FLAME-RETARDANT TREATED MATERIALS

The following rules apply regarding flame-retardant treatments:

1. All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, and similar decorative materials shall be flame-retardant to the satisfaction of the Boston Fire Department and State Fire Marshal.
2. Combustible materials, inch or more in thickness, glass or asbestos cloth may be used without flame-retardant treatment.
3. The use of oilcloth, tarpaper, sisal paper, nylon, Orlon®, and certain other plastic materials that are not flame-retardant, is prohibited.
4. Table coverings used in exhibit halls must be flame-retardant treated, unless they lie flat, and have an overhang of no more than six (6) inches.
5. All materials must be certified by the Boston Fire Department within six (6) months of the event. The Boston Fire Department does not accept certificates from other jurisdictions. Materials may be sent directly to the Boston Fire Department for testing.
6. The City of Boston Fire Code prohibits the use of:
  - Fabric attached to a ceiling or used to cover any portion of an exhibit
  - Carpet on ceilings, walls, seating products, or as decorative material

#### LASERS

The use of lasers for exhibit demonstrations or visual effects for entertainment must be approved by the Licensee and the MCCA Public Safety Department. All lasers must comply with Code of Massachusetts Regulations 105 CMR 120.000, and be registered and approved by the Massachusetts Department of Public Health. Regulations and applications are available from the Massachusetts Department of Public Health.

#### FOOD & BEVERAGE SAMPLES

The MCCA prohibits any food or beverages from being brought into the building, except by Levy Restaurants, the exclusive food & beverage service provider. The distribution of food and beverages, regardless of type and/or quantity, is the sole responsibility of Levy Restaurants.

Levy Restaurants is the official caterer for all food and beverage services within the Hynes. All arrangements for the service of food and/or beverages must be made through the catering office. Food and beverage sampling in conjunction



with specific exhibits may be permitted, but only to the extent approved in writing, in advance, by a Levy Restaurants Catering Sales Manager.

In order to obtain authorization from your Catering Sales Manager to distribute food and beverage items, one of the following conditions must exist:

- (1) The party interested in distributing food and/or beverage must be the manufacturer of said product. The interested party must only distribute sample sizes (2 ounces of pre-packaged food items or 4 ounces of non-alcoholic beverages) of his/her product, and cannot participate in cash sales of said product during the show.

-OR-

- (2) The party interested in distributing food and/or beverage items must pay a fee, which is based on a percentage of retail pricing for the item and is subject to all applicable administrative fees and taxes, in order to waive its right to exclusivity under the MCCA/Hynes License Agreement.

If a party brings unauthorized food and/or beverage items into the Hynes and does not subsequently meet one of the conditions listed above, the party must immediately remove the unauthorized item(s) from their exhibit or meeting space.

### Temporary Food Service Permit Application

The City of Boston Inspectional Services Division requires a temporary food service permit for any food & beverage served at the Hynes that is not sourced through Levy Restaurants. Permit fees begin at \$30.00 for a one-day permit, with \$5.00 for each additional day of sampling (example: a 3-day permit costs \$40.00).

### GLITTER, CONFETTI, POPCORN AND OTHER MATERIALS

The use of glitter, confetti, sand, or simulated snow types of material is not permitted in the Hynes. Additionally, adhesive-backed decals may not be given away or utilized.

Popcorn is not permitted without prior written approval from the MCCA. Additional cleaning charges may apply.

### GRATUITIES POLICY

It is against the MCCA's policy for any employee or service contractor to accept gratuities or gifts from the Licensee and/or any exhibitors. Offering of tips and gratuities to personnel employed by the MCCA, or its contractors, agents or suppliers, is not necessary and strictly prohibited. If you are

approached or solicited by any MCCA or service contractor personnel for gratuities, please report this violation to the Chief of Public Safety at 617.954.2111.

### GUARDRAILS AND STAIRS

Any platforms exceeding 30" in height will require a Massachusetts-State-building-code-compliant guardrail system. The guardrail shall be 42" in height, with balusters or solid material such that a sphere with a four-inch (4") diameter cannot pass through any opening.

The guardrails shall not have an ornamental pattern that would provide a ladder effect. This includes a guardrail on stairs.

