



# Exhibitor Service Manual

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## **GET THE OPERATIONAL ITEMS OUT OF THE WAY AND POSITION YOURSELF TO SELL**

The real purpose of Exhibitors being here for Exhibitors is ---SALES--- avoid common operational mistakes and do the following:

The Exhibitor Manual is your key to saving money and getting the most out of the show by placing orders prior to the vendor's discount deadline dates.

- Pre-register your show personnel to avoid on-site delays
- Expect to gain access to the show only at the scheduled hours... not before!
- Understand that security regulations are enforced for the benefit of all exhibitors.
- Have your exhibit ready when the show opens.
- Follow show rules regarding security, set-up, and breakdown.
- Remain set-up for business until the official closing of the show.
- Take advantage of the pre-show Attendee list and send a VIP invitation to your clients and invite them to your booth. The attendee list can be purchased for a one time only use through a bonded mail house. If you are interested contact Ivett Ortiz at [iortiz@tradeshowmgmt.com](mailto:iortiz@tradeshowmgmt.com) or 800-996-3863.
- Focus on "Green" in your booth. Include educational information about sustainability and how it relates to your company or products. Get additional exposure by considering the New Product or Green Programs available in the service manual.
- Avoid sitting, reading, eating, or drinking in your booth. Be prepared with a short introductory speech with engaging questions to help investigate the prospect's needs.
- Use premiums as a thank you for stopping by gift at the close of a conversation.

Order your lead-retrieval (badge scanning) device prior to your arrival at the show. Follow up with these leads after the show to maintain communication with attendees who showed interest in your products.

- Be sure to fill out the exhibitor survey after the show so that we can continue to make this a successful event.

## IMPORTANT INFORMATION

### ADVANCE ORDER DEADLINES

Most items on this list are the service contractors' final dates for the discounted advance-order prices. We strongly encourage you to plan ahead and place your orders prior to these deadlines.

<b>DEADLINE</b>	<b>SERVICE OR ACTION REQUIRED</b>	<b>SECTION</b>
<b>September 24</b>	Early Order Deadline for Lead Retrieval Orders	Registration and Badges
<b>October 14</b>	Make Hotel Reservations	General Information
<b>October 22</b>	Advance Order Deadline for Lead Retrieval Orders	Registration and Badges
<b>October 23</b>	Exhibitor Appointed Service Contractor Information	Decorator Services
<b>October 23</b>	Register Your Staff via Exhibitor Portal	Registration and Badges
<b>October 23</b>	Food and Beverage Sampling Requests	Additional Services
<b>October 26</b>	Order Furnishings & Freeman Decorating Accessories	Decorator Services
<b>October 26</b>	Order Carpet	Decorator Services
<b>October 26</b>	Order Modular Rental Exhibits	Decorator Services
<b>October 26</b>	Order Labor for Booth Set-up	Decorator Services
<b>October 26</b>	Order Material Handling Services	Decorator Services
<b>October 26</b>	Order Rigging Equipment and Labor	BCEC Exclusive Services
<b>October 26</b>	Order Signs & Graphics	Decorator Services
<b>October 27</b>	Order Plumbing Services	BCEC Exclusive Services
<b>October 27</b>	Order Cleaning	BCEC Exclusive Services
<b>October 27</b>	Order Telephone	BCEC Exclusive Services
<b>October 27</b>	Order Electricity	BCEC Exclusive Services
<b>October 27</b>	Order Porter Service	BCEC Exclusive Services
<b>November 2</b>	Order Audio/Visual/Computer Equipment	Other Contractors
<b>November 6</b>	Freeman stops Accepting Advanced Freight	Decorator Services

## IMPORTANT INFORMATION

### SCHEDULE OVERVIEW

#### MOVE-IN DATES AND TIMES

**Sunday, November 15, Noon – 5:00PM**

**Sunday will be double time for union labor**

Exhibitors may move-in on **Monday, November 16, from 8am – 5pm** if you are shipping to the advance warehouse, direct shipping, or doing it yourself.

#### SHOW DATES AND TIMES

Tuesday, November 17<sup>th</sup> 11:00am – 6:00pm

Wednesday, November 18<sup>th</sup> 11:00am – 6:00pm

Thursday, November 19<sup>th</sup> 11:00am – 4:00pm

All exhibits must be completely set up by Monday, November 16<sup>th</sup> at 5:00 PM

(If you require additional time, please make arrangements with show management)

#### REGISTER ON SITE

Exhibitors Only – Monday, November 16<sup>th</sup> 8:00am – 5:00pm

Tuesday, November 17<sup>th</sup> 7:30am – 6:00pm

Wednesday, November 18<sup>th</sup> 7:30am – 6:00pm

Thursday, November 19<sup>th</sup> 7:30am – 4:00pm

#### MOVE-OUT DATES AND TIMES

Thursday, November 19<sup>th</sup> 4:15pm – Midnight

Friday, November 20<sup>th</sup> 8:00am – 2:00pm

No booth equipment may be removed from the premises until all aisle carpet has been rolled back, and then must be done in accordance with applicable security and exit procedures.

This schedule is firm. If you anticipate any problem adhering to this schedule, contact Rich Elskamp immediately at [relskamp@tradeshowmgmt.com](mailto:relskamp@tradeshowmgmt.com)

**NOTE:** Per BCEC policy, children under the age of 18 are not allowed on the exhibit hall floor or loading dock during move-in and move-out. There will be no exceptions. On show days, children under 16 are allowed on the show floor, but only if accompanied by an adult. If you should have any questions, please contact the BCEC at 617-954-2000.

## IMPORTANT INFORMATION

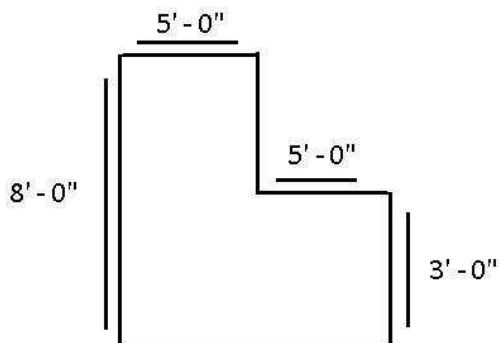
### THE EXHIBIT SPACE RENTAL INCLUDES:

- 8' high black and gray back drape, and 3' high black side drape (except for island booths)
- 6 Complimentary exhibitor personnel badges for every 100 square feet contracted.  
Additional badges are \$5 for each person registered with the exhibiting organization
- One-line, company identification sign (7" x 44")
- Complimentary marketing materials, to promote your participation at ABX
  - Invite your customers and prospects to visit your booth using the "Free Exhibit-Only Invitations" in PDF format and an e-mail template in the Exhibitor Portal.
  - [Downloadable Graphics and Banner Ads](#) to include in your e-mail signatures, web sites, and other digital marketing materials.
- Aisles will be tuxedo carpeted.
- Daily aisle cleaning
- General Exhibit Hall security coverage at entrances and exits.
- Discounted advertising rates in the show program

### BOOTH DESIGN

#### Standard or Linear Booths

All linear booths have one side exposed to an aisle. All back walls, including fixtures and signs, shall not be higher than eight feet (8'). All side panels and displays higher than four feet (4') shall not extend more than five feet (5') from the back wall. The remaining five feet (5') of your side panel or display shall not be higher than three feet (3'). This regulation is in place to ensure that your neighbor does not obstruct a reasonable line of sight into your booth.



## IMPORTANT INFORMATION

### DETAILED ON-SITE SCHEDULE

#### SUNDAY, NOVEMBER 15, 2015

12:00pm (noon)	Move-In Begins “Do-It Yourself” and direct shipments are accepted. Those “Do-It Yourself” exhibitors must adhere to scheduled load-in times. Exhibitors with outstanding show-related balances shall not be allowed access to the Exhibit Hall until all balances are paid in full.
5:00pm	Exhibit Hall closes for the night. All exhibitors must exit the hall. Loading dock closes for the night. Aisle carpet is laid. If you require additional time on Monday, please let show management know so that we can notify security.

#### MONDAY, NOVEMBER 16, 2015

8:00am	Move-In Begins “Do-It Yourself” and direct shipments are accepted. Those “Do-It Yourself” exhibitors must adhere to scheduled load in times. Exhibitors with outstanding show-related balances shall not be allowed access to the Exhibit Hall until all balances are paid in full.
5:00pm	Exhibit Hall closes for the night. All exhibitors must exit the hall. Loading dock closes for the night. Aisle is carpet laid. If you require additional time on Monday, please let show management know so that we can notify security.

#### TUESDAY, NOVEMBER 17, 2015

7:00am	Hall opens for exhibitor access.
7:30am – 6:00pm	Exhibitor and Attendee Registration opens. All Exhibitors must have badges to gain access to the show floor.
8:00am	ArchitectureBoston Expo 2015 seminar program begins.
10:30am	Show Management begins inspection of all booths to see if any are not capable of being set up in time for the show opening. All booths deemed not ready or able to be ready by 10:30am will be set up by Show Management at the exhibitor’s expense. All exhibitors must have checked in with Show Management by this time. Any exhibitor not reporting will not be allowed to exhibit.
11:00am	Exhibit Hall opens to attendees.
4:00pm – 6:00pm	Reception on the Exhibit Hall Floor.
6:00pm	Exhibit Hall closes. All exhibitors must exit the hall.
6:00pm	Opening Night Party (ABX Social)

## IMPORTANT INFORMATION

### DETAILED ON-SITE SCHEDULE

#### WEDNESDAY, NOVEMBER 18, 2015

7:30am – 6:00pm	Registration is open for exhibitors and attendees.
8:00am – 11:00am	Arrange for dismantling labor between 8:00am and 12:00 noon at the Freeman Decorating service desk. Make shipping arrangements at this time. Bills of lading and labels are available at the service desk. “Move-Out” labor must be ordered before 12:00 noon.
8:00am	ArchitectureBoston Expo 2015 seminar program begins.
10:00am	Exhibitors allowed to enter the Exhibit Hall.
11:00am	Exhibit Hall opens.
4:00pm – 6:00pm	Reception on the Exhibit Hall Floor.
6:00pm	Exhibit Hall closes.

