

Brede

EXPOSITION SERVICES



Experimental Biology 2015
Boston Convention & Exhibition Center
Boston, MA
March 28 - April 1, 2015

Dear Exhibitor:

Brede National Exposition Services is pleased to have been selected as the Official Service Contractor for **Experimental Biology 2015**. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

Included in this service manual are forms for ordering various services and equipment. The Brede forms are to be returned to our office, the others to the specific contractors who are providing the services. Please review, complete, and submit your order forms as early as possible to take advantage of our discount pricing.

Please refer to the enclosed *Show Details* page for vital facts and information about this event. If you have any additional questions about Brede's services, please do not hesitate to call or email Brede's Experimental Biology 2015 Customer Service Representative at jalexander@brede.com or 301.937.8600.

A Brede Service Desk will be maintained in the exhibit area during exhibitor move-in to answer any questions that arise, and to assist with any last minute requirements.

We look forward to working with you and your company toward a successful show.

Thank you.

Brede



EXPOSITION SERVICES



Experimental Biology 2015

Boston Convention & Exhibition Center

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March 28 - April 1, 2015

**Brede
Customer
Service**

- 301.937.8600 Fax 301.937.2952 e-mail: jalexander@brede.com
- Office Hours: 9:00 AM - 5:00 PM (eastern time)
- No telephone orders accepted; please complete and submit your order and credit card information to Brede.

**Show
Management**

- Janet Kearney, Exhibit Manager
- 301.634.7009 - phone
- 301.634.7014 - fax
- jkearney@faseb.org

Booths

Each 10' x 10' booth includes:

- 8' high back drape
- 3' high side drape
- (1) one-line booth ID sign with booth number

Drape Colors: Purple / White / Black

Aisle Carpet Color: Purple and Grey

The exhibit hall is not carpeted, however, carpet or flooring is mandatory for all exhibitors. Exhibitors may bring their own floor covering or rent carpet through Brede National Exposition Services using the *Carpet Requirement* form. If no carpet is ordered or provided, per show management, carpet will be installed at the exhibitor's expense.

**Material
Handling****Advance to Warehouse**

Late to warehouse changes apply after: March 20, 2015

TO: Exhibiting Company Name and Booth #
 FOR: Experimental Biology 2015
 Brede National Exposition Services
 c/o ABF
 150 Manley Street
 W. Bridgewater, MA 02379

Direct to Show Site

Exhibitor Move-in begins: March 27, 2015

TO: Exhibiting Company Name and Booth #
 FOR: Experimental Biology 2015
 c/o Brede National Exposition Services
 Boston Convention & Exhibition Center
 415 Summer Street, Halls A & B
 Boston, MA 02210

**Exhibitor
Schedule**

Exhibitor Move-in:	Friday	March 27, 2015	8:00 AM	—	4:30 PM
	Saturday	March 28, 2015	8:00 AM	—	4:30 PM
Show Hours:	Sunday	March 29, 2015	9:00 AM	—	4:00 PM
	Monday	March 30, 2015	9:00 AM	—	4:00 PM
	Tuesday	March 31, 2015	9:00 AM	—	4:00 PM
Exhibitor Move-out:	Tuesday	March 31, 2015	4:00 PM	—	10:00 PM
	Wednesday	April 1, 2015	8:00 AM	—	3:00 PM

All booths in the 1100 - 1300 aisle rows **must** complete packing by 10:00 PM on Tuesday

- Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by:
12:00 PM on Wednesday, April 1, 2015

**Utilities &
Services**

- For booth utilities and additional booth services, please contact the individual suppliers using the enclosed order forms.

[Find more on Brede.com](http://Brede.com)

phone 301.937.8600
 fax 301.937.2952
 e-mail jalexander@brede.com

Show Details

Brede

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Information Form

Please make your show site representative aware of the following policies.

Important Deadlines

- Take advantage of advance order discount pricing! Orders must be received with payment in full no later than the following dates. Orders received with payment in full after discount deadline dates will be invoiced at "standard floor" pricing.

Carpet and furnishings rentals	March 13, 2015
Custom exhibits rentals	March 13, 2015
Labor orders	March 13, 2015

- Freight received at the warehouse after the deadline will incur an additional charge.

Advance shipments to warehouse to arrive by:	March 20, 2015
Shipments to show site to arrive no sooner than:	March 27, 2015

Payment Policies

- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede National Exposition Services.
- All charges must be paid prior to close of show.
- For your convenience, we accept the following methods of payment: cash; checks and money orders drawn on U.S. banks in U.S. funds; and credit cards including VISA, MasterCard and American Express and Int'l Bank Transfers to Brede/National Inc., **** Account information will be provided upon request ****
- Purchase Orders are not considered payment; therefore, a check or credit card is required.

Cancellations & Adjustments

- Cancellations are invoiced at 50% of original price, unless noted on order form.
- No adjustments will be made after close of the show.

Tax Exemption

- If tax exempt, a copy of your tax exempt certificate must accompany your order. This is not a resale certificate.
- No adjustments for tax exempt status will be made after close of the show.

Third Party Payment Billing

- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.

Miscellaneous

- Rental items not ordered, yet found in booths, are invoiced at "Standard Floor" pricing.
- All prices are in U.S. dollars (\$).
- All rental items are subject to applicable taxes.
- All rental items remain the property of Brede National Exposition Services.



[Find more on Brede.com](http://Brede.com)



phone 301.937.8600
fax 301.937.2952
e-mail jalexander@brede.com



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**Required
Form**

This form must accompany any completed order form(s) submitted to Brede.

Payment Method must be completed to process orders.

Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: March 13, 2015

**Order
Summary**

Carpet	\$	_____
Tables & Accessories	\$	_____
Brede Rental Exhibits	\$	_____
Material Handling	\$	_____
Labor	\$	_____
Forklift	\$	_____
Graphics	\$	_____
Total Due	\$	_____

**Payment
Method**

- For your convenience, we accept cash, checks and money orders drawn on U.S. banks in U.S. funds, VISA, MasterCard and American Express.
- Purchase Orders are not considered payment.
- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede National Exposition Services.

☐ Third Party Payer

☐ Tax Exempt
include certificate

Our Federal ID #
04-3215069

☐ Pay By Credit Card

- Please complete the *Credit Card Authorization* form and submit with your order.

☐ Pay By Check or Money Order Payable to Brede National Exposition Services

- International checks must be drawn on a U.S. bank, U.S. funds account only—processing fee of \$25.00.
- Please include **Experimental Biology 2015** and booth number on all payments.

Check Number _____

Dated _____

Amount _____

**Exhibiting
Company**

Company: _____ Contact: _____
Address: _____ City, State, Zip: _____
Phone: _____ Fax: _____ Email: _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA **by fax** 301.937.2952

Order Summary / Payment Method



EXPOSITION SERVICES



Experimental Biology 2015

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Required Form

*This form must accompany any completed order form(s) submitted to Brede.
A credit card must be on file prior to the delivery of any goods or services.
Orders received without full payment or credit card information will not be processed.*

Terms

- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede National Exposition Services.
- Submitting credit card information and signature indicates agreement with the terms below.

Credit Card

I authorize Brede National Exposition Services to charge any additional amounts incurred by me or my show representative, including material handling and/or labor charges. If credit card is declined, Standard Floor pricing prevails and a \$25.00 service charge will be added.

☐ Third Party Payer

Cardholder's name (please print):

Cardholder's Signature:

Cardholder's Billing Address:

City:

State:

Zip:

Phone:

Fax:

Email:

VISA MC AMEX

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EXP

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Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA **by fax** 301.937.2952

Credit Card Authorization

Brede

EXPOSITION SERVICES



Experimental Biology 2015

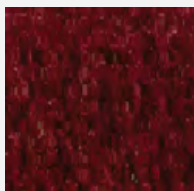
Boston Convention & Exhibition Center

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Standard Carpet Colors

Burgundy



Blue



Red



Plum



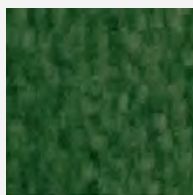
Teal



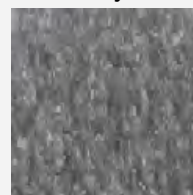
Black



Forest Green

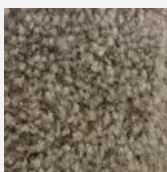


Grey

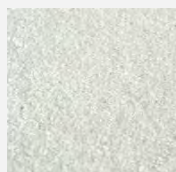


Plush Custom Carpeting

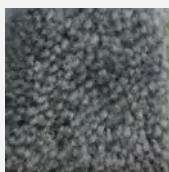
Charcoal



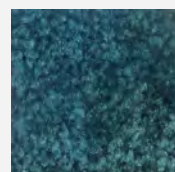
White



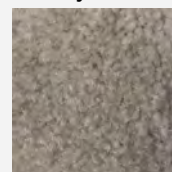
Blue Mist



Jade



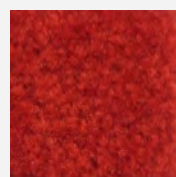
Grey Pearl



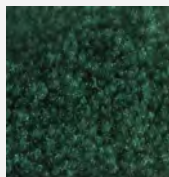
French Beige



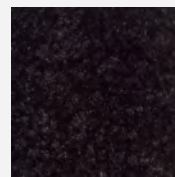
Red



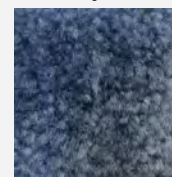
Emerald



Black

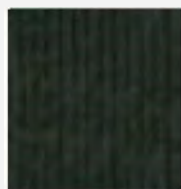


Colony Blue



Display Table Drape Colors

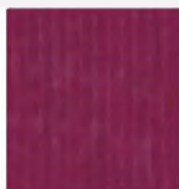
Black



Blue



Burgundy



Forest Green



Plum



Gold



Grey



Red



Teal



White



Color Guide



Find more on Brede.com



phone 301.937.8600

fax 301.937.2952

e-mail jalexander@brede.com



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Order Form

Submit this form if you wish to rent carpet, visqueen, or padding from Brede.

Enter the Carpet Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: March 13, 2015

Carpet Requirement



The exhibit hall is not carpeted. **Carpet is required for this show.**

☐ We are providing our own carpet. Please select shipment method:

☐ Advance Warehouse

☐ Direct to Show Site



Find more on Brede.com

Standard Carpeting

Select from Standard Colors (if no color is selected, show colors will prevail.)

☐ Black

☐ Blue

☐ Teal

☐ Gold

☐ Burgundy

☐ Red

☐ Plum

☐ Grey

☐ Forest Green

Qty	Size	Advance	Standard	Subtotal
_____	10' Carpet	\$ 238.00	\$ 309.25	\$ _____
_____	20' Carpet	\$ 476.00	\$ 618.50	\$ _____
_____	30' Carpet	\$ 714.00	\$ 927.75	\$ _____
_____	40' Carpet	\$ 952.00	\$ 1,237.00	\$ _____
_____	Full Coverage _____ x _____ = _____ sq. ft. (100 sq. ft. minimum)	\$ 7.50 per sq. ft.	\$ 9.75 per sq. ft.	\$ _____

- Standard carpets ordered in multiples of 2 or more do not include seaming and exact color match is not guaranteed.