The guardrail system shall be capable of withstanding a load of 200 pounds (minimum).

Stair construction shall meet Massachusetts State building code for riser height of 7" maximum and a tread depth of 11" minimum. These stairs shall have a handrail that shall be continuous, without interruption by newel posts, other structure elements or obstructions. Handrails shall not be less than 34" or more than 38". The handrail ends shall be returned to a wall or post. All stairway handrails shall have a circular cross section with an outside diameter of at least 1-1/4" and not greater than 2".

Stair width shall be a minimum of 36". Many multi-level displays are designed without risers, which is not permitted by the Massachusetts State building code as the stairway is part of a means of egress. The easiest way to address this issue with minimal cost is to secure a fitted piece of fire-rated plywood or sheet rock between the stringers against the back of the treads.

### HAND-CARRY POLICY

The MCCA reserves the right to restrict all freight and package deliveries to the loading dock. MCCA Public Safety personnel will be on site to direct and assist exhibitors during move-in and move-out.

For the convenience and safety of exhibitors and patrons, all freight and material handling must enter and exit the facility through the loading dock. The Licensee and its exhibitors will be allowed to hand carry one item, one time, in or out of the facility without having to access the loading dock. (Hand-carried freight is defined as one item that can be easily carried by an individual, without the need for dollies or other mechanized equipment.)

## MATERIAL HANDLING

**Exhibitors are allowed to perform their own material handling, providing all of the following criteria are met:**

- Exhibit personnel performing the work must be bona fide, full-time employees (“authorized personnel”) of said company.
- Exhibitors may choose to off-load from a company-owned truck or rental vehicle, or from a car, van or truck owned by personnel of the company provided the vehicle is co-owned or rental vehicles must be less than 24 feet in length.
- Exhibitors may use only hand-operated equipment, which they have provided; two-wheeled hand trucks and four-wheeled flat trucks are permitted as well.
- At no time can vendors (A/V, furniture design firm, etc.) unload their items. An approved General Service Contractor (GSC) or the Exclusive Rigging Service Provider (ERSP) must be hired by the Licensee to unload/re-load and push in all vendors..

No parking is allowed at the Boylston Street entrance of the facility, and the use of passenger elevators for movement of freight is not allowed. All packages are subject to inspection by facility personnel.

## LIGHTS

Only Underwriters Laboratories (UL) approved, clamp-on types of portable spotlights are allowed. All display lights must be turned off when the exhibitor leaves for the day. Only UL approved extension cords 12 gauge or greater, rated for 20 amp, are allowed. Note: Household extension cords are not permitted. These are generally 14 or 16 gauge and only rated at 15 amp.

## MEANS OF EGRESS

The travel distance within an exhibit booth or exhibit enclosure (including temporary office/meeting spaces) to an exit access aisle shall not exceed 50 feet (15 meters). There should be a minimum of two (2) separate exits from any point in the hall or room where the occupant load is less than 500 persons. Where occupant loads are between 500 and 999 persons, there shall be a minimum of three (3) separate exit

doors. Where occupant loads are 1,000 persons or greater, there shall be a minimum of four (4) separate exit doors.

Exits must be so located and exit access arranged so that exits are readily accessible at all times. Where more than one exit is required, exits must be remotely located from each other and arranged and constructed to minimize any possibility that more than one may be blocked by a fire or other emergency condition.

Where exits are not immediately accessible from an open floor area, safe and continuous unobstructed passageways, aisles or corridors leading directly to every exit must be maintained and arranged, to provide access for each occupant to at least two exits by separate ways of travel. At no time should an exit door or exit access door be locked, blocked or obstructed in a manner that will confuse or slow the movement of any people within the area. This requirement will also be in effect during the “move in” and “move out” of events.

During certain events, the total occupancy of larger meeting rooms and the ballrooms meeting room(s) being used may not require all the exit capacity provided for that area. In these cases, a special review will be done on the request to close some of the exit doors. An explanation, along with detailed drawings showing these doors, must be submitted for approval. If approved, the doors and exit signs must be covered to prevent any confusion to the occupants.

## MOVE-IN PROCEDURES

All exhibitor move-in is restricted to the Hynes loading areas. No exhibitor will be allowed access with his or her move-in materials via any other entrance to the facility. Please note the hand carry rule within the Exhibitor Participation Rules/ General Conditions Section of the Event Guide.