#### THURSDAY, NOVEMBER 19, 2015

7:30am – 4:00pm	Registration is open for exhibitors and attendees.
8:00am	ArchitectureBoston Expo 2015 seminar program begins.
10:00am	Exhibitors allowed to enter the Exhibit Hall.
11:00am	Exhibit Hall opens.
4:00pm	ArchitectureBoston Expo 2015 Exhibit Hall officially closes.  <b><u>NO</u> part of any exhibit may be dismantled before 4:15pm. Violators will be penalized.</b>
4:15pm – 11:59pm	Move-Out begins, Do-It Yourself exit opens. <ul style="list-style-type: none"> <li>• Aisle carpet will be taken up.</li> <li>• No dollies shall be allowed in the Exhibit Hall prior to close of show.</li> <li>• No freight shall leave the Exhibit Hall until the official close of the show at 4:15pm.</li> <li>• Exhibitor’s entrance and exit shall be the same as during the set-up period, with the same rules and regulations in effect regarding loading trucks, rental vans, station wagons, cars, etc.</li> <li>• Freeman Decorating will deliver all empty exhibit containers to all booths before removing any exhibits from the floor.</li> <li>• Crates are returned to booths (approximately a 2-4 hour process). Packing and all containers should be confined to your booth area to avoid blocking the aisles. Pack all merchandise and label each piece appropriately before leaving.</li> <li>• Before leaving the show premises, exhibitors should be certain</li> </ul>



	that small package items have been loaded out. The drayage firm is not liable for the loss of small items left unattended in the booth.
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## IMPORTANT INFORMATION

### HOTEL INFORMATION

ABX has reserved a block of rooms at the following hotels, specifically for ABX attendees, exhibitors and presenters. To receive the ABX discounted rate, reservations must be made online using the dedicated links below or by calling their Reservations Department and asking for the **ABX/ArchitectureBoston Expo block**.

Rooms may sell out well before the hotel reservation deadline, so make your reservations early!

**HOUSING ALERT:** *ABX does not employ a housing agency. If you are contacted by any (such as Global Travel Partners), be aware that they are not affiliated with ABX or the Boston Society of Architects. This is a common scam that affects events nationwide, where "housing bureaus" offer to sell hotel rooms (that they do not have) at reduced rates to exhibitors and attendees -- leaving event-goers without a hotel room upon their arrival.*

*We advise you to never sign a housing contract or supply your credit card information to any company claiming to be offering travel or housing services for ABX. Please contact the hotels below directly for the best available rates.*

#### **Westin Boston Waterfront Hotel – Headquarter Hotel**

425 Summer Street

Boston, MA 02110

[Reserve online](#) or by calling 888-627-7115

Discounted Rate: \$265+ tax/night, Single or Double

Reservation Deadline: **October 21, 2015** at 5:00 PM EST

#### **Renaissance Boston Waterfront Hotel**

606 Congress Street

Boston, MA 02210

[Reserve online](#) or by calling 877-513-6305

Discounted Rate: \$269+ tax/night, Single or Double *(Rate includes complimentary in-room internet access)*

Reservation Deadline: **October 23, 2015** at 5:00 PM EST

#### **Hampton Inn & Suites - Crosstown Center**

811 Massachusetts Ave

Boston, MA 02218

[Reserve online](#) or by calling 617-445-6400

Discounted Rate: \$179+ tax/night, Single or Double *(Rate includes complimentary breakfast buffet and shuttle transportation to/from the BCEC daily. Shuttle schedule will be provided upon check-in.)*

Reservation Deadline: **October 14, 2015** at 5:00 PM EST

## IMPORTANT INFORMATION

### DIRECTIONS TO THE BCEC & PARKING

#### FROM Logan International Airport and Route 1A South:

Take I-90 West/Ted Williams Tunnel to Exit 25 "South Boston". At the top of the ramp, take a right onto Congress Street. Take the next right onto D Street. After the highway ramp, turn right onto Summer Street. The BCEC will be on your left.

#### FROM Western Massachusetts:

Take I-90 Eastbound to Exit 25 "South Boston". At the top of the ramp, take a right onto Congress Street. Take the next right onto D Street. After the highway ramp, turn right onto Summer Street. The BCEC will be on your left.

#### FROM points North via I-93:

Take I-93 South to Exit 20A "South Station." At the end of the ramp, take a left at signal, onto Summer Street at South Station. Follow Summer St. for approximately 1 mile, the BCEC will be on your right.

#### FROM points South via I-93:

Take I-93 North to Exit 20 "South Boston". Follow the signs to "I-90 East". Take the first tunnel exit to "South Boston". At the first set of lights, take a right onto Congress Street. Take the second right onto D Street. After the highway ramp, turn right onto Summer Street. The BCEC will be on your left.

## PARKING

### Valet Parking:

Valet parking (\$25) is available during most events. To access from Summer Street, turn onto East Side Drive and the valet area will be immediately on your right. We accept cash and all major credit cards.

### BCEC South Parking Lot:

To self-park (\$15), from Summer Street, turn onto East Side Drive, drive past the valet area, and continue straight along the side of the building. At the end of the building, make a right and go down the ramp. At the bottom of the ramp, turn left and you will see the entrance to the South Parking lot in front of you.

[Commercial Vehicle Directions/Loading Dock Map](#)

[Non-Commercial Vehicle Directions/Loading Dock Map](#)

### Alternate Parking:

In the event that onsite parking has reached capacity, additional parking may be available at either the Boston Marine Industrial Park (BMIP) or lots on the Waterfront. All alternate parking lots are on a first come first serve basis and are within walking distance of the BCEC. Click here to download Alternate Parking Lot Map, Rates and Walking Directions. [Alternate Parking Lot Map](#)

## **IMPORTANT INFORMATION**

### **EXHIBITOR SERVICE DESK**

For your convenience, an Exhibitor Service Contractors Desk operates throughout installation, show hours, and move-out. Please refer to the Quick Fact Sheet in the Decorator Services section for exact hours. Experienced personnel are on hand during these times to answer questions and assist exhibitors with their orders. The Exhibitor Service Desk is located in the exhibit hall.

We cannot overstate the importance to you that you order all of your requirements from all contractors before their advance order-deadlines. This is the only way the contractors can efficiently serve all exhibitors in the short time allotted.

Additionally, it saves you money and avoids any out-of-stock crises.

### **IMPORTANT SALES TAX INFORMATION**

#### **OBLIGATION OF TRADE SHOW VENDORS TO COLLECT SALES/USE TAX**

The Commonwealth of Massachusetts, Department of Revenue, requires each exhibitor to be registered as a vendor. Per the Commonwealth, any vendor, "engaged in business in Massachusetts" must register and collect sales/use tax on property that its customers purchase for use in Massachusetts, regardless of where their inventory is located ( inside or outside of the state). A vendor is considered to be "engaged in business in Massachusetts" if the vendor solicits orders at trade shows held in Massachusetts for more than three days in one year.

If you have any questions regarding the above, please contact: The Department of Revenue Customer Service Bureau, 200 Arlington Street, Chelsea, MA 02150 617-887-6367 Please be advised that, ArchitectureBoston Expo cannot be responsible for any vendor who is not registered with the Massachusetts Department of Revenue or who may be delinquent with prior taxes.

### **INSURANCE / LIABILITY**

All exhibitors must carry: a) Workers' Compensation in compliance with statutory requirements, b) Comprehensive General Liability in the amount of \$1,000,000 per occurrence and \$2,000,000 in the aggregate, including products and completed operations, independent contractors personal injury and blanket contractual liability, c) Auto Liability in the amount of \$1,000,000 per occurrence and in the aggregate when automobiles will be used on the premises.

# IMPORTANT INFORMATION

## EXHIBITOR PORTAL

[The Exhibitor Portal](#) is your one-stop location for registering your booth staff, accessing the exhibitor manual, updating your directory listing, and inviting your customers via email or social media. Please contact Rich Elskamp at 508-790-4751 or [relskamp@tradeshowmgmt.com](mailto:relskamp@tradeshowmgmt.com) if you cannot locate your user name and password.

## EXHIBITOR REGISTRATION

At all times during show operation, all exhibitor personnel and independent contractors are required to wear ABX badges. Please register all of your booth staff in advance, using the Exhibitor Registration link in the Exhibitor Portal. No phone orders are accepted.

Exhibitors are allotted six free badges for every 100 square feet of rented space. Each exhibitor badge beyond the allocated amount is available at \$5 per badge. Exhibitor badges will not be mailed. Each exhibitor registered will receive an e-mail confirmation. Please print the confirmation and present it onsite to have your badge(s) printed.

There may be a delay in picking up your badges prior to the show opening on Tuesday morning. Avoid the lines and save time by picking up your badges on Monday.

For security purposes, do not use exhibitor badges for anyone other than personnel staffing your booth. Please send the "Free Exhibit Only Pass" via email to invite your customers.

**NOTE:** Per BCEC policy, children under the age of 18 are not allowed on the exhibit hall floor or loading dock during move-in and move-out. There will be no exceptions. On show days, children under 16 are allowed on the show floor, but only if accompanied by an adult. If you should have any questions, please contact the BCEC at 617-954-2000.

### ABX Registration Desk Hours:

Tuesday, November 17, 7:30am – 6:00pm

Wednesday, November 18, 7:30am – 6:00pm

Thursday, November 19, 7:30am – 4:00pm

## WORKSHOP AND SPECIAL EVENT REGISTRATION

In addition to full access to the exhibit floor, exhibitors may purchase workshop packages and tickets to the ABX Social on Tuesday evening. A complete listing of available workshops packages is available on our website at <http://abexpo.com/register/pricing/>

## FREE MARKETING MATERIALS

Never underestimate the importance of pre-show marketing! Did you know that 70% of trade show attendees plan which booths to visit, before they even arrive at the show? And that the number of booth visitors converted to qualified leads rose 50% when a pre-show promotion was used?

(Source: <https://www.handshake.com/blog/trade-show-marketing-show/>)

**Exhibitor Invites:** Increase your ROI by using the online exhibitor invitation tools located in the Exhibitor Portal. These tools make it quick and easy for you to invite your best customers and hottest prospects. Attendees who register via these methods will receive a FREE Exhibit hall pass (\$15 value), compliments of your company. Once your clients have registered, **you will have real-time access to a list of these registrations** -- allowing you to set appointments, offer show specials, and start qualifying your leads!

**Banner Download:** Download ABX banner ads or buttons to use on your website, in your email signatures, and in your digital marketing campaigns. Please visit our [Download Graphics](#) page, click the image in the size you prefer and right click to save. Make sure to link the logo back to <http://www.abexpo.com/>.

## IMPORTANT INFORMATION

### CONTACTS

#### SHOW OPERATIONS AND MANAGEMENT

All questions regarding event policies, regulations, timing, display limitations, and show rules and regulations, in general, should be directed to Rich Elskamp at 508-790-4751 or [relskamp@tradeshowmgmt.com](mailto:relskamp@tradeshowmgmt.com).