Options

_____	Carpet Padding	_____ x _____ = _____ sq. ft.	\$ 2.00	\$ 2.75	\$ _____
_____	Visqueen	_____ x _____ = _____ sq. ft.	\$ 1.50	\$ 2.00	\$ _____
			per sq. ft.	per sq. ft.	

Plush Custom Carpeting

Select from Custom Colors

☐ Charcoal

☐ White

☐ Blue Mist

☐ Jade

☐ Grey Pearl

☐ French Beige

☐ Red

☐ Emerald

☐ Black

☐ Colony Blue

_____	Full Coverage	_____ x _____ = _____ sq. ft. (100 sq. ft. minimum)	\$ 8.50 per sq. ft.	\$ 11.25 per sq. ft.	\$ _____
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- Includes poly covering for protection.
- To guarantee availability, orders must be received 30 days prior to show move-in.
- Cancelled orders for custom carpet will be charged 100%.

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede National Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal	\$ _____
6.25% MA Tax	\$ _____
Carpet Total	\$ _____

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA by fax 301.937.2952

Carpet Requirement



EXPOSITION SERVICES



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Order
Form

Submit this form if you wish to rent tables, risers or furnishings from Brede.
Enter the Table & Accessories Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: March 13, 2015



Find more on Brede.com

Tables

Qty	Item	Advance	Standard	Subtotal
30" High Display Tables (includes white vinyl top, 3 side drape)				
___	4' x 2' draped table	\$ 192.00	\$ 249.50	\$ _____
___	6' x 2' draped table	\$ 210.00	\$ 273.00	\$ _____
___	8' x 2' draped table	\$ 240.00	\$ 312.00	\$ _____
___	4th side drape	\$ 72.00	\$ 93.50	\$ _____
___	4' x 2' undraped table	\$ 111.50	\$ 145.00	\$ _____
___	6' x 2' undraped table	\$ 130.75	\$ 170.00	\$ _____
___	8' x 2' undraped table	\$ 150.00	\$ 195.00	\$ _____
42" High Display Tables (includes white vinyl top, 3 side drape)				
___	4' x 2' draped table	\$ 220.75	\$ 287.00	\$ _____
___	6' x 2' draped table	\$ 266.50	\$ 346.25	\$ _____
___	8' x 2' draped table	\$ 296.50	\$ 385.25	\$ _____
___	4th side drape	\$ 84.00	\$ 109.25	\$ _____
___	4' x 2' undraped table	\$ 138.00	\$ 179.50	\$ _____
___	6' x 2' undraped table	\$ 156.00	\$ 202.75	\$ _____
___	8' x 2' undraped table	\$ 170.50	\$ 221.50	\$ _____
12" Tabletop Risers (includes white vinyl top)				
___	4' x 12" draped riser	\$ 99.50	\$ 129.50	\$ _____
___	6' x 12" draped riser	\$ 116.50	\$ 151.25	\$ _____

Accessories

Qty	Item	Advance	Standard	Subtotal
___	Padded Side Chair - Grey	\$ 109.25	\$ 142.00	\$ _____
___	Padded Arm Chair - Grey	\$ 153.50	\$ 199.75	\$ _____
___	Counter Stool with Back	\$ 132.00	\$ 171.50	\$ _____
___	30" Pedestal Table			
___	<input type="checkbox"/> 30" d <input type="checkbox"/> 36" d	\$ 184.75	\$ 240.25	\$ _____
___	42" Pedestal Table			
___	<input type="checkbox"/> 30" d <input type="checkbox"/> 36" d	\$ 190.75	\$ 248.00	\$ _____
___	Coffee Table	\$ 190.75	\$ 248.00	\$ _____
___	Waste basket	\$ 36.00	\$ 46.75	\$ _____
___	Floor Easel	\$ 49.25	\$ 64.00	\$ _____
___	Sign Stand 22" x 28"	\$ 116.50	\$ 151.25	\$ _____
___	Coat Tree	\$ 90.00	\$ 117.00	\$ _____
___	Bag Rack	\$ 90.00	\$ 117.00	\$ _____
___	Literature Rack	\$ 166.75	\$ 216.75	\$ _____
___	Garment Rack	\$ 118.75	\$ 154.50	\$ _____
___	Tackboard 8'x4' (horizontal only)	\$ 282.00	\$ 366.50	\$ _____
___	Perfboard 8' x 4'			
___	<input type="checkbox"/> horizontal <input type="checkbox"/> vertical	\$ 282.00	\$ 366.50	\$ _____
___	3' high drapery (per ft)	\$ 22.75	\$ 29.75	\$ _____
___	8' high drapery (per ft)	\$ 28.75	\$ 37.50	\$ _____

Select Drape Color (if no color is selected, show colors will prevail.)

☐ Black

☐ Blue

☐ Teal

☐ Gold

☐ Burgundy

☐ White

☐ Red

☐ Plum

☐ Grey

☐ Forest Green

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede National Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal \$ _____

6.25% MA Tax \$ _____

Table Total \$ _____

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

Booth Number

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Tables & Accessories



Experimental Biology 2015

Boston Convention & Exhibition Center

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March 28 - April 1, 2015



Order
Form

Submit this form if you wish to rent a hardwall exhibit from Brede.
Please contact Brede if you would like to inquire about our Custom Rental Exhibits.
Enter the Rental Exhibits Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: March 13, 2015



Plan A: 10' N-Line Option Includes:

- Hardwall Panels • Carpet • (1) side chair • (1) counter • (2) shelves • Header • Labor to Install & Dismantle

Qty	Item	Advance	Standard	Subtotal
	White Hardwall Panels	\$ 2,800.00	\$ 3,430.00	\$
	Color Hardwall Panels	\$ 3,100.00	\$ 3,820.00	\$
	Velcro Compatible Panels	\$ 3,200.00	\$ 3,950.00	\$



Plan B: 20' N-Line Option Includes:

- Hardwall Panels • Carpet • (2) side chair • (1) counter • (4) shelves • Header • Labor to Install & Dismantle

Qty	Item	Advance	Standard	Subtotal
	White Hardwall Panels	\$ 4,750.00	\$ 5,890.00	\$
	Color Hardwall Panels	\$ 5,050.00	\$ 6,280.00	\$
	Velcro Compatible Panels	\$ 5,250.00	\$ 6,510.00	\$

**Color
Options:**

Select Panel Color (Hardwall Color/Velcro Panels)

☐ Black

☐ Blue

☐ Grey

Select Carpet Color:

☐ Black

☐ Blue

☐ Teal

☐ Gold

☐ Red

☐ Plum

☐ Grey

☐ Burgundy

☐ Forest Green

**Header
Copy:**

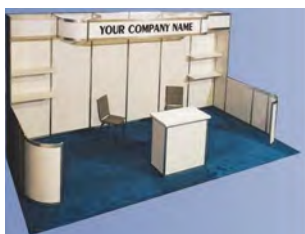
Header Copy ~ One line with block letters:

(Please print clearly. Logos, color, & special lettering available at an additional cost. Call for quote.)

**Additional
Options**

Qty	Item	Advance	Standard	Subtotal
	Standard Counter 18"x39"x40"	\$ 495.00	\$ 605.00	\$
	Adjustable Shelves	\$ 65.00	\$ 84.50	\$
	Spot Lights (use w/ rental only)	\$ 55.00	\$ 71.50	\$

Additional booth furnishings can be found throughout manual. Look for upgraded carpet, carpet pad, graphics, chairs, etc.



Why Choose Custom?

Exhibitors have full access to Brede National Exposition Services' exhibit design expertise. Brede will create an attractive and functional exhibit that complements your marketing strategy, maximizes your booth space, and enhances your presence on the show floor. For custom possibilities, please contact Brede.



**Important
Notes**

- Electricity is not included with rental.
- Cancelled orders will be charged 100% of the original price.
- A credit card on file is required when using Brede National Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal \$

6.25% MA Tax \$

Est. Total \$

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment will not be processed.

Booth Number

Exhibiting Company

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Brede Rental Exhibits



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**Information
Form**

*Brede National Exposition Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below.
Please make your show site representative aware of the following policy.*

Limitations of Brede National Exposition Services' Liability and Responsibility

1. Brede National Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Brede National Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Brede National Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Brede bills of lading covering outgoing shipments which are tendered to Brede National Exposition Services by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. Brede National Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Brede National Exposition Services by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
6. Brede National Exposition Services shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. Brede National Exposition Services shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Brede Exposition Service's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Brede National Exposition Services is limited to \$.30 per pound per article, with a maximum of \$50.00 per item, and a maximum of \$1,000.00 per shipment. This applies while these goods are in Brede's warehouse, in vehicles for delivery, or at show site.
7. Claims for loss or damage which are not submitted to Brede National Exposition Services within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Brede National Exposition Services or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede National Exposition Services for such shipments.
9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Brede National Exposition Services assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Brede National Exposition Services labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Brede will assist in the preparation of Brede bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.
11. In order to expedite removal of materials, Brede National Exposition Services shall have authority, without further clearance with exhibitors, to change designated carriers.
12. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors. Payment for all labor and services will be the responsibility of the exhibitor.
13. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

The exhibitor agrees, in the event of a dispute with Brede National Exposition Services relative to any loss or damage to any of their materials or equipment, that they will not withhold payment of any amount due to Brede National Exposition Services for Drayage or any other services provided by Brede National Exposition Services as an offset against the amount of the alleged loss or damage. Instead, they agree to pay Brede National Exposition Services at the close of the show for all such charges, and they further agree that any claim they may have against Brede National Exposition Services shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.

14. Service charge of 1-1/2% per month on any unpaid balance will be made starting 30 days after date of invoice.
15. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
16. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
17. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE** covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Brede National Exposition Services is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Brede National Exposition Services hereunder are based on the value of the material handling services and the scope of Brede National Exposition Services liability as set forth above.



Find more on Brede.com



phone 301.937.8600

fax 301.937.2952

e-mail jalexander@brede.com

Limits of Liability



EXPOSITION SERVICES



Experimental Biology 2015

Boston Convention & Exhibition Center

Boston, MA

March 28 - April 1, 2015



Information Form

Brede National Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Exhibitors may choose to ship freight to the advance warehouse or directly to show site. Brede will receive and manage the freight at the warehouse and on show site as described in the following pages. Material handling fees are paid to Brede for these material handling services, and are separate from and independent of freight transportation charges, which are paid to a freight carrier such as YRC, ABF, FedEx, or any other carrier of the exhibitor's choosing. Exhibitors are responsible for securing a carrier of their choosing and arranging freight transportation to and from the event, and all associated transportation fees.

Advance Shipments to the Warehouse

Deadlines and Info

- Receiving begins **30 days prior to exhibitor move-in.**
- Shipments received at the warehouse after **March 20, 2015** are subject to additional charges.
- Ship pre-paid; collect shipments will be refused
- Uncrated, pad wrapped or specialized equipment will not be accepted at the warehouse.
- Hazardous materials will not be accepted at the warehouse.

Advantages

There are several advantages to shipping advance to the warehouse versus directly to the show site:

- Exhibitors can confirm shipment has arrived and is intact in advance of the move-in date.
- Materials will be delivered to your booth prior to your arrival on site.
- Delivery dates and times are more flexible.