**MULTI-LEVEL BOOTHS AND CEILINGS/CANOPIES****Guidelines for Covered Exhibits With Less Than Three Hundred (300) Covered Square Feet**

All materials used in the construction of covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. Certification of flame retardant treatment, along with samples of said materials, must be submitted, if requested by the MCCA Public Safety Department or the Massachusetts Department of Public Safety. It is strongly recommended that certifications of flame retardant treatments be available at show site to avoid on-site testing of materials.

Fabric must pass the NFPA-701 Code for flame spread and smoke development – Class A, Flame Spread less than or equal to 25, Smoke Developed less than or equal to 450. Canopies and tarps must be fire resistant and meet CPAI 84 (Canvas Products Association International) specifications. The original flame retardant compliance tag must be attached to tent, canopy or tarp.

The use of tents inside the Convention Center requires a special permit from the Massachusetts Department of Public Safety. Please contact the MCCA Public Safety Department at 617-954-2222 for assistance.

Exhibitor must install a single station and battery operated smoke detector on the interior of each covered exhibit or structure, including enclosed storage closets, regardless of the square footage. The detector must sound an audible alarm and be installed per the manufacturer's instructions.

Exhibitor must provide at least one (1) 10 lb. ABC, dry chemical fire extinguisher. Fire extinguishers must be mounted in a visible location and accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

A single exhibit or group of exhibits with ceilings that do not require sprinklers shall be separated by a distance of not less than 10 feet (3050 mm) where the aggregate ceiling exceeds 300 square feet (28 square meters).

Open flame, cooking or other sources of heat are prohibited under any tent, canopy or tarp.

**MULTI-LEVEL BOOTHS AND CEILINGS/CANOPIES****Guidelines for Multi-level Exhibits (regardless of the size) and Covered Exhibits With Larger Than Three Hundred (300) Covered Square Feet**

Requests for construction of multi-level exhibits (regardless of the size) must be authorized by show management before being reviewed by the MCCA Engineering and Maintenance Division and the MCCA Public Safety Department. To ensure the success of your exhibit, please read and comply with the following guidelines:

1. Plans should be submitted a minimum of 90 days before the move-in date of the event and must adhere to the following:
  - a. They must be scaled, signed and dated by a registered architect or professional engineer.
  - b. They must include the show name and dates.
  - c. They must include exhibitor's name and assigned booth number.
  - d. They must include directional information (i.e. indicate neighboring aisles and/or booth numbers).
  - e. They must indicate maximum exhibit height, within the booth. Height guidelines are established, per event, by show management.
  - f. They must include connection details for the elevated floor and stairs, and permitted loading for furnishings, storage units, work surfaces or occupants who will be permitted access to the upper level.
  - g. They must include a floor loading schedule that identifies the maximum safe floor loading, fixture loads (dead loads) and occupant loading (live loads), establishing what shall be the effective limits.
2. All materials used in the construction of multi-level and/or covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. If requested, certification of flame-retardant treatment, along with samples of said materials, must be submitted to the Massachusetts Department of Public Safety for testing. It is recommended that certifications of flame retardant treatments be available at show site.

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**MULTI-LEVEL BOOTHS AND CEILINGS/CANOPIES****Guidelines for Multi-level Exhibits (regardless of the size) and Covered Exhibits With Larger Than Three Hundred (300) Covered Square Feet**

3. Exhibits with an enclosed room or occupied second story must post notice at the bottom of the stairway, indicating maximum permitted occupancy (or total permitted weight load of the second level).
4. If second level is to be occupied and greater than three hundred (300) square feet, or is designed to hold 10 or more persons, two (2) stairways are required, remote from each other. If second level is to be occupied and less than three hundred (300) square feet, one (1) set of stairs is permitted.
  - a. Stair construction shall meet Massachusetts State building code for riser height of 7" maximum and a tread depth of 11" minimum.
  - b. These stairs shall have a handrail that shall be continuous, without interruption by newel posts, other structure elements or obstructions.
  - c. Handrails shall not be less than 34" or more than 38". The handrail ends shall be returned to a wall or post. All stairway handrails shall have a circular cross-section with an outside diameter of at least 1-1/4" and not greater than 2".
  - d. Stair width shall be a minimum of 36". Many multi-level displays are designed without risers, which is not permitted by the Massachusetts State building code as the stairway is part of a means of egress.
5. Individual areas of upper decks or covered areas must be limited to dimensions that do not exceed one thousand (1,000) square feet.
6. Exhibitor must install a single station and battery-operated smoke detector on the interior of each covered exhibit or structure, regardless of the square footage. The detector must sound an audible alarm and be installed per the manufacturer's instructions.
7. Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit or structure. At least one (1) 10 lb. ABC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location and accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