#### BOOTH SALES, RELOCATION, ADVERTISING, SPONSORSHIPS

Any questions regarding additional booth sales or location of booths should be directed to Brian Keefe at 781-335-4072 or [bkeefe@tradeshowmgmt.com](mailto:bkeefe@tradeshowmgmt.com).

#### OFFICIAL SHOW CONTRACTORS

All questions or instructions regarding shipping, storage, labor, utilities, furniture, carpet, special decorations, audio/visual equipment, floral needs, etc., should be directed to these Official Show Contractors:

<p><b>General Services Contractor</b></p> <p><b>Freeman Decorating</b> 275 Bodwell Street Avon, MA 02322 <b>Phone:</b> 508-894-5100 <b>Fax:</b> 469-621-5608 <a href="mailto:FreemanBostonES@freemanco.com">FreemanBostonES@freemanco.com</a></p>	<p><b>Telephone, Internet, Electrical, Plumbing , Security and Exhibitor Parking Passes</b></p> <p><b>Massachusetts Convention Center Authority Exhibitor Services</b> 415 Summer Street Boston, MA 02210 <b>Phone:</b> 617-954-2230 <a href="mailto:exhibitorservices@massconvention.com">exhibitorservices@massconvention.com</a></p>
<p><b>Audio/Visual Services and Computer Rental</b></p> <p><b>SmartSource</b> <b>Phone:</b> 800-955-5171 <b>Fax:</b> 972-692-7815 <a href="mailto:exhibitorsales@smartsourcerentals.com">exhibitorsales@smartsourcerentals.com</a></p>	<p><b>Lead Retrieval (Xpress Connect)</b></p> <p><b>Convention Data Services CDS</b> 107 Watertown Road Bourne, MA 02532 <b>Phone:</b> 800-746-9734 or 508-743-0186 <a href="mailto:XPressLeadPro@cdsreg.com">XPressLeadPro@cdsreg.com</a></p>
<p><b>Booth Catering</b></p> <p><b>Levy Restaurants</b> c/o Boston Convention &amp; Exhibition Center 415 Summer Street Boston, MA 02210 <b>Phone:</b> 617-954-2812</p>	<p><b>Plant Rental Services</b></p> <p><b>Coady Florist</b> 1540 Cambridge Street Cambridge, MA 02139 <b>Phone:</b> 617-547-9096 <a href="mailto:danflowerman@aol.com">danflowerman@aol.com</a></p>

# RULES GOVERNING ABX 2015

## Peninsula Booths

A peninsula booth is exposed to aisles on three sides. There are 2 types of peninsula booths:

- (a) One which backs up to a linear booth and
- (b) One which backs up to another peninsula booth and is sometimes referred to as a "Split Island Booth"

When a peninsula booth backs up to two linear booths, the back wall is restricted to four feet (4') high within five feet (5') of each aisle, permitting reasonable line of sight for the adjoining linear booths. Sixteen feet (16') is the maximum height allowed, including ground supported signage, and for the center portion of the back wall provided prior written approval is given by show management, in writing, no later than October 19, 2015.

When a peninsula booth abuts another peninsula booth and the back wall of your display is higher than 8 feet, the side of the wall facing the neighboring exhibitor must be finished and cannot contain graphics or logos.

Hanging signs are permitted above peninsula booths to a maximum height of 16 feet provided prior written approval is given by show management, in writing, no later than October 19, 2015.

## Island Booths

An island booth is any size booth exposed to aisles on all four sides.

There is no 8' high pipe and drape provided for island booths. Walls may be installed in any portion of the booth, however at least 75% of the perimeter area must be left open. Walls must be finished on all sides so as not to be unsightly to neighboring exhibitors and delegates. Those not satisfactory in the opinion of Show Management will be made correct at the discretion of Show Management with all expenses for such work being charged directly to the exhibitor.

Hanging signs are permitted above island booths to a maximum height of 16 feet from the ground to the top of the sign provided prior written approval is given by show management in writing, no later than October 19, 2015.

## (NEW) Aisle Sign Height

All aisle signs hung by the decorator will be hung so that the bottom on the aisle sign is at a height of 26 feet from the exhibit floor. If an exhibit is higher than 12 feet and interferes with any aisle sign, the exhibitor will be asked to remove any obstruction unless prior written permission is granted by Show Management for an exhibit-height exception.

## \*\*Exposed Ends\*\*

The side of any display cabinet or structure which is visible from an aisle or adjacent exhibitors Booth must be finished or suitably decorated at the expense of the exhibitor erecting or installing such display. Those not satisfactory in the opinion of Show Management will be made correct at the discretion of Show Management with all expenses for such work being charged directly to the exhibitor.

## Support

Displays must be self-supporting. Tape, nails and screws are not permitted in building floors and walls.

## **RULES GOVERNING ABX 2015**

### **Fireproofing**

All displays or exhibited materials must be fireproofed to conform to federal, state, and city fire laws. Bring certificates of proof to the show.

### **Wiring**

All wiring on booths or display fixtures must meet Underwriters Laboratory (UL) rules and local fire department regulations (3-wire only). This applies to all booth construction and electronics equipment. Be sure these specifications are met before sending your display to the exhibit.

### **Hazards**

All hazardous items used in displays must be properly safeguarded, protected, registered, or avoided in accord with applicable city, state, and federal regulations. Hazardous items that would typically fall under this requirement include but are not restricted to the following:

- Evacuated containers or components
- Radioactive material
- X-ray producing equipment
- Particle accelerators
- Inflammable and explosive material

### **Allowable Space**

Displays must be wholly confined within exhibitor's booth and must not obstruct the clear view of nearby exhibits, wall-mounted fire apparatus, or exits. This will be strictly enforced.

Space has been provided behind many booths for show service personnel and for ease in getting to the rear of displays. It may not be used by exhibitors for the storage of pamphlets, boxes, briefcases, instruments or any other items. Nor may booth structure or equipment extend into it.

### **Aisle and Booth Carpet**

When an exhibitor or organized group of exhibitors occupies four facing booth units across any aisle, the exhibitor cannot carpet the aisle between the booths for purposes of display identification and continuity. The original aisle dimensions must be maintained, as far as exhibit material or products are concerned and, to prevent tripping, the edges of carpeting in the aisles must be taped down by the exhibitor. Because this is a design oriented audience, all booth spaces are required to finish/cover the existing hall floor with carpet, tile, rugs etc.

### **Subletting**

No exhibitor may assign, sublet, or apportion any exhibit space, except under unusual circumstances, and then only with the written approval of show management.

### **Lighting**

The light level in the BCEC will be maintained at 125 candles. The use of flashing or rotating lights (strobe lights, beacons, etc.) in an exhibit is prohibited because such lights are visible outside the booth area. Booth lighting must not interfere with exhibits or personnel in nearby areas.

# RULES GOVERNING ABX 2015

## Note

Any displays not conforming to the ArchitectureBoston Expo 2015 exhibit specifications must be approved by Show Management in writing prior, to October 19, 2015. Fire Department inspectors have the authority to delay opening of the Show if these spaces are misused. Should an exhibitor anticipate a storage problem, he or she should contact Show Management well in advance. Items found in violation of this rule will be removed and stored at the owner's expense.

## Exhibiting Personnel

With the exception of convenience help who are official contractors authorized by Show Management, such as receptionists or professional product demonstrators, all booth personnel must be regular employees of the company, or its representatives, who are fully capable of explaining the products or processes on display. The appearance and decorum of booth personnel must reflect good taste and be consistent with the high aims of ArchitectureBoston Expo 2015. ***Per BCEC policy, no children under the age of 16 will be permitted into the exhibit areas or seminar rooms at any time.***

## Congestion

No exhibitor may engage in any activity or employ any individual or device, which tends to create unreasonable congestion in the aisles.

## Outside Promotion

No exhibitor may advertise or promote any outside activity, such as an open house away from the exhibit hall, if the activity is scheduled during the hours the exhibit hall is open.

## Booth Activities

Exhibitors wishing to incorporate audience-gathering demonstrations or audience-participation activities must submit their plans to Show Management, in writing, at least 30 days in advance of the show (no later than October 19, 2015). Show Management reserves the right to prohibit any activity, which, in its sole opinion, is not in keeping with the character or best interests of the show.

All activities by exhibitor, or other, must be confined within exhibit areas or demonstration rooms. Sufficient space must be provided within the limits of the exhibit area and so arranged that persons watching demonstrations and other exhibit activities are contained within the area, rather than in the aisle. In general, plans for activities involving an audience in front of a narrator or performer, or use of mobile robots, must have written approval from Show Management.

It is strictly against the rules for any person or any group to distribute literature, or carry signs or posters, or display materials or signs in the aisles, restaurants, lounges, or registration areas. Any material left in these areas will be discarded.



## **RULES GOVERNING ABX 2015**

### **Distribution of Souvenirs and Samples**

Any distribution of souvenirs, samples, or prizes must be conducted entirely within the exhibitor's designated booth space.

No articles of clothing, hats or other head coverings, self-adhesive badges, noise-making devices or anything not in keeping with the character and standards of ABX may be distributed by an exhibitor unless approved in writing by Show Management in writing prior, to October 19, 2015.

In all cases, exhibitors planning give-aways of any nature must make arrangements, well in advance, with Show Management, which reserves the right to prohibit the distribution of anything which, in its opinion, is not in keeping with the character of the show nor in the best interests of the attendees and other exhibitors. Drawings for prizes may be conducted only during the last 15 minutes of each show day.

### **Recruiting Policy**

Show Management is opposed to overt employment recruiting in association with any of the functions or facilities related to the exhibit, conferences and meetings, social events, or other activities of the show. Exhibitors may not distribute announcements, invitations, or other recruiting literature in these areas.

### **Sounds in Exhibits**

Public-address systems, sound projectors, tape decks and other sound-producing and/or amplifying devices may be used in booths, provided they meet applicable safety regulations, are installed in a workmanlike manner, and do not create a distraction. Use of a compressor-limiter in public address equipment is encouraged to assure adherence to this rule. Some sound systems may require an electrical operator provided by the official show contractor.

### **Moving Displays**

Moving displays, motion pictures, slides, films, television screens, oscillographs, etc., may be operated when positioned so as not to attract or create a crowd in the aisles or in an adjacent booth or another exhibit. Some projection equipment may require a projectionist provided by the official show contractor.