Advance Warehouse Rates

See below for definitions and descriptions of warehouse rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Rates Include

Warehouse material handling rates include the following:

- Receiving exhibitor shipment at the advance warehouse, and storage beginning 30 days prior to the show.
- Movement of all exhibitor freight from warehouse to exhibit site.
- Materials unloaded and delivered to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. 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

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments, shipments without certified weight tickets or delivery receipts, such as FedEx, UPS, POVs (personally owned vehicles).



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EXPOSITION SERVICES



Experimental Biology 2015

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Information Form

Brede National Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Direct Shipments to Show site

Deadlines and Info

- Do not ship to the facility prior to **March 27, 2015**. Early shipments to show site may be refused. Brede National Exposition Services will be on show site at the loading dock to receive exhibitor materials only during move-in hours.
- Ship pre-paid; collect shipments will be refused.
- Hazardous materials will not be accepted at show site.

Direct to Show site Rates

See below for definitions and descriptions of direct to show site rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Rates Include

Direct to show site material handling rates include the following:

- Materials unloaded at loading dock and delivered to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. 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

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as Fedex, UPS, POVs (personally owned vehicles).

Uncrated, Unskidded, or Wrapped

Use this rate for shipments that are not in crates, cases, or boxes and/or pad wrapped, specialized equipment, unskidded machinery or uncrated POV shipments. Uncrated shipments are received at show site only.

Overtime Charges

Inbound

Overtime charges apply on inbound shipments if:

- Your shipment is to be delivered to your booth before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your shipment is received at the warehouse, and is delivered to show site before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- A vehicle driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.

Outbound

Overtime charges apply on outbound shipments if:

- Your shipment is loaded after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your carrier driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.



[Find more on Brede.com](http://Brede.com)



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EXPOSITION SERVICES



Experimental Biology 2015

Boston Convention & Exhibition Center

Boston, MA

March 28 - April 1, 2015



Information Form

Brede National Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Material Handling Documentation

Inbound Bill of Lading

All inbound shipments must have a Bill of Lading or delivery slip showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede for such shipments. Billed weight is based on incoming weight, whether outbound services are used completely or in part. The weight is rounded up to the next one hundred pounds (100 lbs) and is taken from the inbound Bill of Lading and/or the certified weight ticket. Separate shipments will not be combined. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Brede. This weight will prevail.

Advance Warehouse Shipping Address

TO: Exhibiting Company Name and Booth #
FOR: Experimental Biology 2015
Brede National Exposition Services
c/o ABF
150 Manley Street
W. Bridgewater, MA 02379

- Use this address and information on your inbound bill of lading if shipping your freight to the Advance Warehouse.
- Please use the freight labels provided in this service manual.
- Receiving hours: M - F 8:00 a.m. to 4:00 p.m.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede National Exposition Services. Such shipments will be refused.
- **All shipments to the Advance Warehouse must arrive by March 20, 2015 to avoid late charges.**

Direct to Show site Shipping Address

TO: Exhibiting Company Name and Booth #
FOR: Experimental Biology 2015
c/o Brede National Exposition Services
Boston Convention & Exhibition Center
415 Summer Street Halls A & B
Boston, MA 02210

- Use this address and information on your inbound bill of lading if shipping your freight Direct to Show site.
- Please use the freight labels provided in this service manual.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede National Exposition Services. Such shipments will be refused.
- **Shipments will be received at the facility no sooner than March 27, 2015 during move-in hours.**

Empty Containers, Labels

Exhibitors with crates or boxes that need to be returned to pack up booth equipment at the end of the show must affix empty labels on the containers as soon as they are empty. Empty labels will be available at the Brede Service Desk. Affixing the labels is the sole responsibility of the exhibitor. Brede assumes no responsibility for removal of containers with old empty labels, improper information on labels or valuables stored in containers with empty labels. Empty containers will be removed from the floor and stored until the close of the show. You will not have access to empty containers during the show. In most cases, empty containers may not be stored in your booth during the show as it is a fire hazard.

Outbound Bill of Lading

Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the Brede Service Desk: **do not leave outbound Bills of Lading in your booth.** Exhibitors who wish to ship outbound materials via any carrier other than the show carrier must advise carrier to be checked in at the Brede Service Desk by the driver check-in time specified on the *Show Details* page. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Service Desk. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in by the designated time, Brede reserves the right to re-route shipment via the official show carrier as necessary, at the exhibitor's expense.



Find more on Brede.com



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EXPOSITION SERVICES



Experimental Biology 2015

Boston Convention & Exhibition Center

Boston, MA

March 28 - April 1, 2015

**Order
Form**

Submit this form if you will be shipping materials to the advance warehouse or show site.

Use the rates and calculator below to estimate your material handling charges.

Enter the Material Handling Estimate below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

Material Handling Rate Schedule

- For full definitions and descriptions of all rates, and rules, see the *Material Handling Information* forms included in this manual.
- All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown below. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Material Handling RateRates below include any
applicable OT charges
per 100 lbs

Description	200 lb minimum charge
Advance to Warehouse: Crated	\$126.25
Direct to Show site: Crated	\$125.75
Advance to Warehouse: Special Handling	\$161.50
Direct to Show site: Special Handling	\$157.00
Direct to Show site: Uncrated, Unskidded, or Wrapped	\$188.50

Additional Services

Late shipments, off-target shipments & site shipments received before published move-in or after show opening. Freight received at the warehouse after **March 20, 2015** or at show site prior to published move-in or after show opening, add an additional charge per 100 lbs. Additional transportation charges may apply.

\$28.00
per 100 lbs.

Spotting Fee. Any vehicles driven into the exhibit hall under their own power will incur a round-trip spotting fee. Vehicles not moved in under their own power will be unloaded and charged based on weight.

\$160.00
round trip

Special Services. Shipments returned to warehouse will be charged \$15.00 per 100 lbs. with a \$250.00 minimum. Storage will be charged if shipment is not routed or picked up after three working days. • Storage fees prior to 30 days before show, or after 3 days following the show are \$1.25 per 100 lbs. per day with a \$35.00 minimum. On-site container storage for freight brought in by exhibitors is \$30.00 per piece.

Calculate Estimated Material Handling ChargesSelect: ☐ Advanced ☐ Direct

Carrier(s)	Tracking # or Shipped From	Date of Arrival	# Pieces	Est. Weight CWT	Rate per CWT	Estimated Cost 200 lb minimum
					X	= \$
					X	= \$
					X	= \$
Transfer this total to the Order Summary / Payment form. Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed.					TOTAL	\$

Show Site Contact Name _____

Show Site Phone _____

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA by fax 301.937.2952

Material Handling Rates



Information Form

By completing and submitting the Material Handling order form, exhibitor acknowledges reading and accepting the terms and conditions included on the Material Handling Information forms, as well as the Limits of Liability form. Please review these money-saving tips to make the most efficient use of your material handling budget. Please make your show site representative aware of the following information.

Money-Saving Tips

In General

- Ship via common carrier to avoid possible special handling surcharges.
- Ship early to avoid overnight charges whenever possible.
- Furnish accurate weight tickets with your shipment.
- Properly label/address all shipments to avoid time-consuming re-routes, mis-deliveries, and delays. Remove old shipping labels before you send materials, and attach new labels with complete information. Shipping labels are provided in this service manual for your convenience.
- When shipping direct to show site, confirm in advance that your carrier can guarantee delivery of your freight to the exhibit facility during move-in dates. When possible, schedule shipments to arrive during straight time rather than overtime periods.
- Label your freight with the number of total pieces – example 1 of 3, 2 of 3 and 3 of 3.
- Take a copy of tracking numbers to the show, as well as origination and destination points, piece counts, arrival dates and phone numbers for tracking purposes.

Consolidate Your Shipment

- Separate shipments received by Brede will not be combined. The minimum 200 lb. charge applies to each shipment Brede receives.
- Consolidate your shipment whenever possible to avoid multiple minimum charges.

For example:

- o 1 piece weighing 36 lbs. charged @ 200 lb. minimum x \$126.25 per CWT = \$252.50
- o 1 piece weighing 62 lbs. charged @ 200 lb. minimum x \$126.25 per CWT = \$252.50
- o 1 piece weighing 54 lbs. charged @ 200 lb. minimum x \$126.25 per CWT = \$252.50

TOTAL cost of three shipments arriving separately: \$757.50

OR

- o 3 pieces totaling 152 lbs @ 200 lb minimum x \$126.25 per CWT = \$252.50

TOTAL cost of one consolidated shipment: \$252.50 Savings of \$505.00

- Shipments arriving at the same time from different destinations are considered separate shipments.
- Please be aware that small package handlers may split shipments resulting in Brede receiving multiple shipments.



[Find more on Brede.com](http://Brede.com)



phone 301.937.8600

fax 301.937.2952

e-mail jalexander@brede.com

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

c/o ABF

150 Manley Street

W. Bridgewater, MA 02379

Experimental Biology 2015

Boston Convention & Exhibition Center

Boston, MA

March 28 - April 1, 2015

Exhibitor

Booth

Late to warehouse charges apply after:

March 20, 2015

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

c/o ABF

150 Manley Street

W. Bridgewater, MA 02379

Experimental Biology 2015

Boston Convention & Exhibition Center

Boston, MA

March 28 - April 1, 2015

Exhibitor

Booth

Late to warehouse charges apply after:

March 20, 2015

- These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment to the advance warehouse.
- Please make additional copies of these labels as needed.

Important notes: Warehouse is not temperature controlled.

Hazardous materials will not be accepted at the warehouse.

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

**Boston Convention & Exhibition Center
415 Summer Street, Halls A & B
Boston, MA 02210**

Experimental Biology 2015

***Boston Convention & Exhibition Center
Boston, MA
March 28 - April 1, 2015***

Exhibitor _____

Booth _____

***Do not deliver prior to:
March 27, 2015***

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

**Boston Convention & Exhibition Center
415 Summer Street, Halls A & B
Boston, MA 02210**

Experimental Biology 2015

***Boston Convention & Exhibition Center
Boston, MA
March 28 - April 1, 2015***

Exhibitor _____

Booth _____

***Do not deliver prior to:
March 27, 2015***

- These shipping labels are provided for your convenience to assist in preparing shipments direct to the show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.

Important note: Hazardous materials will not be accepted at show site.



EXPOSITION SERVICES



Experimental Biology 2015

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March 28 - April 1, 2015



Order Form

Complete this form to request a pre-printed outbound bill of lading and shipping labels for your outbound shipment. Forms and labels will be delivered to your booth at show site.

Requests must be submitted by: March 13, 2015

Notes

- Please complete one form per shipment.
- Please review the *Material Handling Information*, *Material Handling Rate Schedule*, and *Limits of Liability* forms.
- **Do not leave Bills of Lading in your booth!**

Outbound Shipping Information

To: _____
Consigned to (Ship to:) _____
Attention: _____
Destination (Street Address): _____
City: _____ State: _____ Zip: _____

Method

Ground

☐ ABF ☐ Other Ground _____

Air

☐ ADCOM ☐ Other Air _____ ☐ Next Day ☐ 2nd Day ☐ Deferred

Freight Charges Guaranteed By

Company/Exhibitor: _____
Attention: _____
Permanent Street Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____

Shipping Labels Request

Label Request

of Shipping Labels Requested: _____

Exhibitors using FedEx or UPS must provide pre-printed labels with the account number.