**AUTOMATIC FIRE EXTINGUISHING SYSTEM**

1. The following shall be protected by an automatic extinguishing system:
  - a. Any home or house constructed within the exhibit hall; and it must also include smoke/fire alarms and a 10 lb. ABC fire extinguisher on each level
  - b. The lowest level of a multi-level exhibit, regardless of size, and/or a single-story covered exhibit where the covered area exceeds 300 sq. ft. (27.9 sq. m), and/or any covering over a multi-level exhibit exceeding 300 sq. ft. (27.9 sq. m)
  - c. Exception: Exhibitors installing these approved flame retardant materials as coverings may avoid the need to install a fire extinguishing system:
    - A flame retardant material with fusible seams that under low temperatures (176° F / 80° C) will split and open the canopy to allow smoke to rise, activate sprinklers and allow water through the opening
    - A flame retardant open mesh material with a minimum 70% opening
    - Ceilings that are constructed of open grate design or listed dropout ceilings in accordance with NFPA 13, Standard for the Installation of Sprinkler Systems, shall not be considered ceilings within the context of this section
    - Vehicles, boats and similar exhibited products having over 100 sq. ft. (9.3 sq. m) of roofed area shall be provided with smoke detectors (Single station and battery operated or portable smoke detectors meeting the requirements for Household Fire Warning Devices in NFPA 74 are acceptable.)
2. A temporary sprinkler system must be connected to the Convention Center's domestic water system. The MCCA maintains a list of approved, state-licensed fire sprinkler companies authorized to install temporary fire sprinkler systems. The vendor must submit a sprinkler coverage plan to the MCCA Engineering & Maintenance Department for approval.
3. To order a plumbing connection for the sprinkler system before you arrive, click on the "Exhibitor Online Ordering" link from the main MCCA Webpage ([www.massconvention.com](http://www.massconvention.com)).

4. Exhibitor must install at least one (1) single station and battery operated smoke detector on the interior of each covered exhibit or structure regardless of the square footage. The detector must have an audible alarm and be installed per the manufacturer's instructions.
5. Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit or structure. At least one (1) 10 lb. ABC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location, and be accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

The Massachusetts Department of Public Safety does not permit the use of a fire watch ordered in lieu of a temporary fire sprinkler system as an alternative method for fire safety compliance.

### **CREDENTIALING/POSITIVE ID REQUIRED**

All employees and contractors are required to wear MCCA or Exhibitor Services Contractor Association (ESCA) issued identification badge on their outermost garment at all times while working at an MCCA facility. Upon request and as a requirement to be issued a MCCA ID, all employees and contractors working within an MCCA facility must carry on their persons a current and valid government issued photo identification (i.e. driver's license) at all times.

ESCA identification badges are required for all General Service Contractors (GSC). Temporary MCCA credentials will not be issued to GSC employees and they will be turned away.

Exhibitor staff arriving at the facility must identify themselves with a photo ID (preferably a valid state issued motor vehicle operator's license) by the Loading Dock Officer. Once positively identified by MCCA Public Safety, the Exhibitor will be referred to the Licensee in order to register and receive event credentials.

Lost/missing credentials shall be reported to, and recorded by, MCCA Public Safety. The MCCA, in its sole discretion, reserves the right to revoke credentials for violations of law, facility policies and procedures, and/or injuries against persons or property, and/or when the revocation of those credentials.