### **Dismantling**

In deference to show visitors, no exhibitor may begin dismantling until closing time. Violation may prohibit you from exhibiting in future ABX shows. No booth equipment may be removed from the premises until all aisle carpet has been rolled back, and then must be done in accordance with applicable security and exit procedures.

### **Union Jurisdiction**

The services provided to exhibitors and those contracted for by exhibitors during the show are under union jurisdiction. All official contractors assigned by Show Management are subject to union regulations. Exhibitors are requested to comply with union requirements.

# RULES GOVERNING ABX 2015

## Non-Official Contractors

Exhibitors desiring to use service contractors other than those appointed by Show Management, as “official contractors” must obtain advance written approval from Show Management.

The exhibitor or the contractor must present a written request, no later than October 19, 2015. This request should include the name and address of the contractor, name of the supervisor to be in attendance, a certificate of insurance, and a statement that the contractor will comply with all rules and regulations of the show or will forfeit his or her company’s access to the floor.

## Package Removal During Show

No units of an exhibit, or packages, may be removed from the exhibit hall during the show without a written pass supplied by Show Management, and supported by proper credentials. All packages, briefcases, etc. are subject to examination before removal.

## Signage

Absolutely no signs or graphics may be placed outside the area of the booth. No signs or graphics may be placed on posts or pillars in or adjacent to standard booths occupied by exhibitors or on carpeted areas of the aisles beyond the standard booth limits. No materials may be placed on any surface of the building including pillars. Any damage caused by violation of this rule will be charged to the exhibitor whose material is found in violation whether or not the material was placed in violation by the exhibitor himself.

## Booth Identification Sign

To maintain consistent show graphics, ABX provides each exhibitor with one free 7" x 44" identification sign (white with black lettering) with your company name and location on it. This sign will be on your booth(s) when you arrive. Any changes that you wish to make on the free booth sign must be submitted in writing to ArchitectureBoston Expo 2015 **no later** than October 19, 2015. No free changes will be allowed after that date.

## Cross-Aisle Header

When a single exhibitor occupies a minimum of four (4) facing booth units, permission may be granted to use a cross-aisle header. For each additional pair of cross-aisle booths, applications may be made for additional headers. The following stipulations will apply:

- The exhibitor must obtain written permission from ABX before October 19, 2015.
- The header shall be no greater in vertical dimension than 24" nor wider than the aisle.
- The top of the header may not exceed 12' above floor level.
- The bottom of the header may not be lower than 8' above floor level.
- The header must be set a minimum of 5' from the end of the display that adjoins a non-related exhibitor.

## **RULES GOVERNING ABX 2015**

### **Signs Hung Overhead within Booth Space**

Hanging signs are permitted in the BCEC after the request is approved by Show Management. If you wish to hang a sign, send a letter to ArchitectureBoston Expo 2015 listing:

- Size of sign
- Weight
- Number of signs
- Special cables or connectors required

All requests to hang signs must be received by October 19, 2015. Show management will notify you if we are unable to approve your sign.

The official rigging service contractor, JCALPRO, must install all signs that hang from the ceiling. Signs must be hung prior to the installation of your booth. If you want to hang a sign, we recommend that you ship it to the Freeman warehouse in order to expedite its installation.

In order to give additional identification to exhibits, signs may be placed above the 8' level of the booth, according to the following specifications:

- Signs must not exceed the perimeter of your rental booth space.
- One sign may be displayed by an exhibitor for each 10' of booth space along an aisle.
- The top of any sign may not exceed 12' above floor level and the bottom must be above the 8' level.
- The sign must be located at least 3' from the perimeter of the booth - that is, 3' from the neighboring booth and 3' back from the front boundary of your booth.
- The sign may be lighted, two-faced, and may rotate. However, supporting structures must be such that they follow generally accepted safety and building code rules.
- When a sign exceeds the 8' level and is visible to those viewing booths in the aisles behind it, the rear of the sign must be covered or finished so as to not detract from those booths behind it.

### **Additional Signage**

Should you wish to order specific cardboard signs other than those provided, you must complete the sign order form in the Decorator Services Section and return it to Freeman no later than October 19, 2015.

Show Management must approve all additional signs prior to installation at the show to avoid significant divergence from our graphic standards.

# RULES GOVERNING ABX 2015

## CONVENTION CENTER FIRE SAFETY REGULATIONS

### Fire Safety

This section of the BCEC Event Planning Guide's Public Safety provisions adheres to National Fire Protection Association (NFPA) rules and the City of Boston (COB) Fire Code.

### Fire Safety Equipment

Fire extinguishers are located on each of the support columns in the exhibit hall area and on the perimeter walls. All brackets are 40 inches (102 cm) from the floor. Support column fire extinguishers are primarily mounted on the northwest quadrant. Fire extinguishers on the support columns along the north end of Hall A, and those on the south side of the air walls, are mounted on the southwest quadrant. 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 emergency exits, fire extinguishers, fire pull stations, fire department value boxes and fire alarm flashers 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. Fire Safety Limitations The following limitations apply to all exhibits located in the exhibition halls in the BCEC:

1. The following items are fire-hazards and are prohibited for use in the BCEC:
  - Compressed flammable gases (Exception: Butane for cooking purposes with prior approval of the MCCA Public Safety Department). Quantity inside the BCEC is limited to two (2) 1-pound UL approved canisters per cooking device; one canister in use and attached to the cooking device and one spare canister. You may make arrangements with the BCEC Public Safety Department for on-site exterior storage of any additional canisters. You are required to have a 20 lbs. ABC fire extinguisher for your display when using butane.)
  - Pyrotechnics, flammable/combustible liquids, hazardous chemicals/materials, blasting agents and explosives □ Untreated Christmas trees, cut evergreens or similar trees □ Fireplace logs, charcoal and similar materials □ Untreated mulch and Spanish moss or similar vegetation □ Untreated hay or straw
2. The following shall be protected by automatic fire extinguishing systems:
  - Single-level exhibit booths exceeding 300 square feet (28 square meters) and covered by a ceiling.
  - Each level of a multi-level exhibit, including the uppermost level where the uppermost level is covered by a ceiling.
  - Any home or house constructed within the exhibit hall must also include smoke/fire alarms and a 10 lb. ABC fire extinguisher on each level.
3. 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). The Boston Fire Department prohibits the use of fabric as a display ceiling or covering.
4. 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).
5. Any interior finish, either permanent or temporary, will be required to meet the requirements of the Massachusetts State Building Code.

# RULES GOVERNING ABX 2015

## CONVENTION CENTER FIRE SAFETY REGULATIONS

### Fire Safety Equipment

6. Open flame devices may be permitted when they are a necessary part of the exhibit. 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 20 lb. ABC fire extinguisher present within the exhibit.
7. Candles are permitted so long as the flame from the candle does not exceed the height of the required fire safe enclosure, which is usually made of glass or other non-combustible material. Candles can be placed on tables only. Candles cannot be placed on any shelving, window ledges or sills, or any other place where the candle and its encasement could fall and cause injury and or fire. Use of candelabras and other such arrangements are prohibited. Candles cannot be placed on, in, or near the same area with other combustibles, such as dried flower arrangements, confetti, etc. All candles and required encasements to be used must be approved by the MCCA Public Safety Department at least 60 days prior to the date of their intended use. The exhibitor is required to have a 10 lb. ABC fire extinguisher readily accessible within the exhibit.
8. Any vehicle or apparatus which has a fuel tank and is part of a display is required to be equipped with a locking (or taped) gas cap and contain no more than three (3) gallons of fuel, or 1/8 tank, whichever is less; at least one (1) battery cable used to start the engine must be disconnected and the end of the disconnected battery cable taped; vehicles shall not be moved during exhibit hours. Fueling or defueling of vehicles is prohibited. 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.
9. 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 and submitted to the Boston Fire Department Chemist for approval. Material that cannot be treated for flame retardancy shall not be used.
10. All tent 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. Additionally, exhibitors must have the manufacturer documentation available for on-site inspection. Open flame, cooking or other sources of heat are prohibited under any tent, canopy or tarp. The exhibitor is required to have a 10 lb. ABC fire extinguisher readily accessible within the exhibit. Individual exhibitor tents, canopies or tarps, exceeding 300 square feet (28 square meters) shall be protected by automatic fire extinguishing systems. A single exhibit or group of exhibits covered by a tent, canopy or tarp that do not require sprinklers shall be separated by a distance not less than 10 feet (3050 mm) where the aggregate ceiling exceeds 300 square feet (28 square meters). Tents exceeding 400 square feet (37 square meters) require a tent permit from the Boston Fire Department.
11. The GSC or individual exhibitor must have on-site a copy of the Certificate of Flame Resistance for all floor covering. The Boston Fire Department prohibits the use of carpet on walls, ceilings, seating products or as decorative material.

# RULES GOVERNING ABX 2015

## CONVENTION CENTER FIRE SAFETY REGULATIONS

### Fire Safety Equipment

12. The hanging or rigging of signs, displays or banners, etc. shall not interfere with the building fire sprinkler system. Rigged items shall not exceed 300 square feet in surface area in a horizontal plane, nor be more than a 15 degree angle from a vertical plane relative to the exhibit hall floor.
13. Exhibitors are prohibited from covering displays with drop cloths, sheets, table cloths or other non-flame resistant material.
14. 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.

### 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,  $\frac{3}{8}$  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.

The City of Boston Fire Code prohibits the use of:

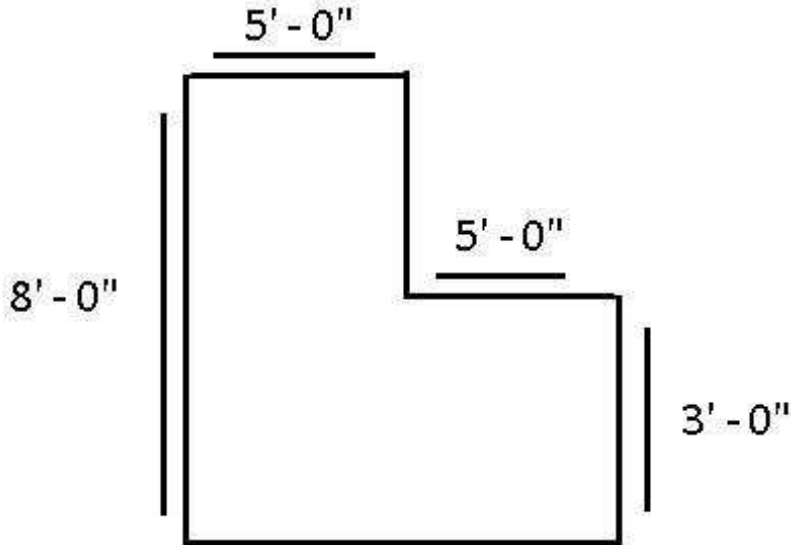
- Fabric attached to a ceiling or used to cover any portion of an exhibit.
- Carpet on ceilings, walls, seating products, or as decorative material.