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA by fax 301.937.2952

Bill of Lading & Labels Request

TRUST YOUR IMPORTANT TRADE SHOW SHIPMENT WITH THE LEADER IN EXHIBIT TRANSPORTATION SERVICES

Your Recommended Carrier



On-Site...On-Time...Damage-Free

800-654-7019

**Let ABF make your show the
easiest you have attended.**

Choose ABF guaranteed, expedited shipping solutions — air or ground with special show discounted rates for your inbound and outbound shipments.

**For personalized quotes, please call our
trade show division at 800-654-7019.**

On the floor and behind the scenes, **ABF Freight System, Inc.®** makes it happen with:

- Priority handling of your inbound and outbound shipment.
- Guaranteed expedited air and ground services.
- LTL ground transportation.
- International transportation.



tradeshow@abf.com

ABF FREIGHT SYSTEM, INC.® • TRADE SHOW SERVICES

Show Name _____ Booth Number _____

Show Date _____ Show City _____

Contractor _____

Name _____ Title _____

Company _____

Street Address _____

P.O. Box _____ City _____ State _____

Zip (P.O. Box) _____ Zip (Street Address) _____

Phone _____ Fax _____ E-mail _____

Estimated Exhibit Value _____

Normal Exhibit Weight _____ Number of Shows Per Year _____

Normal Number of Exhibit Pieces _____ Crates _____ Cartons _____ Cases _____ Carpet _____

Would you like to be included on future mailings? ☐ Yes ☐ No

Would you like an ABF Trade Show coordinator to call you with a quote or information? ☐ Yes ☐ No

Please send me a detailed information packet on ABF's Trade Show Service. ☐

Please fax completed form back to 800-836-3320.

ABF Freight System, Inc. • Trade Show Services • P.O. Box 697 • Cherryville, NC 28021

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On-Site...On-Time...Damage-Free

tradeshow@abf.com

(800) 654-7019





SERVICES:

- Door-to-show/
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- Economy to white
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any budget
- Exclusive use vehicles
and lift gate service
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heavyweight shipments
- On-site management
- International shipping
with customs brokerage
- Show to Show shipping
- Online Tracking
- Automatic proof
of delivery
- Secure nationwide
warehousing
and storage
- 24/7 availability and
service year round
- Crating/packing/
unpacking/
debris removal
- Compliance with Show
deadlines to help
exhibitors avoid penalties
and forced freight
- Customized quotes –
no hidden fees.

Brede

NATIONAL EXPOSITION SERVICES

OFFICIAL AIR FREIGHT CARRIER

Specializing in Event Logistics for 30 years

Adcom has the expertise to handle your tradeshow logistics efficiently and economically and the experience to comply with the show rules and deadlines.

At ADCOM, we set ourselves apart by **working smarter, moving faster, and responding to your needs beyond expectations.**

Find out why so many exhibitors put their trust in us – not just for one event – **but for all their shipping needs.**



 Adcom Worldwide DCA/PIT

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reliable service. every time.

At Adcom Worldwide, we take pride in providing **exceptional customer service and reliability** for all your **event/tradeshow freight shipping needs**. Our goal is to keep our customers **stress free** when they have important goods to ship.

LEAVE THE LOGISTICS TO US!

Adcom Worldwide takes pride in having offered the finest specialized services available in the transportation industry for over twenty-five years. Our driving philosophy remains as it was in the beginning – to meet our customers' needs and surpass their expectations...**Without Fail!**

Contact us for a customized quote

The WCA membership voted ADCOM WORLDWIDE as the 'BEST NORTH AMERICAN AGENT' in 2013, 2011, 2010, 2009 and 2006 as well as the 'BEST WORLD AGENT' in 2010.

www.adcomworldwide-dca-pit.com • exhibitors@adcomworldwide.com

703.684.1900 • 800.486.7447



EXPOSITION SERVICES



Experimental Biology 2015

Boston Convention & Exhibition Center

Boston, MA

March 28 - April 1, 2015



Information Form

These definitions are provided in order to acquaint you with specific guidelines for labor. Trade shows, conventions, and special events in this vicinity are governed by local union contracts. Please review the following information in order to better understand the applicable union jurisdictions. If you have any questions once you have read this, please address them directly to Brede Exposition Services.

Material Handling

Exhibitors are allowed to perform their own drayage, provided that their freight is delivered in their privately owned vehicle (POV), they use their own bona fide company employees, and they bring the freight into the building and to their booth. POVs are defined as personally owned vehicles such as cars, vans, station wagons, SUVs, and box trucks less than 24' in length. Pick-ups with trailers attached are not to exceed 24' in length. Exhibitors must be able to unload/load within 20 minutes of positioning at the designated dock. Any vehicles left unattended may be towed. Venue security will strictly enforce the 20 minute time limit.

Freight being delivered to the loading dock by common carrier, van line, or any vehicle other than a POV must be unloaded and delivered by the official drayage contractor. *There is a charge for this service.* Fork lifts, electric pallet jacks, and pallet jacks may be used by the official drayage contractor only.

Booth Labor

Exhibitors are allowed to set-up and or dismantle their own booths, provided they use their own bona fide company employees who will be staffing the exhibit. Please advise them not to bring outside labor of any kind. Exhibitors who employ display houses or exhibit manufacturers to erect or dismantle their booths may have supervision sent in from their supplier. Supervisors of this type cannot physically erect the booth, unless they are members in good standing of Teamsters Local 25.

I. Exhibitors must use their own bona fide personnel or union personnel hired from Brede Exposition Services for installation and dismantling of exhibits.

OR

II. Non-official installation and dismantling contractors may provide supervision. Non-official contractors must use labor supplied by Brede Exposition Services unless the following requirements are fulfilled:

- Exhibitors must advise Brede Exposition Services in writing, thirty (30) days prior to setup of the show, of their intent to hire an outside installation and dismantle company or exhibit house to supervise, install, and dismantle their exhibit. The *Non-Official Contractor* form must be completed and returned no less than thirty (30) days prior to setup.
- Non-official contractors must furnish proof of adequate insurance, in the form of an original copy of a policy rider listing Brede Exposition Services as an additional insured, furnished by their broker to Brede Exposition Services' office no less than thirty (30) days in advance of actual installation dates.
- Non-official contractors must furnish show management the names, addresses and telephone numbers of key executives or emergency contact.
- All personnel must display proper identification at show site.

This statement and insurance rider are not required by the exhibitors who plan to setup and dismantle their own booths or equipment with their own employees.

Non-official installation and dismantle contractors will be allowed on the exhibit floor only during official installation & dismantling hours, and must be identified with a temporary work pass, either supplied by show management or the official service contractor.

Safety

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Brede cannot be responsible for injuries or falls caused by the improper use of this furniture.

If assistance is required in the assembly/dismantle of your booth, please order labor on the enclosed *Labor Order* form and necessary ladders and tools will be provided.

Gratuities

Brede Exposition Services requests that exhibitors do not tip our employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a Brede supervisor. Employees of Brede are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Brede employees.

In General

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed directly to Brede management personnel. It is recommended that any questions arising with regard to union jurisdiction or practices should be directed to a management representative of Brede.



[Find more on Brede.com](http://Brede.com)



phone 301.937.8600

fax 301.937.2952

e-mail jalexander@brede.com



**Order
Form**



Experimental Biology 2015

Boston Convention & Exhibition Center

Boston, MA

March 28 - April 1, 2015

EXPOSITION SERVICES

Submit this form if you would like to order labor from Brede. Labor is available for installation and dismantling of exhibits, and for shrink wrapping and banding of materials.

Enter the Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: March 13, 2015

**Option A:
Brede
Supervised**

- Option for installation to occur prior to exhibitor's arrival.
- Reduce at-show expenses and time spent
- Labor under Brede supervision is straight time when possible.

☐ Check for Brede Supervised Labor

Installation

Shipped:

- ☐ Warehouse
- ☐ Show site

Blueprints/Instructions:

- ☐ Attached
- ☐ with Display-Crate # _____

Shipment :

- ☐ Crates
- ☐ Boxes
- ☐ Carpet/Pad

Electrical under carpet:

- ☐ Yes ☐ No

Location: _____

Carpet:

- ☐ From Brede
- ☐ Shipped
- ☐ None

Delivery Date: _____

Special Equipment Required: _____

- Brede Supervision costs **30%** of total labor bill.
- There is a **\$50.00** minimum charge for supervision per installation and dismantle.

Dismantle

An Outbound Bill of Lading must be completed and turned in at the Brede Service Desk.

Please provide the following information:

Ship to: _____
Attn: _____
Address: _____
City, ST, Zip: _____

Official show carrier: ☐ Ground ☐ Air

Other carrier*: _____

*Show site Bill of Lading prevails.

**Option B:
Exhibitor
Supervised**

- All work is performed under direction of the exhibitor.
- Exhibitor must meet labor at Brede Service Desk at scheduled time.

☐ Check for Exhibitor Supervised Labor

Show site Contact: _____

Phone #: _____

**Labor
Rates**

Straight Time

\$112.00

Monday-Friday 8:00a.m.-4:30p.m.

per person per hour

Overtime

\$168.00

Monday-Friday 4:30p.m.-8:00a.m. All day Saturday

per person per hour

Double Time

\$224.00

All day Sunday and observed union holidays

per person per hour

- One hour minimum per laborer. Labor is then charged in 1/2 hour increments per laborer.
- *Use labor rates at left to complete "Rate per laborer" column based on Straight, Overtime, or Double Time.
- Add Brede Supervision column only if using Option A. Multiply Subtotal Labor Cost by .30 for Brede Supervision cost.

**Estimate
Costs**

	Date Time	# Laborers Requested	Est. Hrs. per laborer	Total Hrs.	Rate* per person	Subtotal	Brede Supervision (Subtotal X .30)	Estimated Cost
Installation	_____	X	=	X	= \$	= \$	+ \$	= \$
Dismantle	_____	X	=	X	= \$	= \$	+ \$	= \$

**Important
Notes**

- 30% surcharge will be assessed to all Late/Floor orders.
- Orders not cancelled prior to move-in will result in a minimum one-hour charge per laborer requested.
- A credit card on file is required when using Brede National Exposition Services.
- All charges must be paid prior to close of show.

**Calculate
Total**

Est. Total \$ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders without payment source will not be processed.

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA by fax 301.937.2952

Labor



EXPOSITION SERVICES



Experimental Biology 2015

Boston Convention & Exhibition Center

Boston, MA

March 28 - April 1, 2015



**Order
Form**

Submit this form if you wish to rent forklift labor from Brede National Exposition Services..

Enter the Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: March 13, 2015

This service is available to assist you with your setup, unskidding, and/or spotting of machinery once it has been delivered to your booth. You do not need to order forklifts to unload your truck or deliver your freight to your booth from the loading dock.

Please call your Brede Customer Service Representative for a quote if you require a **forklift for over 5,000 lbs. capacity, a cage, or a crane.**

**Forklift
Rates**

Up to 5,000 lbs. capacity
forklift & operator per hour

Helper
per person per hour

Straight Time

Monday-Friday 8:00a.m.-4:30p.m.

\$187.00

\$112.00

• One hour minimum per laborer.

Overtime

Monday-Friday 4:30p.m.-8:00a.m. All day Saturday

\$243.00

\$168.00

• Labor is then charged in 1/2 hour increments per laborer.