### **PROTECT YOUR EXHIBIT AND MATERIALS**

The MCCA is not liable for, nor does the MCCA carry any insurance on, exhibitor property or fixtures. Please bear in mind that all of your exhibit material and displays are your property. Therefore, it is important that you take every precaution to protect this material. Below are some suggestions toward this end:

1. Ship your materials with a qualified carrier and be sure to lock trunks/crates.
2. If cartons are used, be sure that they are securely taped or banded and under no circumstances marked with the name or type of articles contained therein.
3. Be sure to furnish your shipping company with an accurate account and complete bill of lading.
4. Do not leave your booth unattended during the set-up period.
5. Do not leave exhibit material under tables or displays.
6. Do not include exhibit material in containers to be stored with empties.
7. At the close of the exhibit, be sure to pack as quickly as possible and under no circumstances leave your space unattended during this period.
8. If at all possible, have one of your staff remain in your space with your shipment, until it is actually picked up by the drayage contractor's personnel.
9. Promptly report any missing items or suspicious person(s) to Public Safety.
8. If at all possible, have one of your staff remain in your space with your shipment, until it is actually picked up by the drayage contractor's personnel.
9. Promptly report any missing items or suspicious person(s) to Public Safety.

### **SMOKING**

The Hynes is a non-smoking facility. Smoking of any tobacco product or electronic cigarette ("e-cigarettes") is NOT allowed in the building at any time. Designated smoking areas are located outside the building.

### **SOLICITATIONS**

No solicitations or collections are permitted in the Hynes.

## VEHICLES AND OTHER MOTORIZED EQUIPMENT

Vehicles that are to be brought into the Hynes must be pre-approved. In some cases, vehicles will not be allowed in the building, and there are restricted areas that vehicles cannot enter. Keys to start the vehicle, as well as any deactivation codes for security features, must be left with the Public Safety Department.

Motorized vehicles are defined as any vehicle that is propelled by an internal combustion engine, such as, but not limited to: automobiles, trucks, buses, farm equipment, construction equipment, motorcycles, snow mobiles, aircraft, watercraft and lawnmowers.

*Motorized vehicles shall:*

1. Be equipped with a locking (or taped) gas cap to prevent the escape of vapors. Fuel tanks shall not have more than three (3) gallons of fuel, or 1/8 tank, whichever is less.
  - a. Exceptions:
    - i. Recreational vehicles (RVs) may have up to 1/4 tank of fuel
    - ii. Aircraft that is on standby status and is required to have a minimal fuel level as determined by the Federal Aviation Administration (FAA) such as MedFlight®
2. Have at least one (1) battery cable used to start the engine, disconnected and the end of the disconnected battery cable, taped. It is preferred that the positive or “hot” cable be disconnected.
3. Not be moved during exhibit hours. Vehicles may not be started or operated within the exhibit hall for the first 15 minutes after the exhibit hall closes to the public for the day or final closing of the event. No vehicle may be operated on the exhibit hall without a lead person walking in front of the vehicle warning people of vehicle movement.
4. Fueling or defueling of vehicles is prohibited.

## MCCA Services

The MCCA and its contracted entities are the exclusive providers of the following services: food & beverage, electrical, business center, telephone, Internet, rigging, the operation of ground-supported truss trucks, plumbing, and the supply of compressed air and gases. Most of these services are available directly to exhibitors and can be provided through the Exhibitor Services Center. They are subject to prices and conditions detailed in our Exhibitor Ordering Guide. Our services cannot be resold or bundled as a package without prior written approval from the General Manager. Discounts may apply to some services by meeting the advance payment deadlines and conditions notes on the forms.

The MCCA is the preferred provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event’s preferred provider as detailed in your Exhibitor Kit.

## ATMS

Guests will find an ATM on the lower level inside the Boylston Street entrance and inside the Prudential Center entrance.

## AUDIO/VISUAL SERVICES

The Hynes offers in-house A/V services on a preferred basis, with a preferred audio/visual provider to help provide comprehensive event support and services. All types of audio and visual display devices, screens and computer interfaces are available, along with skilled operators. The Hynes features a digital audio system and extensive use of fiber optic cabling to distribute signals throughout the facility. The Hynes has a clear line of sight to all satellites and dedicated truck parking spaces, complete with power and signal distribution. The preferred audio/visual provider is the exclusive provider for the use of the in-house sound systems. All other A/V companies must bring in a stand-alone speaker system.