# RULES GOVERNING ABX 2015

## BOOTH DESIGN

### Standard or Linear Booths

All linear booths have one side exposed to an aisle. All back walls, including fixtures and signs, shall not be higher than eight feet (8'). All side panels and displays higher than four feet (4') shall not extend more than five feet (5') from the back wall. The remaining five feet (5') of your side panel or display shall not be higher than three feet (3'). This regulation is in place to ensure that your neighbor does not obstruct a reasonable line of sight into your booth.



These rules and regulations governing ArchitectureBoston Expo 2015 supplement the contract for space and they have been established for the protection of everyone. The word "management" as used herein shall mean officers, employees, or contractors acting with authority of ArchitectureBoston Expo 2015 Show Management.

Show Management reserves the right to amend these rules and regulations or to make additions thereto at any time. Under unusual circumstances, and at its own discretion, Show Management may also make specific exceptions to or changes in, the rules without necessarily establishing a precedent or applying the modification beyond the specific case involved.

Show Management shall have final authority to interpret these rules and their application.

## MOVE-IN AND MOVE-OUT INFORMATION

Move-In for ArchitectureBoston Expo is based on a very tight schedule. We have tried to simplify the process as much as possible to avoid any confusion. Our move-in times are based on the type of move-in you will be doing.

There are three ways in which your exhibit materials may arrive at ArchitectureBoston Expo:

- Direct ship to show – shipments should be scheduled to arrive on Sunday, November 15, 2015 (double time) or Monday, November 16, 2015 (straight time).
- Advance ship to warehouse – freight will be accepted at the Freeman warehouse beginning Tuesday, October 20, 2015. After November 6, 2015, materials will receive an additional late charge.
- Do-it Yourself delivery to show site – SHOW MANAGEMENT RECOMMENDS THIS WHENEVER POSSIBLE.

Once you have decided how you will ship your exhibit materials please be sure to read the material handling information in great detail. PLEASE NOTE: ANY EXHIBIT OR DISPLAY ARRIVING IN A TRUCK OVER 24' IN LENGTH WILL BECOME THE JURISDICTION OF LOCAL 25, AND MUST BE UNLOADED BY MEMBERS OF THAT UNION. Details on this can be found on the Labor Jurisdiction sheet located in the Decorator Services section of the service manual.

While these work rules may allow some industrious individuals to take on their own material handling, please carefully consider all the work involved. After unloading your materials at the dock, you must immediately remove your vehicle to the parking lot since other exhibitors will be waiting.

Once you have set up your booth and unpacked your materials, fire regulations are strictly enforced and will not permit the storage of your packing materials and cartons in your booth. Therefore, you may have to retrieve your vehicle to take your packing materials back out of the building. Arrangements can be made to store your packing materials with Freeman for a fee. At the conclusion of the show, this whole process must be reversed if you choose to do your own material-handling.

In choosing to perform your own drayage services, you will assume all liability for work-related injuries resulting from your work on the loading dock, which has dangerous equipment operating in close quarters. If, however, you choose to use Freeman, its drayage charge covers: the unloading of your vehicle; delivery of your material to your booth; removal of empties from the floor; return of empties at the conclusion of the show; pickup of repacked materials at your booth and reloading your vehicle.



## MOVE-IN AND MOVE-OUT INFORMATION

### FOR ADVANCE SHIP TO THE WAREHOUSE

- Your delivery can arrive at the warehouse beginning Tuesday October 20 2015. The warehouse shipping address is:

ArchitectureBoston Expo  
Exhibiting Company Name/ Booth # \_\_\_\_\_  
C/O Freeman  
25 Doherty Ave  
Avon, MA 02322

All labor needed must be ordered through Freeman. Please refer to the Display Labor Order Form in the Decorator Services section of this manual.

### FOR DIRECT SHIP TO SHOW SITE

- Ship your materials to the Boston Convention & Exhibition Center (BCEC) C/O Freeman.
- Shipments should be scheduled to arrive on Sunday November 15, 2015 (double time) or Monday, November 16, 2015, (straight time).

If you are shipping your booth direct to show site for arrival on Sunday, November 15, 2015 (double time) or Monday, November 16, 2015 (straight time), please be advised that shipments will be accepted on a first-come, first-served basis. The show site shipping address is:

ArchitectureBoston Expo  
Exhibiting Company Name Booth # \_\_\_\_\_  
C/O Freeman  
**Boston Convention & Exhibition Center**  
415 Summer Street  
Boston, MA 02210

## MOVE-IN AND MOVE-OUT INFORMATION FOR 2015

### FOR "DO-IT YOURSELF" EXHIBITS ONLY

- Your shipment must arrive in a private vehicle — automobile, company truck, rental van, etc. (any truck over 24' will be unloaded by local #25 and becomes a direct ship).
- Park at the POV area along the fence at the BCEC.
- You must be able to complete your delivery with only the use of non-mechanical equipment. No fork trucks, pallet jacks, or mechanized lift gates may be used by anyone other than the official drayage contractor, Freeman.
- You will be using full-time employees of the exhibiting company.
- Do-It Yourself Exhibitors may move-in to the exhibit hall on Sunday, November 15, 2015 Noon -5:00pm and Monday, November 16, 2015 – 8:00AM - 5:00PM.
- Exhibitors may perform their own drayage provided they use their own full-time employees and their own handling equipment, which is limited to basic mover's dollies, two-wheeled hand trucks and four wheeled flat trucks, which are hand-operated to move exhibit material from the loading dock to the booth.
- If you will be using a company truck and you fit into all other criteria to be a do- it yourself exhibitor however you require a loading dock, please see one of the ArchitectureBoston Expo representatives at the do-it yourself loading dock. Someone capable of driving your vehicle must remain with it at all times while it is in front of the "Do-It Yourself" entrance. Unattended vehicles will be ticketed and towed at the owner's expense. Allow adequate time to ensure that your space is show ready by 6:00 pm on Monday. There will be no refunds or exceptions for any un-set booths.
- All empty crates must be stored off the premises. If you wish to store your empties on site, see Freeman and arrangements can be made for a storage fee that will include pick-up and delivery. There will be a fee for this service.

### Move-Out Instructions

Move-Out will begin at 4:15PM on Thursday, November 19, 2015. Please note that exhibitors are expected to stay in their booths until the show is closed and the attendees have had an opportunity to leave the floor. Move-Out is a very busy time on the show floor and can be very frustrating if you are trying to be the first one out of the hall. With the show closing earlier this year we would like to help you plan the most convenient move-out for your booth. Once the show has closed, you may begin the tear down process. There will be show management representatives near the dock who can help you once your booth is completely packed and brought over to this area.

## SECURITY

As at past shows, security will be as tight as possible for your protection. We ask that you honor all security rules, which have been created to assure that your property is not lost or damaged. Please understand that our security emphasis is to protect you and your property. Communicate these rules to your entire staff.

A 24-hour security service is provided to prevent entry to exhibit areas by anyone not authorized by Show Management or not wearing proper badges for admission to such areas. The security service does not guarantee exhibitors against loss. Neither does it imply an assumption of liability for exhibitors' property by Show Management. Any exhibitor wanting to stay in the hall after published hours must hire a security guard directed by Show Management to keep such exhibitor and exhibitor staff in their own booth space to prevent unauthorized "wandering" into other exhibitors' booths.

In general, security will work as follows:

- No luggage whatsoever will be allowed in the exhibit space during the entire show operation. There will be a coat check area provided.
- Security pass forms on all material will be used to minimize the potential for inappropriate removal of exhibitor materials.
- Access to exhibit space is strictly prohibited once the space is closed for the night by Show Management (see schedule of events).
- Show badges must be worn at all times by your staff to gain entry to the exhibit space.
- Work badges are only valid for set-up and break-down of your exhibit.
- Show Management reserves the right to inspect any package, box, handbag, or other means of conveyance leaving or entering the show at any time. Anyone not allowing such inspection will not be allowed to remove uninspected property from the hall until all other exhibitors have left.
- During break-down, all items are subject to security search. Anyone refusing to allow an item to be searched upon request will be required to leave that item in the hall until all other exhibitors have left and no claims for missing property have been received. Move-in and move-out are particularly vulnerable times which can result in inadvertent mixing of exhibitors' belongings as well as actual pilferage.
- Be sure to safeguard your exhibit materials and check your own insurance coverage. Turning in your bill-of-lading to the official contractor during move-out does not relieve you of the responsibility for your belongings.
- Neither Show Management nor any contractor is able to assure total security of your property on the show floor if unsupervised during move-in or move-out. At move-out, specific arrangements should be made to package, or place under lock and key, any item of extremely high value, and especially any items of general interest such as small instruments, walkie-talkies, high-fidelity equipment, projectors, etc.

# EXHIBITOR APPOINTED CONTRACTOR (EAC)

## NOTIFICATION FORM

### Save Time - [Complete the Form Online](#)

In the best interest of the exhibitors, ArchitectureBoston Expo has selected Freeman as the Official General Service Contractor. If you, the exhibitor, have contracted with any firm other than those appointed by ArchitectureBoston Expo, you must complete and return this form no later than 4:30 pm Monday, November 16, 2015. In addition, it is your responsibility to inform your contractor of the rules governing exhibitor appointed contractors.

EAC's are required to provide a certificate of insurance showing minimum liability of \$1,000,000 per occurrence and \$2,000,000 in the aggregate, including products and completed operations, independent contractors personal injury and blanket contractual liability; Auto Liability in the amount of \$1,000,000 per occurrence and in the aggregate when automobiles will be used on the premises.

It is a requirement that all exhibitors shall provide Show Management with a certificate of insurance naming ArchitectureBoston Expo, The Boston Convention & Exhibition Center (BCEC), The Boston Society of Architects and their directing officers, employees and agents, as additional insured against any and all liabilities, costs, damages, and expenses (including attorneys' fees) resulting from claims against the exhibitor in connection with the exhibitor's use ArchitectureBoston Expo display space and/or other participation and investment in ArchitectureBoston Expo. The certificate must specify coverage for move-in and move-out as well as for show days (November 17-19, 2015).