Double Time

All day Sunday and observed union holidays

\$299.00

\$224.00

**Order
Details**

Describe work to be done:

- ☐ Spotting of Equipment
☐ Installation/Dismantle of Header
☐ Other _____

Please specify other equipment:

- ☐ Straps
☐ Chains
☐ Fork Extensions

Four (4) Stage Forklift Required: ☐ Yes ☐ No

Contact responsible for move-in: _____ **Phone #:** _____

**Estimate
Costs**

	Date Time	Heaviest Piece (lbs.)	# of Forklifts up to 5,000 lbs.	Est. Hrs. per Forklift	Rate per hour	Estimated Cost
Installation	_____	_____	X	X	\$ _____	= \$ _____
Dismantle	_____	_____	X	X	\$ _____	= \$ _____

**Important
Notes**

- 30% surcharge will be assessed to all Late/Floor orders.
- If cage, crane, or larger capacity lift is required, contact Brede Customer Service for scheduling and pricing.
- One hour will be charged on orders cancelled without 48 hour notice.
- A credit card on file is required when using Brede National Exposition Services.
- All charges must be paid prior to close of show.

**Calculate
Total**

Est. Total \$ _____

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA by fax 301.937.2952

Forklift



EXPOSITION SERVICES



Experimental Biology 2015

Boston Convention & Exhibition Center

Boston, MA

March 28 - April 1, 2015



**Order
Form**

- To avoid additional costs, all exhibitors are required to complete and return this form no later than: **March 13, 2015.**
- *If you have hired a non-official contractor, they are responsible for laying your cords.*

** Please indicate one of the following **

**Electrical/
Networking
cords are
not required**

☐

We will not have any cords under our carpet.

**Electrical/
Networking
Non-
Official
Contractor**

☐

We have hired a Non-Official Contractor who will lay our cords.

**Electrical /
Networking
cords are
required**

☐

Our Electrical / Networking layout is on the attached grid.
We authorize Brede to install these items prior to our booth carpet being placed.

- It is important to submit both this form along with the grid from the following page.
- Labor Rates are charged for this service. There is a 1 hr. minimum.

Straight Time \$ 112.00 per person per hour

Overtime \$ 168.00 per person per hour

Double Time \$ 224.00 per person per hour

- Electrical cords will be charged at \$ 45.00 per cord
- Exhibitors must provide their own internet & networking cables

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA by fax 301.937.2952

Electrical / Networking Cords



EXPOSITION SERVICES



Experimental Biology 2015

Boston Convention & Exhibition Center

Boston, MA

March 28 - April 1, 2015

IMPORTANT !

*If you have ordered electrical and/or internet services from the venue, Brede will provide labor to install electrical and internet cabling under your carpet from the main drops to your desired locations as indicated on this diagram. Published labor rates apply. Please note the necessary electrical cords will be provided by Brede at \$45.00 per cord. **Internet cables must be provided by the exhibitor or ordered through the internet service supplier.***

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Scale = 1 Box is equal to _____ ft.

10' x 10' booth-1 box is equal to 1 ft.

20' x 20' booth-1 box is equal to 2 ft.

Please provide an accurate layout of the placement of all electrical outlets, internet hubs, and internet access points within your booth, using the symbols below.

Return this form to Brede National Exposition Services by March 13, 2015.

X Location of electrical outlet

H Location of internet hub

I Location of internet access point

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA **by fax** 301.937.2952

Electrical Floor Plan



EXPOSITION SERVICES



Experimental Biology 2015

Boston Convention & Exhibition Center

Boston, MA

March 28 - April 1, 2015



**Information
Form**

Accessible storage will be available to you at this show. If you need to store and access materials that you do not have space for in your booth, such as back up equipment or hand-outs for attendees, accessible storage is an area at show site designated to hold these items for you.



This is not an order form. This service must be ordered on-site.

Notes

- You must sign up for this service and pick up your labels at the Brede National Exposition Services desk.
- All freight received at the show will be delivered to your booth space first, and will be placed in accessible storage when properly labeled.
- This is not secured storage.
- This is not empty storage.
- Accessible storage items may not be the first items returned to your booth at the close of the show.
- There will be a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.
- **There is a one time set up charge of \$100.00**

**Storage
Rates**

Size of Storage Space
sq. ft.

Rate
per day

0-25	\$ 75.00
26-50	\$ 150.00
51-100	\$ 200.00
101-150	\$ 250.00
151-200	\$ 300.00

**Access
Rates**

There is a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.



Find more on Brede.com



phone 301.937.8600
fax 301.937.2952
e-mail jalexander@brede.com

Accessible Storage



EXPOSITION SERVICES



Experimental Biology 2015

Boston Convention & Exhibition Center

Boston, MA

March 28 - April 1, 2015



**Order
Form**

Submit this form if the exhibiting company intends to use a contractor other than Brede National Exposition Services. If the exhibiting company fails to comply with any or all of the requirements listed below, the non-official contractor will not be permitted to service your exhibit, and Brede National Exposition Services must be hired for installation and dismantle labor. The non-official contractor will be able to provide supervision only.

**Contractor
Requirements**

Non-official contractors must use labor supplied by Brede National Exposition Services unless the following requirements are fulfilled:

- Exhibitors must return this completed form to Brede National Exposition Services at least thirty (30) days prior to the show.
- Non-official contractors must **submit proof of adequate insurance**, in the form of an original policy rider, listing Brede as an additional insured, furnished by their broker to Brede's office no later than thirty (30) days in advance of actual installation dates. This must include a copy of your Worker's Compensation Insurance.
- Non-official contractors must furnish show management the names, addresses and telephone numbers of key executives for emergency contact.
- All personnel must be properly badged at show site.

Non-official installation and dismantle contractors may provide supervision. Non-official contractors are allowed on the exhibit floor only during official installation and dismantle hours, providing the information above is supplied.

**Contractor
Information**

NON-OFFICIAL CONTRACTOR:

ADDRESS:

PHONE#:

EMAIL ADDRESS:

CONTACT IN BOOTH:

FAX#:

CELL#:

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA by fax 301.937.2952

Non-Official I&D Contractor



EXPOSITION SERVICES



Experimental Biology 2015

Boston Convention & Exhibition Center

Boston, MA

March 28 - April 1, 2015



**Order
Form**

Submit this form if you wish to order signage from Brede.

Enter the Graphics Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: March 13, 2015

Standard Sizes

Standard signs are digitally produced with color copy, mounted on white foam board, and include up to 10 words.

Qty	Size	Advance	Standard	Subtotal
<input type="text"/>	11" X 14"	\$ 48.00	\$ 61.00	\$ <input type="text"/>
<input type="text"/>	14" X 22"	\$ 65.00	\$ 84.50	\$ <input type="text"/>
<input type="text"/>	22" X 28"	\$ 88.00	\$ 113.00	\$ <input type="text"/>
<input type="text"/>	28" X 44"	\$ 114.00	\$ 147.00	\$ <input type="text"/>

Indicate sign copy & layout here

*File conversion, retouching, cloning or color correcting may incur additional labor charges.

Custom Sizes

Brede can provide digital graphic reproduction in custom sizes. Please contact us for full-color, photo-quality, high resolution digital printing in virtually any size for banners, exhibit graphics and more.

Length	Width	Square footage	Advance	Standard	Subtotal
<input type="text"/>	X <input type="text"/>	= <input type="text"/>	\$19.00 per sq. ft.	\$23.00 per sq. ft.	= \$ <input type="text"/>

Ten (10) sq. ft.
minimum order

☐ Foamcore

☐ Masonite

☐ PVC

☐ Plexi

☐ Gatorfoam

☐ Other

Select one

☐ Vertical

☐ Horizontal

Special instructions

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede National Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal \$

6.25% MA Tax \$

Signs Total \$

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA by fax 301.937.2952

Graphics



EXPOSITION SERVICES



Experimental Biology 2015

Boston Convention & Exhibition Center

Boston, MA

March 28 - April 1, 2015



**Information
Form**

Please be sure to inform your show site representative of the following fire regulations to ensure the safety of all parties throughout the duration of the show.

Booth Construction

Booths, platforms and space dividers shall be of materials that are rendered flame-retardant, satisfactory to the local fire department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus shall be of a 3-wire UL type approved.

Permits

A permit shall be required for the following:

- Display and operation of any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operation of any electrical, mechanical, or chemical device which may be deemed hazardous by the local fire department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display of any internal combustion engine (special requirements available upon request).
- Use of any compressed gases (permit required for 32CF bottles 1/2 full or less).

Obstructions

Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily-seen locations and may be required to be posted with designating signs.

Flame Retardant Treatment

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth and similar materials shall be flame-retardant unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame-retardant, therefore their use is prohibited.

Combustibles

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the fire department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

Storage behind booth backwall is strictly prohibited.



Find more on Brede.com



phone 301.937.8600

fax 301.937.2952

e-mail jalexander@brede.com

CPD

Phone: (504)454-7204
Fax: (504) 454-7262

* Cardholder Signature: **X**

EXHIBITOR ORDER FORM

High Resolution Digital Exhibit Photography

	Qty	Price	Total
Each View (incl 1 - 8"x10: print)	_____	\$125	\$_____
Each View (incl Digital file on CD)	_____	\$165	\$_____
Show Special (1- 8x10, CD & copyright)	_____	\$195	\$_____
Additional copies of CD	_____	\$30	\$_____
Additional 8"x10" prints	_____	\$35	\$_____

PRO Packages for Large Exhibits

PRO Package #1 (5 high resolution digital views on CD-ROM)	_____	\$650	\$_____
PRO Package #2 (7 high resolution digital views on CD-ROM, 1 - 8"x10" print of each view)	_____	\$1150	\$_____
Each additional view	_____	\$45	\$_____

Subtotal left column: \$_____

Digital Photography Coverage

	Qty	Price	Total
Photo Coverage (per hour)	_____	\$70	\$_____
All images on CD-ROM	_____	\$50	\$_____
Off-site locations (2 hour min)	_____	\$50	\$_____

Subtotal above column: \$_____

+ Subtotal from left column: \$_____

+ S&H (\$10 domestic/\$15 Int'l): \$_____

+ Sales Tax (7.75%, CA only): \$_____

GRAND TOTAL: \$_____

Orders will be shipped 2 - 4 weeks post show.