## BOOTH PACKAGES

Services cannot be resold or bundled as a package without prior written approval.

## BUSINESS CENTER

The MCCA in-house vendor is the exclusive service provider of the Business Center. From simple documents to complex projects and on-going programs, the MCCA business center will provide document management solutions to meet your needs. The document solutions capabilities include: copying and digital printing, document production, supplies, computer services, electronic file submission, signage, custom printing services, document distribution, pack and ship options, express and ground service, fax service with delivery of incoming messages, and desktop/word processing.

## SATELLITE SERVICES

The Hynes has a clear line of sight to all satellites and convenient parking spots for uplink and downlink trucks. Power and signal distribution is available at all truck locations. Please contact Exhibitor Services for more details and pricing.

## Transportation

### PUBLIC TRANSPORTATION

We strongly encourage you to promote public transportation as an efficient option for your attendees and exhibitors. Public transportation in the Boston area is provided by the Massachusetts Bay Transportation Authority (MBTA or "The T"). A number of excellent public transportation options are available for service to and from the Hynes.

### TAXI INFORMATION

MCCA staff will coordinate with the individual taxicab companies and the Boston Hackney Division for the needs of each event. Assigned staff will manage taxi service logistics. There is a taxi stand outside the Boylston Street entrance for taxicab drop-off and pick-up.

Taxis will arrive at the designated taxi stand and wait in a short queue for customers as long as necessary for a passenger to board. The only limitation is that the taxis at the end of the queue do not block open lane traffic. Taxis unable to enter the designated curb lane will be required to proceed to the designated taxi pool area and will be called as service requires. For a complete list of taxi companies and their contact information, please visit the Hynes transportation website.

## PRIVATE CHARTER SERVICE

Any exhibitor wishing to pick up or drop off a private charter shuttle on-site must request a staging area from the MCCA Transportation Department. All requests must be made in advance by emailing [MCCATransportationServices@signatureboston.com](mailto:MCCATransportationServices@signatureboston.com). Requests must include the name of the event, the date & time of the trip, name of the bus company, and number of vehicles being used.

Exhibitors may contract directly with the MCCA to provide charter services. Please email [MCCATransportationServices@signatureboston.com](mailto:MCCATransportationServices@signatureboston.com) to request a quote for services.

## PARKING

There are several local parking garages/lots in the vicinity of the Hynes. The facility does not have on-site parking available.

### PARKING ON LOADING DOCK

Exhibitor staff members parking on the loading dock and displaying their loading dock parking pass on the dashboard of the motor vehicle for the purpose of unloading cargo have a limit of 20 minutes in order to do so. Exhibitor staff remaining in the loading dock area beyond the 20-minute limit, and/or who do not properly display a valid loading dock parking pass, subject themselves to towing at the vehicle owner/operator's risk and expense.

# Levy Restaurants Hynes Authorization Request

## *Sample Food and/or Beverage Distribution*

Please complete this form to receive authorization to distribute food or beverages not purchased through Levy Restaurants. Levy Restaurants has exclusive food and beverage distribution rights within the Hynes Convention Center and has the responsibility to the City of Boston to strictly regulate any food and beverage activity within the Hynes. Due to strict regulations, any vendor sampling product within the above mentioned parameters must submit a sampling form to Levy Restaurants for approval.

**The Selling of Food and/or Beverage products by any other entity is strictly prohibited.**

Sponsoring Organizations of expositions and trade shows, and/or their exhibitors, may distribute SAMPLE SIZE food and/or beverage products ONLY upon written authorization and adherence to ALL of the conditions outlined below.

### **GENERAL CONDITIONS - FOOD INDUSTRY RELATED SHOWS**

1. Items dispensed are limited to products Manufactured, Processed or Distributed by exhibiting companies.
2. All items are limited to SAMPLE SIZE and must be dispensed/distributed in accordance to Local and State Health Codes:
  - a. Non-Alcoholic Beverages limited to maximum of 4 oz. Sample Size, served in biodegradable (or plastic) cups. No cans or bottles will be permitted.
  - b. Alcoholic beverage sampling is permitted only if you are the manufacturer or distributor of the beverage. Alcoholic beverages must be "sample" sizes (2 oz. for beer/wine, .25 oz for liquor) and can only be served by a licensed Levy Restaurants bartender.
  - c. Food items are limited to "bite size", not to exceed 2 oz. portions or a 2 oz. prepackaged samples.
  - d. All food/beverage items brought in are required by the Boston Health Department to have a temporary Health Permit. This includes prepackaged food samples, samples not intended for consumption on the show floor, and bottled water.
3. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other Levy Restaurants and/or Hynes services.