EAC's must have all business licenses, work permits and insurance required by local, State and City governments and Facility Management before beginning work, and be able to provide Show Management with evidence of compliance.

Exhibiting Company: \_\_\_\_\_

Exhibit Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Booth Number: \_\_\_\_\_

EAC Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Services provided by Contractor: \_\_\_\_\_

Exhibitor Signature Only X: \_\_\_\_\_

**Please mail or fax to:**  
**ArchitectureBoston Expo, Attn: Rich Elskamp,**  
**1645 Falmouth Road, Ste 1A, Centerville, MA 02632**  
**Phone: 508-568-1960 Fax: 508-790-4750 Email: [relskamp@tradeshowsmgmt.com](mailto:relskamp@tradeshowsmgmt.com)**

## **EXHIBITOR APPOINTED CONTRACTOR (EAC)**

### **MCCA (BCEC) EXHIBITOR SERVICES FORMS ARE AVAILABLE ONLINE IN THE FREEMAN PORTAL**

#### **ELECTRICITY -**

The Boston Convention & Exhibition Center (BCEC) is the exclusive electrical contractor in the Exhibition and Conference Center. As the exclusive provider of general electrical services, the BCEC is also solely responsible for hanging lighting fixtures and truss in the Exhibition Hall. The electrical team, a professional and efficient staff, is always accessible to accommodate the electrical needs of all of our exhibitors. For your convenience, the BCEC maintains an office within the BCEC. The electrical contractor must handle all electrical connections.

Electricity to all booths are turned on at 8:00 am on show days and cut off almost immediately at the close of the show each day. If you need 24-hour electricity and/or you need special extended electrical service at the close of the show, you must notify the BCEC of your special needs (617-954-2230) upon ordering your electricity. It is advisable that you verify your request on site.

If you have any further questions, please contact show management or call the BCEC directly at 617-954-2000.

#### **TELEPHONE/INTERNET SERVICE**

The BCEC is the exclusive provider of telephone service at the Boston Convention & Exhibition Center (BCEC). We encourage you to request, on your telephone order form, that your phone line be installed as early as possible based on your arrival to your booth. Be sure to check for your line as soon as you arrive. If you require addition service or you are having trouble with your line or device, please contact the BCEC Telecommunication Department at the exhibitor service desk.

# OTHER CONTRACTORS AND MCCA ORDERING GUIDELINES

## FOOD AND BEVERAGE

### Food & Beverage Samples

The BCEC prohibits any food or alcoholic beverages from being brought into the building. The distribution of alcoholic beverages, regardless of type and/or quantity, is the sole responsibility of the MCCA's exclusive Food & Beverage provider. Food & Beverage sampling in conjunction with specific food distribution exhibits may be permitted, by approval in writing, by the exclusive F&B service provider General Manager.

In order to obtain authorization to distribute food & 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 (two (2) ounces of pre-packaged food items or four (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 may pay a fee to be determined by the exclusive F&B service provider as an exclusivity waiver.

If a party brings unauthorized food and/or beverage items into the BCEC 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. If this is not possible, the exclusive F&B service provider will pick up the product from the exhibit or meeting space and hold it in storage until the close of the event.

*Sampling Authorization Form* – This form outlines policies and procedures pertaining to F&B sampling at the BCEC. The document contains specific information regarding allowable sample sizes, eligibility of sampling, method of distribution, etc. This form is required by the exclusive F&B provider for the BCEC.

*Temporary Food Service Permit Application* – The City of Boston Inspectional Services Division requires a temporary food service permit for any F&B served at the BCEC that is not sourced through the BCEC's exclusive F&B provider. 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). Please direct any questions you may have to the exclusive F&B service provider Sales Office at 617-635-5326.

Please send the food permit and check to the following:

BOSTON INSPECTIONAL SERVICES DEPARTMENT  
DIVISION OF HEALTH INSPECTIONS  
1010 MASSACHUSETTS AVENUE  
BOSTON, MA 02118  
(617) 635-5326 FAX  
(617) 635-5388

Permits and checks must be submitted no later than October 19, 2015. We thank you in advance for your cooperation with these policies and procedures. Should you have any questions, please do not hesitate to contact us.

# OTHER CONTRACTORS AND MCCA ORDERING GUIDELINES

## FOOD AND BEVERAGE

BOSTON INSPECTIONAL SERVICES DEPARTMENT  
DIVISION OF HEALTH INSPECTIONS  
1010 MASSACHUSETTS AVENUE BOSTON, MA 02118  
617) 635-5326 FAX (617) 635-5388

### TEMPORARY FOOD SERVICE APPLICATION

NAME OF APPLICANT: \_\_\_\_\_ PHONE # \_\_\_\_\_

NAME OF OWNER (If different): \_\_\_\_\_

ADDRESS OF APPLICANT: \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_

ADDRESS OF EVENT: \_\_\_\_\_

SPECIFY DATES & TIMES OF EVENT: \_\_\_\_\_

**SIGNATURE OF APPLICANT:** \_\_\_\_\_

**FOOD TO BE SERVED:** LIST ALL FOOD THAT WILL BE SERVED AND THE ESTABLISHMENT WHERE THE FOOD WAS PURCHASED: **PREPARATION/COOKING FACILITIES:** ON SITE: YES \_\_\_ NO \_\_\_, IF YES, DESCRIBE FACILITIES AND EQUIPMENT \_\_\_\_\_

OFF SITE: YES \_\_\_ NO \_\_\_ IF YES, WHERE? \_\_\_\_\_

TYPE OF TABLEWARE: PAPER PRODUCTS \_\_\_\_\_ CHINA \_\_\_\_\_

DESCRIBE WAREWASHING FACILITIES FOR UTENSILS AND EQUIPMENT:

### FOOD PROTECTION

DESCRIBE EQUIPMENT AND MEANS OF TRANSPORTING FOOD HOT (140°F OR ABOVE), COLD (45°F OR BELOW): \_\_\_\_\_

REFRIGERATION: REQUIRED \_\_\_ NOT REQUIRED \_\_\_\_\_

METHOD OF REFRIGERATION: \_\_\_\_\_

TYPE OF COOKING/HOT HOLDING EQUIPMENT: \_\_\_\_\_

DESCRIBE MEASURES TO PROTECT FOOD FROM CONTAMINATION DURING PREPARATION, STORAGE AND DISPLAY: \_\_\_\_\_

### GARBAGE AND RUBBISH:

DESCRIBE MEANS FOR STORAGE AND DISPOSAL: \_\_\_\_\_ PERSONNEL

AND FOOD HANDLING PRACTICES: NUMBER OF FOOD HANDLERS: \_\_\_\_\_ LOCATION OF HANDWASHING FACILITIES: \_\_\_\_\_ LOCATION OF TOILET FACILITIES: \_\_\_\_\_

HAIR RESTRAINTS PROVIDED: YES: \_\_\_ NO: \_\_\_ DISPOSABLE GLOVES PROVIDED: YES: \_\_\_ NO: \_\_\_

### OFFICE USE ONLY:

INSPECTOR'S RECOMMENDATIONS: \_\_\_\_\_

**ACTION TAKEN:** PERMIT DENIED: \_\_\_\_\_ REASON FOR DENIAL: \_\_\_\_\_

PERMIT GRANTED: \_\_\_\_\_ CONDITIONS: \_\_\_\_\_

INSPECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

**OFFICIAL TECHNOLOGY RENTAL ORDER FORM**


QTY	LARGE LED & LCD DISPLAYS - Include Desk Stand	PRICE	TOTAL
	90" LED Display (16:9)- Includes Speakers	\$2,275.00	
	80" LED Display (16:9) - Includes Speakers	\$1,905.00	
	65" LED Display (16:9) - Includes Speakers	\$1,335.00	
	55" LED Display (16:9) - Includes Speakers	\$920.00	
	46" LED Display (16:9) - Includes Speakers	\$735.00	
	40" LED Display (16:9) - Includes Speakers	\$820.00	
	32" LED Display (16:9) - Includes Speakers	\$335.00	
	72" Dual Post Stand for 32" and Larger being used with SSR Display	\$100.00	
	Spandex Wrap for Dual Post Floor Stand	\$35.00	
	Accessory Shelf for Dual Post Stand to hold VCR, DVD, Laptop etc.	\$30.00	



QTY	TOUCH SCREEN LCD DISPLAYS	PRICE	TOTAL
	65" LED Touch Screen Overlay w/ monitor	\$2,670.00	
	55" LED Touch Screen Overlay w/ monitor	\$1,840.00	
	46" LED Touch Screen Overlay w/ monitor	\$1,470.00	
	42" LED Touch Screen	\$820.00	
	40" LED Touch Screen Overlay w/ monitor	\$1,020.00	
	32" LED Touch Screen Overlay w/ monitor	\$670.00	



QTY	TABLE TOP LCD DISPLAYS	PRICE	TOTAL
	27" LCD Widescreen Display (16:9)	\$210.00	
	24" LCD Widescreen Display (16:9)	\$155.00	
	20" LCD Display (4:3)	\$45.00	
	19" LCD Display (4:3)	\$35.00	
	Apple 23" Cinema Display	\$255.00	
	Wall Mount Bracket for 19-24" LCDs	\$25.00	
	72" Single Post Stand for 19-24" LCD Monitors being used with SSR Display	\$95.00	



QTY	HP TOUCHSMART All-In-One PC – Win Vista 64Bit Business Edition	PRICE	TOTAL
	Core 2 Duo 2.16Hz, 4GB RAM, 500GB HD, 22" Touchscreen LCD	\$275.00	
	Quad Core i7 3.4Ghz 8GB Ram 1TB 23" Touchscreen LCD (Win 7 Pro)	\$305.00	



QTY	PC DESKTOPS & LAPTOPS	PRICE	TOTAL
	Core 2 Quad, 3GHz, 8GB RAM 500GB HD, vPro, DVD-RW, Win 7 Pro	\$170.00	
	i7 QuadCore 2.93GHz, 8GB, 1TB HD, DVD-RW, Win 7 Pro	\$235.00	
	HP Probook 65706 i5 2.5ghz 8GB RAM 500GB HD 15.6" LED	\$190.00	
	i7 Quad Core, 2.2GHz, 16GB RAM, 500GB HD, DVDRW, 15" Screen, Win7Pro	\$210.00	