Type of view:

☐ EMPTY ☐ ACTIVITY ☐ STAFF

Payment Info

☐ **Credit Card #** _____ - _____ - _____ - _____ Exp. Date: _____

Name on card _____ ☐ M/C ☐ VISA ☐ AMEX

Signature _____ **Card Security Code** _____

☐ **Check #** _____ (Payable to ActionFoto) **All orders must be prepaid in US Funds from a US Bank**

Company Info

Experimental Biology 2015

March 28 thru April 1, 2015 Boston, MA

Company _____ Phone (____) _____

Email _____ Fax (____) _____

Address _____

City _____ State _____ Zip _____

Purchase Order # _____ Booth # _____

Ordered by (print) _____ Signature _____

PLEASE SEND COMPLETED PAPERWORK TO INFO@MEETINGPIX.COM

ATLANTIC IMAGES AND SOUND

9145 Narcoossee Road, Suite 106, PMB #137, Orlando FL 32827 (561)302-6854 / (561) 372-8966

Audio Visual Exhibit Floor Pricing

Experimental Biology March 28-April 1, 2015 Boston Convention Center

Flat Screen Displays: (SHOW PRICE)

17" LCD Flat Panel (Data Only) = \$150.00 ☐
20" LCD Flat Panel (Data Only) = \$240.00 ☐
32" LCD Flat Panel = \$350.00 ☐
32" Dual Post Stand = \$100.00 ☐

(table stands provided with 17",20",32" monitors)

Audio: (SHOW PRICE)

Mackie Powered Speaker w/std = \$250.00 ☐
Wired Microphone w/std = \$120.00 ☐
Wired Headset Microphone = \$120.00 ☐
Wireless Microphone (Lav or HH) = \$450.00 ☐
4-channel mixer = \$150.00 ☐
8-channel mixer = \$225.00 ☐
Compact Disc Player = \$150.00 ☐

PAYMENT INFORMATION (VISA, MASTERCARD)

PURCHASER NAME: _____
BILLING ADDRESS: _____
CITY,STATE,ZIP: _____
TYPE OF CARD: _____
CARD NUMBER: _____
EXPIRATION: _____
SECURITY CODE: _____

PRICING GOOD THROUGH - 3/15/2015

EQUIPMENT NOT LISTED PLEASE INQUIRE:

ATLANTICIMAGESANDSOUND@GMAIL.COM

LCD / LED Displays (SHOW PRICE)

42" LED (Res1024x768) 4:3 Aspect = \$625.00 ☐
50" LED (Res1024x768) 4:3 Aspect = \$750.00 ☐
61" LED (Res1365x768) 16:9 Aspect = \$1,200.00 ☐
70" LED (Res1365x768) 16:9 Aspect = \$1,550.00 ☐
Dual Post Plasma Stands= \$100.00 ☐

Computer Equipment: (SHOW PRICE)

Lenovo M58 SFF Core2 Duo, 6GB w/mon = \$350.00 ☐
Dell 980 SFF Core i7, 16GB w/mon = \$400.00 ☐
HP Laser Printer 45ppm = \$225.00 ☐
Lenovo Laptop,Mouse,Lock = \$425.00 ☐

Projection Accessories: (SHOW PRICE)

Laser Pointer (Red) = \$30.00 ☐
Laser Pointer (Green) = \$60.00 ☐
Audi DI for Comp Audio = \$45.00 ☐
Wireless Presentation Mouse = \$60.00 ☐
Flipchart w/pad & Markers = \$120.00 ☐
DVD Player = \$125.00 ☐
Projection Video Cart 54", 48", 42" = \$105.00 ☐

SUB TOTAL
TAXES
SET/STRIKE FEE
TOTAL AMOUNT DUE

SIGNATURE: _____



THE UNEXPECTED **AWAITS**

**BOSTON CONVENTION
& EXHIBITION CENTER**

EXHIBITOR CATERING MENU



MASSACHUSETTS
CONVENTION CENTER
AUTHORITY

Levy Restaurants

MENU

PLAN WITH EASE

To help facilitate your event planning, our policies and procedures are provided below.

THE LEVY DIFFERENCE: THOUSAND DETAIL DINING

We believe that every occasion should be extraordinary. It's all about the food, and the thousands of details that surround it. Your dedicated Catering Sales Manager will partner with you to shape an experience that stands out. Together, we look forward to delivering The Levy Difference.

GUARANTEES

In order to provide the highest quality and service, a guaranteed number of attendees/quantities of food is required. Please refer to your Catering Agreement for more details.

If the guarantee is not received, Levy Restaurants will assume the number of persons/quantities specified on the original contracted event order is the minimum guarantee. Attendance or consumption higher than the minimum guarantee will be charged as the actual event attendance or consumption.

CHINA SERVICE

China service is a Levy Restaurants standard for all Meeting Rooms and Ballrooms, unless our high-grade and/or compostable, disposable ware is requested. All food and beverage events located in the Exhibit Halls or Outdoor Events (with the exception of plated meals), are accompanied by high-grade and/or compostable, disposable ware.

BAR SERVICE

For all events with alcohol service, a certified Levy Restaurants bartender is required. Alcohol cannot be brought into or removed from the premises.

LINEN SERVICE & DÉCOR

Levy Restaurants provides linen for most food and beverage events. For additional décor, we are pleased to assist you with centerpieces or arrangements.

Additional fees will apply for any specialty items. Your Catering Sales Manager will be happy to offer suggestions on the appropriate style and colors for your event.

SPECIALTY EQUIPMENT

Specialty equipment such as water coolers and espresso machines are available. Please contact your Catering Sales Manager for options.

INCENTIVE PRICES

Incentive prices are valid for all orders placed more than twenty-one (21) days prior to the first day of the show.

CONTACT

BOSTON CONVENTION & EXHIBITION CENTER

415 Summer Street
Boston, MA 02210
(617) 954-2382



MASSACHUSETTS
CONVENTION CENTER
AUTHORITY

Levy Restaurants



YOUR EXECUTIVE CHEFS

CHRISTOPHER PULLING

Executive Chef Christopher Pulling brings the taste of New England alive at the Boston Convention & Exhibition Center. Modern preparations update traditional recipes passed down from the region's earliest settlers. Local seafood selections direct from the waterfront are complemented by hearty local favorites, serving up a melting pot of Boston flavors on every plate.

A graduate of the prestigious Culinary Institute of America, Christopher holds a degree in Hospitality and Culinary Arts, earned the title of Certified Executive Chef and Certified Culinary Administrator through the American Culinary Federation and holds a Certificate of Achievement in Advanced Baking and Pastry through the French Culinary Institute in NYC.

Christopher began his career with Levy Restaurants in 1999 at the Gaylord Entertainment Center in Nashville. In 2004, he joined Qwest Center Omaha as Executive Chef. Christopher was selected to the opening team of the Molson Center in Montreal and Bank One Ballpark in Phoenix, participated in the 2008 Olympic Swim Trial, 2006 All-Star Game and Super Bowl, 2005 Breeders' Cup, 2004 NFL Playoffs and multiple Kentucky Derbies, and has acted as a consultant for Manchester United and JFK Airport.

A veteran of the hospitality industry, Christopher brings 12 years of hotel and resort experience to the Levy family table. In his eight years with Hyatt Hotels and Resorts, Christopher earned numerous management awards, including Department of the Year. Two years at Destination Hotels & Resorts in Vail, Colorado, and an Area Chef position at Bristol Hotels & Resorts round out his experience.

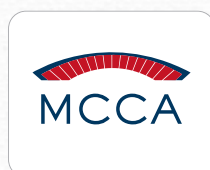
MATTHEW ROACH

Executive Chef Matthew Roach pairs fresh local ingredients with seasonal specialties from around the world to create elevated cuisine at the John B. Hynes Veterans Memorial Convention Center. New England heritage comes alive through traditional regional recipes prepared with a modern twist. Classic Boston flavor in every bite.

Matthew joined the Levy family in 2002, accepting a position at Chicago's Lincoln Park Zoo. After 3 years, he was promoted to Stadium Club Chef at US Cellular Field, home of the Chicago White Sox. In 2006, Matthew traded in his jersey, to take the field with the Pittsburgh Pirates as Executive Chef at PNC Park.

With an energetic personality and plenty of pride, Matthew ensures a stellar experience for each and every guest. A graduate of the Pennsylvania Institute of Culinary Arts, Matthew exudes enthusiasm, a strong work ethic and a great sense of pride to every aspect of the culinary operations. Matthew ensures he is visible and accessible to all of the guests.

A master of his craft, Matthew has participated in numerous Levy Restaurants spotlight events, including the 2003 MLB All-Star Game, 2005 World Series and the Chicago Auto Show Gala.



Levy Restaurants

MASSACHUSETTS
CONVENTION CENTER
AUTHORITY

EXPECT EXTRAORDINARY

Take a seat at our family table, where over 30 years of culinary and hospitality experience come together. Our business is creating the unforgettable and we understand every event stands alone. Experience our heartfelt hospitality and award-winning food in stunning surroundings, scaled to your needs and tailored to your taste.

EXHIBITOR CATERING MENU

MADE-TO-ORDER MORNINGS

Traditional Continental Breakfast	5
-----------------------------------	---

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LUNCH WITH PERSONALITY

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Bar Selections	18

Levy Restaurants



MADE-TO-ORDER MORNINGS

Start your day off right with our traditional continental breakfast and add your favorites for a custom dining experience!

	INCENTIVE PRICE	STANDARD PRICE
TRADITIONAL CONTINENTAL BREAKFAST <ul style="list-style-type: none">• Orange and cranberry juices• Breakfast breads and Danish• Sweet butter and fresh fruit preserves• A selection of seasonal fruits and berries• Coffee and an assortment of hot teas	18.00 PER PERSON	20.00 PER PERSON
BACON, EGG AND CHEESE SANDWICH Bacon with Cheddar cheese and scrambled eggs on a buttery croissant	72.00 PER DOZEN	80.00 PER DOZEN
SCONES Spiced apple, blueberry, cranberry-orange and ginger	38.00 PER DOZEN	42.00 PER DOZEN
MUFFIN TOPS Low-fat and whole-grain	38.00 PER DOZEN	42.00 PER DOZEN
DANISH PASTRIES Fruit and cheese filled	38.00 PER DOZEN	42.00 PER DOZEN
BAGEL SHOP Fresh-baked bagels with low-fat and plain cream cheese <i>*Power Requirements – (1) 110v/20amp outlet</i>	38.00 PER DOZEN	42.00 PER DOZEN
MARKET FRESH FRUIT PLATTER Honeydew, cantaloupe, pineapple and kiwi with seasonal berries and strawberry-yogurt dipping sauce (serves 10 guests)	50.00 PER PLATTER	55.00 PER PLATTER

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SNACKS

Suggested serving size: 1 pound per 10 guests

	INCENTIVE PRICE	STANDARD PRICE
TORTILLA CHIPS Served with salsa cruda and guacamole	50.00 PER POUND	55.00 PER POUND
POTATO CHIPS AND GOURMET DIPS Kettle-style potato chips served with roasted garlic Parmesan, French onion and blue cheese dips	50.00 PER POUND	55.00 PER POUND
GRANOLA BARS	27.00 PER DOZEN	30.00 PER DOZEN
SNACK MIX	12.00 PER POUND	14.00 PER POUND
HERSHEY'S KISSES	12.00 PER POUND	14.00 PER POUND
PRETZEL TWISTS	12.00 PER POUND	14.00 PER POUND
DELUXE MIXED NUTS	18.00 PER POUND	20.00 PER POUND
WHOLE FRESH FRUIT	39.00 PER DOZEN	43.00 PER DOZEN
INDIVIDUAL LOW-FAT FRUIT YOGURTS	39.00 PER DOZEN	42.00 PER DOZEN
ASSORTED CANDY BARS (FULL SIZED)	36.00 PER DOZEN	40.00 PER DOZEN
INDIVIDUAL BAGS OF CHIPS AND SNACKS	36.00 PER DOZEN	40.00 PER DOZEN