### **IF YOU DO NOT MEET THE CONDITIONS LISTED ABOVE, THE FOLLOWING POLICIES APPLY:**

**TAKE-AWAY ITEMS AND BUY-OUT FEES.** Any Food and Beverage brought on premises without the written authorization from Levy Restaurants, the Hynes and [NAME Show] Management is strictly prohibited.

1. Take-away items will be assessed and approved on a case by case basis by Levy Restaurants. Take-away items are items that are distributed to attendees but are not intended for immediate consumption at the time of receipt.
2. Requests for all Food or Beverage Products brought on the premises for consumption at hosted banquet/booth events or that do not fall within the Sampling parameters listed above may incur a Buy-out Fee by Levy Restaurants. An appropriate buy-out fee will be determined by Levy Restaurants on a case by case basis; however, the buy-out fee will be based on a percentage of the retail pricing for the food and/or beverage item and is subject to all applicable taxes and service charges.

**UNUSED FOOD OR BEVERAGE PRODUCT** that requires pick-up or shipment after the show/event is the responsibility of the Company that is sampling the product. Absolutely NO REFUNDS of Buy-out Fees will be given for Food or Beverage Product if not consumed during show/event.



**FOOD AND BEVERAGE RELATED SERVICES** including storage, delivery, or any other service required for Food and/or Beverage products brought from the outside are not the responsibility of and will NOT be provided by Levy Restaurants.

If these services are required the following charges will be assessed:

1. \$150.00 for a small visi cooler, per day
2. \$300.00 for a large double visi cooler, per day
3. \$25.00 per drop off and per pick-up for steward
4. \$150.00 per day minimum for dry or refrigerated storage, per pallet
5. \$6.00 per 5 pound bag of ice

*Both the refrigerator and cooler require stewarding labor to drop off and retrieve the equipment. A security deposit of \$250 per piece of equipment will also apply.*

**SHIPPING/RECEIVING** Please note that only product you expect to be prepared by, stored by and delivered by Levy Restaurants should be shipped to Levy Restaurants. Please see the Shipping Label, fill it out and ensure it is used properly to ensure proper receiving of your product. You must contact Levy Restaurants prior to shipping items – items not expected will not be received. For all Food and Beverage not purchased through Levy Restaurants, all standard fees mentioned above will be charged where applicable, including 20% Administrative Fee and Applicable Sales Tax.

The Company named below acknowledges they have sole responsibility for the use, servicing or other disposition of such items in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Levy Restaurants and the Hynes from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items.

**Exhibiting firm must provide Levy Restaurants with a Certificate of Insurance showing evidence of Commercial General Liability with an each occurrence limit of \$1,000,000 and naming Levy Premium Foodservice Limited Partnership and Massachusetts Convention Center Authority as additional insured. Information must be received no later than close of business (5:00 PM EST) on \_\_\_\_\_**

Event or Show:		Event or show date(s):		
Exhibiting firm:		Booth no. (s):		
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by/title:		Show site contact:		
Date:		Contact phone:		

**PLEASE SPECIFY: ITEM / DISTRIBUTION PURPOSE / QUANTITY / PORTION SIZE / METHOD OF DISPENSING**

Before returning this document, please sign the “Agreed” indicating you have read and you agree with all conditions.

Agreed \_\_\_\_\_ Approved \_\_\_\_\_ Date \_\_\_\_\_  
Exhibiting Firm Levy Restaurants

**PLEASE RETURN FORM TO LEVY RESTAURANTS BY \_\_\_\_\_ TO ENSURE CONFIRMATION AND APPROVAL.**

For additional services and information, please contact: Levy Restaurants | Exhibitor Catering Sales Department  
 900 Boylston Street | Boston MA 02215 | Tel. 617.954.2189 | Fax 617.954.2281