QTY	APPLE EQUIPMENT	PRICE	TOTAL
	Apple 21" IMAC Intel i5 2.7ghz 4GB 500GB	\$415.00	
	Apple 30" LED Cinema Display	\$410.00	
	Apple 27" IMAC Intel Core i5 Quad 2.7ghz 8GB 1TB	\$440.00	
	Apple Mac Mini i5 Core 2.3ghz 2GB 500GB	\$155.00	
	Apple 15.4" MacBook Pro i7 Quadcore 2.3 GHz 4GB 500GB	\$290.00	
	Apple 15.4" MacBook Pro i7 QuadCore 2.4 GHz 8GB 750GB	\$310.00	



<b>EQUIPMENT SUB TOTAL</b>			
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Show Code: ABXC1115



**OFFICIAL TECHNOLOGY RENTAL ORDER FORM**


QTY	VIDEO WALLS (Call for rates on other configurations)	PRICE	TOTAL
	NEC 46" LCD Video Wall Panel- Includes Wall Mount	\$1,545.00	
	NEC 55" LCD Video Wall Panel- Includes Wall Mount	\$2,060.00	
	2X2 Seamless 46" LCD Video Wall - Includes Floor Stand or Wall Mounts	\$6,180.00	
	3X3 Seamless 46" LCD Video Wall - Includes Floor Stand or Wall Mounts	\$13,905.00	
	2X2 Seamless 55" LCD Video Wall- Includes Floor Stand or Wall Mounts	\$8,240.00	
	3X3 Seamless 55" LCD Video Wall - Includes Floor Stand or Wall Mounts	\$18,540.00	



QTY	APPLE IPADS- 3G and 4G options available	PRICE	TOTAL
	Apple iPad3 WiFi 64GB	\$120.00	
	Apple iPad Locking Table Top Stand	\$30.00	
	Apple iPad Liitab Floor Stand	\$210.00	
	Apple iPad 5 Air wifi 16GB	\$145.00	
	Graphics for iPad Kiosk	\$150-\$400	
	Mifi Hotspot Device- Activation Fee Included	\$60.00	



QTY	AUDIO VISUAL EQUIPMENT	PRICE	TOTAL
	Bluray Player	\$100.00	
	3000 Lumen Projector	\$305.00	
	5000 Lumen Projector	\$850.00	
	8' x 8' Tripod Projection Screen	\$70.00	
	7.5' x 10' FastFold Screen	\$760.00	
	1 JBL Pro 10" Powered Speaker with Stand	\$175.00	
	Booth Sound System: 2 MM Meyers Speakers w/Stands, Mixer & Wireless Mic	\$685.00	
	Wireless Mic Kit - (1) Lav, (1) HH, (1) Receiver	\$305.00	



QTY	FRIENDLYWAY KIOSKS	PRICE	TOTAL
	Friendlyway 19" Kiosk	\$720.00	

QTY	CHARGING STATIONS	PRICE	TOTAL
	Select Charging Station 15"	\$980.00	
	Secure Lockable Charging Station 19"	\$1,300.00	
	Graphics for Charging Station	\$495.00	



QTY	Office Equipment	PRICE	TOTAL
	HP Black & White Laser Printer	\$180.00	
	HP Color Laser Printer	\$320.00	
	45 PPM Black & White Copier	\$720.00	
	30 PPM Color Copier	\$820.00	

<b>EQUIPMENT SUB TOTAL</b>			
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Show Code: ABXC1115

**IF YOU DO NOT SEE WHAT YOU ARE LOOKING FOR, PLEASE CALL US AT (800) 955-5171**  
**FOR MORE INFORMATION YOU CAN ALSO EMAIL US AT EXHIBITORSALES@SMARTSOURCERENTALS.COM**



<p><b>UNION &amp; MATERIAL HANDLING FEES:</b> All MATERIAL HANDLING &amp; UNION LABOR costs associated with the delivery, installation and removal of equipment are the customer's responsibility and will be billed directly to the customer. Please ask your sales representative for weights and cost estimations.</p> <p><b>SERVICE:</b> All rentals include 24x7 service &amp; support.</p> <p><b>DAMAGE WAIVER/LOSS COVERAGE:</b> Unless you have selected the damage waiver and loss coverage under this agreement, you are required to keep our property insured against loss by fire, theft, and other risks included in the standard form of "all risk" insurance naming us as additional insured" and "loss payee." In the event of such a loss, you agree to promptly reimburse us for the replacement cost of such property and claims for all losses and injuries caused by such property. Intentional abuse is excluded from coverage of the damage waiver and loss coverage and a filed police report must be produced for coverage to apply. Unless you have accepted our Damage Waiver Coverage, you will be responsible for the costs resulting from damage to our property including service and repair charges. Damage Waiver Coverage does not extend to misuse or intentional abuse.</p> <p><b>DELIVERY/PICKUP:</b> A representative from your organization must be in the booth at the time of delivery and pickup to sign for the equipment. If a repeat delivery is required, an additional charge will apply. Any changes to scheduled delivery time within 7 days of the event will result in an additional charge.</p> <p><b>PAYMENT:</b> SmartSource Rentals requires payment in full at the time your order is placed. Payment includes but is not limited to Equipment Rental, Delivery and Tax.</p> <p><b>CREDIT CARD:</b> For your convenience, we will use this authorization to charge your credit card for your advance orders and any additional fees incurred as a result of on-site orders by your representatives. These fees include any services provided by SmartSource Rentals or charges we incur on your behalf.</p> <p><b>CANCELLATION:</b> Cancellation of rental equipment and services must be made 7 days prior to delivery. No refunds will be made to any order where cancellation is made less than 7 days prior to delivery.</p> <p><b>RESPONSIBILITY:</b> Customer is responsible for all loss and damage to equipment. All orders are subject to SmartSource Rentals standard terms and conditions. Prices are subject to change without notice.</p>	<p><b>EQUIPMENT SUB TOTAL FROM PAGE 1</b></p>	
	<p><input type="checkbox"/> <b>BY CHECKING THIS BOX YOU ARE DECLINING THE 10.5% FEE FOR DAMAGE WAIVER &amp; LOSS COVERAGE.</b></p>	
	<p><b>DELIVERY/SET UP &amp; PICK UP 25% OF EQUIPMENT TOTAL (Minimum \$175)</b></p>	
	<p><b>SUB TOTAL</b></p>	
	<p><b>SALES TAX</b></p>	<p><b>6.25%</b></p>
	<p><b>SALES TAX TOTAL</b></p>	
	<p><b>TOTAL*</b></p>	
<p><b>A 25% SURCHARGE MAY BE APPLIED TO EQUIPMENT RENTED WITHIN 7 DAYS OF SHOW</b></p>		

**PLEASE FILL IN ALL BOXES BELOW – PLEASE PRINT NEATLY OR TYPE**

EXHIBITION INFORMATION		PAYMENT INFORMATION	
Show Name	<b>ABX 2015</b>	Company Name	
Exhibiting Company Name		Billing Address	
Booth # & Hall/Room Name		City	State      ZIP
Show Site Contact		Credit Card Number	Exp. Date
Show Site Contact Cell Phone #		Authorized Signature	Security Code
Setup Date & Time (2 hr Window Required)		Print Name	
Pick-up Date & Time (2 hr Window Required)		Email Address	
Ordered By		Phone #	Fax #

**ORDER COMMENTS / INSTRUCTIONS**


**FAX ORDER FORM TO:  
(972) 692-7815**

**OR EMAIL ORDER FORM TO:  
EXHIBITORSALES@SMARTSOURCERENTALS.COM**

# X•Press Connect Family

## Lead Retrieval Solutions for Every Exhibitor

How do you recognize your new #1 client? With complete prospect profiles delivered by X•Press Leads equipment and services.



### X•Press Connect App

The app on YOUR phone or tablet

Download the Connect App and turn your phone or tablet into a state-of-the-art lead retrieval device.

For Android 3.x or higher, iOS 7x and higher and 3 mega-pixel or greater camera. No mobile hardware included.



### X•Press Connect Elite

Connect software on YOUR computer

The X•Press Connect Elite is our powerful lead retrieval packaged for use on your own laptop. The Elite works in either online or offline mode. An internet connection is recommended.



Computer not included. Includes USB scanner and software.

Requires OS MAC, Windows XP or greater, 2 USB 1.1 connections and .NET Framework.



### X•Press Connect Plus

OUR hand-held wireless device

Use our Android phone to capture complete lead details in real-time.

Email forwarding, scheduling and adding images not available. Includes Android mobile phone and charger.

FEATURES	Connect App	Connect Elite	Connect Plus
Scan Anywhere, at Any Time	•		•
Mobile, Wireless	•		•
Real-time Leads List	•	•	•
Optional Bluetooth Printer	•		•
Add Notes	•	•	•
Add Images to Leads	•	•	
Rating	•	•	•
Follow-up Emails	•	•	
Forward Leads	•	•	
Schedule Appointments	•	•	
Scanning Device Included		•	•

## X•Press Extras

Maximize your exhibiting ROI with these lead collection and follow-up tools.



#### Custom Sales Qualifiers

Target ideal prospects! Build your own customized survey for quick lead follow-up. *20 questions and answers.*



#### Bluetooth Printer

Get a hard copy printout of your leads onsite with a wireless, portable printer.



#### eBlast Email Service

Send your custom HTML emails through X•Press eBlast post-event to your leads, the complete event email campaign solution.



#### DITP

Delivery, installation, training and pickup. Save time onsite and guarantee that your staff are off and running as soon as the show opens.



#### Loss/Damage Waiver

Protect yourself from loss or damage to your rented equipment with the Loss/Damage Waiver.

## 3rd Party Lead Collection

Successful lead collection on your third party device.



#### Data Conversion

Convert badge IDs collected on third party devices into complete leads post-show.



#### Event API Integration

Integrate your third party lead retrieval device in real-time with the event database.

\* The event badges use QR codes that include limited data. The Data Conversion and Event API Integration options will allow you to collect full lead details on your third party device.



ORDER ONLINE: [www.xpressleadpro.com](http://www.xpressleadpro.com)

SHOW CODE: **abxp115**

**X•Press Connect Show Special! Two (2) XPress Connect Licenses for the price of one!**

In order to take advantage of this show special, Please select the X•Press Connect and the Bogo 2nd License items below.

**Online orders:** Please use Promo code **bogoXC** during checkout. Once promo code is applied pricing will be reflected.

If you would like more additional licenses, please select the quantity desired. Once the promo is applied during check out, \$130 will be deducted from your total due.