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BEVERAGES

Suggested serving size: 1 gallon per 12 guests

	INCENTIVE PRICE	STANDARD PRICE
AU BON PAIN COFFEE AND TEA Fresh-brewed regular and decaffeinated coffee, flavored Tazo teas	49.00 PER GALLON	54.00 PER GALLON
WICKED GOOD HOT CHOCOLATE Mini marshmallows, chocolate shavings and whipped cream	49.00 PER GALLON	54.00 PER GALLON
HOT APPLE CIDER Orange zest and cinnamon sticks	49.00 PER GALLON	54.00 PER GALLON
SPA WATER REFRESHER Natural spring water infused with fresh fruit	45.00 PER GALLON	50.00 PER GALLON
LEMONADE Fresh lemonade blended with your favorite flavors of strawberry, cranberry-lime or lemon-basil	59.00 PER GALLON	65.00 PER GALLON
FRESH BREWED ICED TEA BAR Assorted green and fruit flavored teas served with fresh cut lemons and simple syrup	59.00 PER GALLON	65.00 PER GALLON
BOTTLED JUICES (15.2 OZ.) Apple, cranberry and orange	90.00 PER CASE	99.00 PER CASE
ASSORTED PEPSI PRODUCTS (12 OZ.)	90.00 PER CASE	99.00 PER CASE
AQUAFINA BOTTLED WATER (16.9 OZ.)	90.00 PER CASE	99.00 PER CASE
FLAVORED POLAND SPRINGS SPARKLING WATER (16.9 OZ.)	90.00 PER CASE	99.00 PER CASE
WATER COOLER RENTAL <i>*Power Requirements: 110V/20amps</i>	75.00 PER DAY	83.00 PER DAY
5-GALLON WATER JUG	35.00 EACH	38.50 EACH
CUBED ICE (5 LB. BAG)	6.00 PER BAG	7.00 PER BAG

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SWEETS

	INCENTIVE PRICE	STANDARD PRICE
GOURMET BROWNIES Espresso, chocolate chunk, turtle and fudge	38.00 PER DOZEN	42.00 PER DOZEN
WHOOPIE PIES Chocolate, carrot cake and peanut butter	38.00 PER DOZEN	42.00 PER DOZEN
BAKED COOKIES Chocolate chunk, oatmeal raisin and peanut butter	34.00 PER DOZEN	38.00 PER DOZEN
GOURMET DESSERT BARS Raspberry, blueberry, lemon and nut-filled bars	38.00 PER DOZEN	42.00 PER DOZEN
CHOCOLATE COVERED STRAWBERRIES	60.00 PER DOZEN	66.00 PER DOZEN
GOURMET CHOCOLATE TRUFFLES Raspberry, white chocolate, mocha, Bavarian cream, caramel and dark chocolate	38.00 PER DOZEN	42.00 PER DOZEN
CHEESECAKE LOLLIPOPS Assorted flavors	42.00 PER DOZEN	47.00 PER DOZEN
MINI CANNOLI	38.00 PER DOZEN	42.00 PER DOZEN
RICE KRISPY TREATS Classic, hand-dipped chocolate and peanut butter	38.00 PER DOZEN	42.00 PER DOZEN
GOURMET CUPCAKE BAR A variety of flavors including lemon meringue, red velvet, chocolate peanut butter cup, jelly roll, double chocolate and vanilla bean	52.00 PER DOZEN	58.00 PER DOZEN
MACAROON MADNESS Vanilla, pistachio, coffee, raspberry, lemon and chocolate	34.00 PER DOZEN	38.00 PER DOZEN

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CHEF'S TABLES

Minimum of 20 guests per selection. All Chef's Tables include disposable ware. Beverages are not included

LITTLE ITALY

- Tomato Basil Soup
- Vegetable Chopped Salad – honey Dijon vinaigrette
- Pesto Pasta Salad
- Wood-Roasted Chicken
- Penne Primavera
- Grilled Asparagus
- Garlic Bread
- Tiramisu & Cannolis

INCENTIVE PRICE – 30.00 PER PERSON

STANDARD PRICE – 33.00 PER PERSON

TASTES OF NEW ENGLAND

- New England Clam Chowder
- Field Greens Salad with Balsamic and Ranch Dressings
- Garlic Poached Fingerling Potato Salad
- Braised Short Ribs – cranberry reduction & Parmesan polenta
- Four-Cheese Macaroni & Cheese
- Honey Glazed Carrots
- Assorted Whoopie Pies

INCENTIVE PRICE – 30.00 PER PERSON

STANDARD PRICE – 33.00 PER PERSON

FARM STAND SANDWICH & SALAD TABLE

- Harvest Grain Salad
- Classic Caesar Salad – Romaine hearts, traditional dressing, garlic croutons and shaved Parmesan cheese
- Italian Bulkie – shaved Genoa salami, cured ham, roast beef, marinated peppers, wilted spinach and Provolone with herb aioli
- Tuscan Chicken – grilled herb marinated chicken, oven-dried tomato, balsamic onions and Provolone on rosemary focaccia
- Vegetable Salad Sandwich – pesto aioli and baby spinach on a croissant
- Kettle-Style Potato Chips & BBQ Chips
- Assorted Dessert Bars

INCENTIVE PRICE – 28.00 PER PERSON

STANDARD PRICE – 31.00 PER PERSON

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BOX LUNCHES

A great option for the grab and go lunch!

BOX LUNCH

- Smoked Turkey on Wheat Bread – bacon, tomato, lettuce and herb aioli
- Roast Sirloin of Beef on Focaccia – tomatoes, sweet onion jam and Boursin cheese
- Grilled Chicken on Focaccia – spinach, herb aioli and Provolone cheese
- Ham and Swiss on Pretzel Bread
- “ZLT” Flatbread Sandwich – grilled zucchini, tomatoes, jalapeño Jack cheese and sun-dried tomato pesto
- Italian Chopped Salad – grilled chicken, crispy bacon, romaine, radicchio, tomato, red onion, ditalini and crumbled blue cheese with honey Dijon vinaigrette

INCENTIVE PRICE

24.00 EACH

24.00 EACH

24.00 EACH

24.00 EACH

24.00 EACH

24.00 EACH

STANDARD PRICE

27.00 EACH

27.00 EACH

27.00 EACH

27.00 EACH

27.00 EACH

27.00 EACH

EACH LUNCH INCLUDES:

- Whole Fresh Fruit
- Bag of Cape Cod Chips
- Dancing Deer Cookie

BISTRO BOXES

- Artisan cheese, gourmet crackers and seasonal fruit with honey and vanilla yogurt dip
- Seasonal vegetable crudité with roasted pepper hummus, sea salt edamame and pita chips
- Dry-aged salami, prosciutto and coppa ham, aged Provolone, cherry peppers, grilled focaccia and sun-dried tomato oil
- Fresh Mozzarella and vine-ripe tomato with balsamic, roasted red bell pepper, Kalamata olives, pickled carrot, onion and cauliflower served with basil pesto

INCENTIVE PRICE

18.00 EACH

12.00 EACH

20.00 EACH

20.00 EACH

STANDARD PRICE

20.00 EACH

14.00 EACH

24.00 EACH

24.00 EACH

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RECEPTION HORS D'OEUVRES

Prices shown below are incentive prices, and applicable to all orders placed at least 21 days prior to show start. Orders placed less than 21 days prior to show start are subject to standard pricing.

NEW ENGLAND SPECIALTIES

- Slow-Cooked Boston Baked Beans – caramelized onions and brown bread 3.00 PER PIECE
- Yankee Pot Roast – braised beef tips, sweet peas, carrots and potatoes topped with mini biscuits 4.00 PER PIECE
- BBQ Oyster – charred corn, smoky bacon and citrus aioli 5.00 PER PIECE

FLATBREADS AND FLATINIS

- Fig and Blue Cheese Flatbread – sweet imported fig preserves, creamy blue cheese and green onions 4.50 PER PIECE
- Chicken Pesto Flatbread – fresh pesto, diced chicken, artichoke hearts, sun-dried tomatoes and Asiago 4.50 PER PIECE
- Mini Reuben Flatini – corned beef, sauerkraut and Swiss cheese on lightly toasted flatbread 4.50 PER PIECE

RETRO MINIS – CLASSIC FAVORITES!

- Beef Wellington Bites – horseradish cream 5.00 PER PIECE
- Frank 'n Blanket – cocktail sausage and flaky puff pastry 3.00 PER PIECE
- Chicken Cordon Blue – smoked ham and blue cheese sauce 3.50 PER PIECE

STUFFED MUSHROOMS

- Fennel Sausage and Garlic Bread Crumbs 4.00 PER PIECE
- Grilled Vegetable 4.00 PER PIECE
- Maine Lobster 5.50 PER PIECE

SUMPTUOUS SATAYS

- Ginger Chicken – sweet chili sauce 4.50 PER PIECE
- Sizzling Short Rib – Thai peanut sauce 5.00 PER PIECE
- Basil-Garlic Shrimp – chili lime mint sauce 5.00 PER PIECE

MINI CHILLED SHRIMP SHOOTERS

- Classic Fisherman's Wharf-Style – lemon horseradish cocktail sauce 6.00 PER PIECE
- Bayou-Blackened – remoulade sauce 6.00 PER PIECE
- Pesto-Marinated – lemon aioli 6.00 PER PIECE

MINI ALL-BEEF BURGERS

- Tavern-Style Classic – American cheese and our secret sauce 5.50 PER PIECE
- Firehouse Burger – bacon and barbecue sauce 5.50 PER PIECE
- Gourmet Burger – truffle aioli and Gruyère cheese 5.50 PER PIECE

COASTAL FAVORITES

- Signature Crab Cakes – lemon aioli 6.00 PER PIECE
- Seared Sesame Tuna Wonton – seaweed salad and wasabi cream 6.00 PER PIECE
- Smoked Salmon Cracker – crème fraîche, capers and red onion 6.00 PER PIECE

GRILLED ARTISAN BREAD CROSTINI

- Tomato Basil – artisan olive oil 4.00 PER PIECE
- Whipped Ricotta – olive salad 4.00 PER PIECE
- Beef Carpaccio – garlic aioli and Parmesan 4.00 PER PIECE

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QUESADILLAS

- House-Smoked Brisket and Cheddar Cheese – avocado crema 4.50 PER PIECE
- Ancho Chicken and Jack Cheese – salsa verde 4.50 PER PIECE
- Baby Spinach and Mushroom – pico de gallo 4.50 PER PIECE

SPOONS

- Ahi Tuna Tartare – lemon olive oil, capers and basil 6.00 PER PIECE
- Classic Steak Tartare – mustard, egg and shallots 5.00 PER PIECE
- Fresh Crab Salad – citrus aioli and fresh chives 6.50 PER PIECE

MINIATURE TOSTADAS

- Spicy Seared Ahi Tuna – cilantro lime crema and jalapeño slaw 6.00 PER PIECE
- Duck Breast – pasilla peppers and tropical mango salsa 6.00 PER PIECE
- Hand-Pulled Chicken – black bean purée, queso fresco and pickled red onion 5.00 PER PIECE

HANDCRAFTED MINI SLIDERS

- Slow-Roasted Prime Rib – smoked Cheddar, caramelized onions and barbecue sauce 5.00 PER PIECE
- Breaded Chicken Parmesan – marinara and fresh Mozzarella 4.00 PER PIECE
- Homemade Meatloaf – crispy onions and sautéed wild mushrooms 4.00 PER PIECE