LEAD RETRIEVAL SOLUTIONS	Qty	Early THRU 09/24/15	Advance THRU 10/22/15	Standard AFTER 10/22/15	Total
X•Press Connect App - the App on YOUR phone or tablet		\$ 345	\$ 395	\$ 465	
Second License is FREE with X•Press Connect App purchase	1	2nd License free a \$ 130 value!			\$ 0
Additional X•Press Connect App Licenses - with any lead retrieval solution		\$ 130	\$ 130	\$ 130	
X•Press Connect Elite - the Connect software on YOUR computer		\$ 415	\$ 465	\$ 535	
X•Press Connect Plus - the App on OUR handheld wireless device		\$ 440	\$ 490	\$ 560	

EXTRAS					
Bluetooth Printer - one per lead retrieval solution		\$ 90	\$ 115	\$ 140	
Custom Sales Qualifiers		\$ 105	\$ 125	\$ 160	
DITP Service – Delivery, Installation, Training, Pickup		\$ 105	\$ 125	\$ 160	
X•Press eBlast Service		\$ 215	\$ 265	\$ 325	
Data Conversion - third party post-show solution		\$ 550	\$ 550	\$ 550	
Event API Integration - third party real-time solution		\$ 1000	\$ 1000	\$ 1000	

FAX ORDER	1-508-759-4238			SUBTOTAL	=
EMAIL ORDER	xpressleadpro@cdsreg.com			SALES TAX <b>6.25%</b>	+
ACCOUNT MANAGER	Nicole Hutchison			OPTIONAL LOSS/DAMAGE WAIVER (Qty _____ x \$75 per device)	+
QUESTIONS?	1-800-746-9734 • 1-508-743-0162			NO, I do not want to purchase the Loss/Damage Waiver - initial here	▶
				PROCESSING FEE ( <b>WAIVED when you order online!</b> )	+ 15.00
				<b>TOTAL (USD)</b>	=

CONTACT INFORMATION		PAYMENT INFORMATION	
COMPANY		CARD NUMBER	
CONTACT NAME		NAME ON CARD	
BILLING ADDRESS		EXP DATE	
CITY		SIGNATURE	▶
STATE/ZIP		<b>AUTHORIZATION</b>	Your signature below denotes acceptance of the Terms & Conditions on page 3 of this order form and is REQUIRED for processing.
BOOTH #		SIGNATURE	▶
PHONE/EXT #		PRINT NAME	
FAX		TODAY'S DATE	
EMAIL		EMAIL RECEIPT TO	
COMPANY WEBSITE http://www			

All orders will be confirmed by email. "Convention Data Services" will appear on your credit card statement.

*Thank you for your order.*





Not everyone will have a business card. Everyone will have a name badge to scan. Don't miss a single prospect!

- 1) Convention Data Services, Inc. hereinafter called "CONTRACTOR" agrees to the delivery of services as specified and is to be rendered in a timely and professional manner according to standard industry practices. All equipment and software remains the sole property of CONTRACTOR. In the event of strikes, electrical power failures, accidents and/or occurrences beyond the control of CONTRACTOR or customer, all deposits and fees shall be returned.
- 2) The method of payment shall be in United States dollars and submitted with the order for service. CONTRACTOR will only accept checks drawn on banks located in the United States of America or certified funds. **Checks will not be accepted as payment at the show site.**
- 3) Early & Advance orders must be received on or before deadlines and paid in full. Orders received without payment or after the discount deadlines will be charged at the appropriate published price based on order deadline dates. Services will not be rendered until payment in full is received.
- 4) **ALL ORDER CANCELLATIONS RECEIVED MORE THAN 30 DAYS PRIOR TO SHOW OPENING WILL BE SUBJECT TO A \$100.00 CANCELLATION FEE. NO REFUNDS WILL BE MADE FOR ORDERS CANCELED WITHIN 30 DAYS OF THE SHOW OPENING DATES. No refunds will be issued for unused equipment or licenses unless the request is received 30 days prior to show opening.**
- 5) No partial refunds will be allowed onsite should exhibitor fail to meet the system requirements stated on the front of the order form for X•Press Connect Elite orders. If your computer does not meet these requirements, our onsite representatives will do their best to update your computer. Otherwise an alternate lead retrieval device will be provided subject to availability. **No refunds will be granted in these circumstances.**
- 6) Onsite orders are based on unit availability.
- 7) Customer agrees to return all equipment to CONTRACTOR'S service desk within two hours of the show closing. **EQUIPMENT LEFT IN THE EXHIBIT AREA IS THE RESPONSIBILITY OF THE CUSTOMER.**
- 8) The customer agrees to return any equipment to CONTRACTOR in the same condition. Customer is responsible to pay CONTRACTOR the replacement cost shown below should the equipment be lost, stolen or damaged while in the customers care (only applicable if customer does NOT purchase the Loss/Damage Waiver coverage or coverage rules not expressly followed as detailed in 8b below). Customer acknowledges and understands that the applicable replacement cost is as follows:
- 8a) The customer authorizes CONTRACTOR to charge the credit card provided \$500.00 for failure to return the equipment within two hours after the official hall closing. The customer also authorizes CONTRACTOR to charge the credit card the replacement cost indicated above for either the failure to return the equipment or for any damaged equipment.

- 8b) Loss/Damage Waiver Terms: The Loss/Damage Waiver coverage protects the customer from liability of accidental damage or theft to the CONTRACTOR'S device. Customer must report loss or damage to CONTRACTOR'S Lead Retrieval Desk immediately. To honor Loss/Damage Waiver coverage for equipment believed to be stolen, customer must file a police/security report and provide a copy of such report to the CONTRACTOR within seven (7) days of reporting the equipment missing. If copy of report is not received within seven (7) business days of the event end date, Loss/Damage Waiver is considered null and void and the customer will be charged for the full replacement value of the equipment as listed above.

Equipment	Cost
Connect Plus Device	\$1,000
Connect Plus Power Cord	\$ 75
Bluetooth Printer	\$1,000
Bluetooth Adapter	\$ 250
Barcode Scanner	\$1,000

- 9) CONTRACTOR'S liability for damage of any cause whatsoever will be limited to the total price for the goods and services provided by CONTRACTOR.
- 10) CONTRACTOR disclaims any responsibility for misuse, loss of power, power surges, and customer adjustments that are not covered in the instructions, acts of God, or any other act beyond the control of the CONTRACTOR.
- 11) Customer is responsible to pay all applicable Federal, State or Local taxes. If the applicable tax rate is different from the published rate at the time of placing the order, then Contractor may adjust the tax due by the customer accordingly. If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exempt Certificate for that state. Please submit this certificate with order, otherwise tax will be charged to your order.
- 12) It is agreed that the governing law pertaining to this contract will be the laws of the State of Massachusetts, with venue exclusively in Barnstable County.
- 13) If you have ordered our Delivery/Pick-up service, there must be a company representative available to receive the equipment. Deliveries are completed the day before the show opens unless otherwise noted. If no one is present in your booth when we deliver your system, you will be responsible for picking up your equipment. Pick-ups are done one (1) hour following the close of the show.
- 14) Equipment images for marketing purposes represent the current equipment, however due to continuous new product development and technology upgrades, equipment fulfillment onsite may not always match equipment images found on forms and other ordering methods.



ABX/2015

**COADY FLORIST**  
 1540 CAMBRIDGE ST  
 CAMBRIDGE, MA 02139  
 (617) 547-9096  
 danflowerman@aol.com

NAME OF SHOW ABX 2015 SHOW DATE 11-17 TO 11-19 LOCATION BCEC

EXHIBITING COMPANY\* \_\_\_\_\_ CONTACT PERSON \_\_\_\_\_ BOOTH # \_\_\_\_\_

COMPANY ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

RENTAL									
QTY	ITEM	PRICE	VARIETY (Subject To Availability)	TOTAL	QTY	ITEM	PRICE	VARIETY (Subject To Availability)	TOTAL
	3' green Plant	<b>\$45.00</b>				Ivy, Pothos - Med.	<b>\$35.00</b>		
	4' green Plant	<b>\$55.00</b>				Ferns - Medium	<b>\$40.00</b>		
	5' green Plant	<b>\$65.00</b>				Ferns - Large	<b>\$46.00</b>		
	6' green Plant	<b>\$85.00</b>				Bromeliad	<b>\$36.00</b>		
						Bubble Bowl	<b>\$35.00</b>	8' glass	

PURCHASE			
QTY	ITEM	PRICE	TOTAL
	Potted Mums (Yellow, White, Lavender)	<b>\$26.00</b>	
	Potted Seasonal Plant	<b>\$36.00</b>	
	Floral Arrangement/Seasonal <input type="checkbox"/> One Sided <input type="checkbox"/> Round	<b>\$75.00 +</b>	
	Floral Arrangement/Tropical <input type="checkbox"/> One Sided <input type="checkbox"/> Round	<b>\$80.00+</b>	

**PLEASE INCLUDE ORDER FORM WITH CHECK**

TOTAL \_\_\_\_\_

6.25% TAX \_\_\_\_\_

**GRAND TOTAL** \_\_\_\_\_

ON-SITE ORDERS 25% HIGHER

**SPECIAL REQUESTS**

All plants and potted flowers will be in black containers. Others available on request:  Basket  White

SPECIAL INSTRUCTIONS/REQUESTS: \_\_\_\_\_

PLEASE HAVE DESIGNER SEE US AT OUR EXHIBIT \_\_\_\_\_ DATE/TIME: \_\_\_\_\_ REPRESENTATIVE: \_\_\_\_\_

I authorize Coady Florist to charge any additional amounts incurred by me or my show representative. If credit card is declined, Standard Floor pricing prevails and a \$25 service charge may be added.

PAYMENT ENCLOSED:  CHECK  MC  VISA  AMEX

CARD # \_\_\_\_\_ CREDIT CARD PIN # \_\_\_\_\_

CARD BILLING NAME: \_\_\_\_\_ EXP. DATE \_\_\_\_\_

CARD BILLING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**CONTRACT CONDITIONS:** ALL orders must be paid in full prior to delivery. In U.S. funds drawn on U.S. banks. There is a \$25 fee for returned checks. Adjustments cannot be made after the close of the show. Cancellations must be received in writing 72 hours prior to show set up, or a 50% charge applies; no refund for on-site cancellations. All materials/plants available on rental basis only. Rental items missing from booth at close of show are the responsibility of exhibitor and an additional charge will be applied. All prices include delivery, installation, servicing, decorative containers and removal at end of show. Exhibitor agrees to hold Coady Florist harmless for all injury or damage resulting from items supplied by this contract. Please note: This order form is you invoice. No statement to follow unless specifically requested. **IN ADVANCE**

\*If you are a 3rd party vendor placing the order, please attach a 2nd page with your name, address, phone, fax and email