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RECEPTION DISPLAYS

	INCENTIVE PRICE	STANDARD PRICE
FARMER'S MARKET TABLE Chef's selection of local cheeses with fruit chutneys, local honey, crackers and farmer's market crudités with a variety of dips. Accompanied by fresh baked artisan breads and flavored olive oil (serves 25)	210.00	230.00
ARTISAN CHEESE BOARD Selection of local and imported farmstead cheeses, accompanied by housemade chutneys, local honey, artisan breads and crackers (serves 25)	210.00	230.00
GARDEN FRESH VEGETABLE BASKET Chef's colorful selection of the freshest market vegetables, served with buttermilk ranch dip, traditional hummus, fresh basil pesto, crackers and breadsticks (serves 25)	175.00	192.50
ANTIPASTI Imported cured meats, cheeses, local seasonal vegetables, marinated olives and warm spinach and artichoke fondue. Served with a variety of flatbread, crostini and breadsticks (serves 25)	225.00	247.50
SUSHI A selection of fresh made maki, including California rolls, spicy tuna rolls and smoked salmon rolls, as well as market fresh sashimi. Served with seaweed salad, wasabi, pickled ginger and a variety of dipping sauces (serves 25)	395.00	435.00
RAW BAR A selection of the freshest available chilled seafood. Served with artisan crackers, horseradish cocktail sauce, lemon aioli, remoulade sauce and specialty hot sauces <ul style="list-style-type: none"> • Jumbo shrimp • Fresh oysters • Crab legs 	MARKET PRICE	
SMOKED SALMON A great addition to the raw bar! Pastrami-smoked salmon served with classic garnishes, sliced pumpernickel and crème fraîche (serves 25)	275.00	302.50
MARKET FRESH FRUIT PLATTER Honeydew, cantaloupe, pineapple and kiwi with seasonal berries and strawberry yogurt sauce (serves 10)	50.00	55.00

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EXHIBITOR FAVORITES AND TRAFFIC PROMOTERS

Do you need a unique way to make your booth stand out from the crowd? We can help! Let us customize a booth traffic promoter to meet your needs. Here are a few ideas to get you started!
NOTE: Exhibitors are responsible for power requirements for all services listed below.

	INCENTIVE PRICE	STANDARD PRICE
CHOCOLATE CHIP COOKIE STOP Cookie Oven includes: one case of 240 cookies, napkins, plates, serving platter. Price does not include: Electric, Attendant, Work Space (Table), Trash Removal or Clean Up <i>*An attendant is required</i> <i>*Power Requirements: 110volt/20amps (oven)</i> ADDITIONAL CASE OF COOKIES	480.00	530.00
ICE CREAM COOLER Ice Cream Cooler includes: 10 dozen assorted ice cream bars and napkins. Price does not include: Electric, Attendant, Work Space (Table), Trash Removal or Clean Up <i>*Power Requirements: 110volt/20amps (freezer)</i> ADDITIONAL 120 ASSORTED ICE CREAM BARS	480.00	530.00
CAMPFIRE S'MORES PACKAGE On-stage roasted marshmallow sandwich with milk chocolate and graham crackers INCENTIVE - 4.00 PER PERSON STANDARD - 5.00 PER PERSON Price does not include: Attendant, Work Space (Table), Trash Removal or Clean Up <i>*An attendant is required for this service</i>		
DONUTS AND KEURIG COFFEE* Eight dozen donuts to include chocolate, plain, glazed and butternut. Paired with 96 cups of regular, decaf or flavored Keurig K-cups INCENTIVE - 500.00 PER DAY STANDARD - 550.00 PER DAY Price does not include: Electric, Attendant, Work Space (Table), Trash Removal or Clean Up <i>*Power Requirements: 110volt/20amps</i> <i>**An attendant is optional for this service</i>		

OTHER EXHIBITOR SERVICES

BOTTLED WATER WAIVER FEE
A waiver fee applies to any exhibitor bringing in logo bottles of water. Waiver is priced per bottle – please contact your Sales Manager for details

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WICHES OF BOSTON

1,550.00 PER DAY

Attract crowds to your booth with a magical, cool mist! Starting with the finest ingredients, zapped by an instant jolt of liquid nitrogen, in mere seconds, smooth, flavorful creations emerge from a cloud of cool mist. No magic wand, no abracadabra, just a touch of modern culinary magic.

Appropriate supplies to include: rental of “Wiches of Boston” machinery, 2 trained ‘mixologists’, paper/plastic cups, spoons and napkins.

Price does not include: Electric, Work Space (Table), Trash Removal or Clean Up

**Power Requirements: TBD*

ALL ICE CREAM, FROZEN YOGURT AND SORBETS ARE AVAILABLE IN THE FOLLOWING SIZES:

4 OZ. SERVING 6.00 EACH

**minimum order of 250 cups*

3 OZ. SERVING 4.50 EACH

**minimum order of 350 cups*

2 OZ. SERVING 3.55 EACH

**minimum order of 450 cups*

MAKE IT AN ICE CREAM SANDWICH FOR 1.00 MORE!

ADDITIONAL ORDERS MAY BE PLACED ON-SITE IN 100 CUP INCREMENTS

ICE CREAM FLAVORS INCLUDE:

TRADITIONAL FLAVORS OF:

- Vanilla, Chocolate and Strawberry

OR

- Vanilla with crisp Italian almond cookie crumble and dark sweet cherries
- Nutella with toasted hazelnuts and crisp sweet pizzelle cookies

- Dark Belgian chocolate with chocolate caramel truffle
- Fresh mint with chocolate chunks
- Lemon with Blueberry Streusel
- Rich Italian espresso with lightly salted chocolate brownies
- Lightly salted caramel with praline pecans

FROZEN YOGURT FLAVORS INCLUDE:

Creamy smooth mango, blueberry, chai or strawberry

All can be complemented with sweet yogurt dipped pretzels or yogurt covered raisins

SORBET FLAVORS INCLUDE:

- Raspberry
- Passion fruit
- Mango
- Blood Orange

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MARKEY LTD ESPRESSO SERVICE

3,200.00 PER DAY

Our Baristi are fully trained to get the most from our state-of-the-art espresso machines. Our friendly crew ensures your guests will have a memorable visit, featuring drinks that you would see in any world-class espresso bar including Cappuccinos, Lattes, Americanos, Espressos and all the other favorites as well as herbal teas and hot chocolates.

Price per day includes up to 1500 servings (combination of 8 oz. cups for coffees and teas & 4 oz. cups for espressos), two trained staff to serve, counter, all equipment, consumables, stock, water and electrical supply. iPad menu is also provided for the bar.

POWER REQUIREMENTS

- Coffee machine: 5kW, 30Amp at 240 volts
- Grinder: 350W, 5 Amp at 110 volts
- Refrigerator: 10 Amp at 115 volts

MARKEY LTD VEGETABLE & FRUIT JUICE BAR

3,400.00 PER DAY

Two trained baristas will press fresh and seasonal locally sourced fruits and vegetables to produce the most natural of juices. Our menu is designed with nutritional values, taste and color in mind.

FLAVORS:

- Orlando Orange: Carrot, Apple, Ginger and Orange Juice
- Green Goddess: Celery, Cucumber, Spinach, Apple and Lemon
- Pink Lady: Apple, Pineapple and Beetroot

Price per day includes up to 500 servings (8 oz. cups), two trained staff to serve, counter, all equipment, consumables, stock and electrical supply. iPad menu is also provided for the bar. Additional orders may be added on show day with a minimum order of 100 servings at 5.00 each.

POWER REQUIREMENTS

- Juice machines: 3 x 20 Amp at 110 volts (usually three machines are running)
- Refrigerator: 10 Amp at 115 volts

MARKEY LTD MILKSHAKE BAR

3,400.00 PER DAY

Traditional, old-fashioned thick and creamy flavorful milkshakes made to order using all-natural ingredients. The Markey Milkshake Bar will keep them coming all day long!

FLAVORS:

- Strawberry, Chocolate, Banana, Caramel - Choose any or all!

Price per day includes up to 500 servings (8 oz. cups), two trained staff to serve, counter, all equipment, consumables, stock and electrical supply. iPad menu is also provided for the bar. Additional orders may be added on show day with a minimum order of 100 servings at 5.00 each.

POWER REQUIREMENTS

- Blenders: 4 x 13 Amp at 110 volts
- Refrigerator: 10 Amp at 115 volts

Prices do not include trash removal and cleaning service.

Your service includes the use of our counter with built-in refrigerator. If you prefer to use existing counter space within your booth for the service, please let us know.

Prices are exclusive of a 15% gratuity, 5% taxable administrative fee and 7% applicable sales tax or a 20% taxable administrative fee and 7% applicable sales tax, as determined by our staffing guidelines. The gratuity is distributed to banquet employees. No other fees or charges, including the administrative fee, represent tips, gratuities or service charges for any employees.



MARKEY LTD ITALIAN GELATO BAR

3,400.00 PER DAY

Two trained staff members to scoop and serve various flavors of Gelato with an array of flavors, a perfect attraction to your booth. Our menu of flavors includes intensely delicious dairy free sorbets and creamy gelato.

FLAVORS:

- Chocolate, Pistachio, Vanilla Bean, Dolce de Leche, Raspberry and Lemon.
- Our Gelato freezer can display up to 6 flavors.*

Price per day includes up to 500 servings (5 oz. cups), two trained staff to serve, Gelato display cabinet, all equipment, consumables, stock and electrical supply. iPad menu is also provided for the bar. Additional orders may be added on show day with a minimum order of 100 servings at 5.00 each.

POWER REQUIREMENTS

- Gelato cabinet: 3 kW, single phase, 15 Amp at 110 volts. A 24 hours power supply is required for the Gelato cabinet.

MARKEY LTD SMOOTHIE BAR

3,400.00 PER DAY

Two trained baristas will cut, shake, stir and blend an exciting menu. Fresh fruit and natural fruit puree ingredients will be combined to create colorful and exceptional flavors.

FLAVORS:

- Fantastic 5: Blueberry, Blackberry, Strawberry and Raspberry with Cranberry Juice
- Tropic Passion: Mango, Passion Fruit and Watermelon with Orange Juice & Coconut Water
- Zinger: Strawberry, Banana, Lime Juice and Mint with Apple Juice
- Pinkie Deluxe: Strawberry & Morello Cherry with Low-Fat Natural Yogurt

Price per day includes up to 500 servings (8 oz. cups), two trained staff to serve, counter, all equipment, consumables, stock and electrical supply. iPad menu is also provided for the bar. Additional orders may be placed on show day with a minimum order of 100 servings at 5.00 each.

POWER REQUIREMENTS

- Blenders: 4 x 13 Amp at 110 volts
- Refrigerator: 10 Amp at 115 volts

MARKEY LTD FROZEN YOGURT OR SOFT SERVE ICE CREAM BAR

3,400.00 PER DAY

Two trained staff members to serve and garnish our popular Frozen Yogurt or Soft Serve Ice Cream Bar.

- Frozen Yogurt Flavors: Non-Fat or Natural Tart base
- Soft Serve Ice Cream: Vanilla
- Toppings for Both: Strawberry, Blueberry, Pineapple, Granola, Milk Chocolate Chips, Sliced Almonds, Coconut, Dried Cranberries and Gummi Bears
- Sauces: Chocolate, Caramel and Honey

Price per day includes up to 500 servings (5 oz. cups), two trained staff to serve, counter, all equipment, consumables, stock and electrical supply. iPad menu is also provided for the bar. Additional orders may be added on show day with a minimum order of 100 servings at 5.00 each.

POWER REQUIREMENTS

- Frozen Yogurt/ Soft Serve machine: 3 kW, single phase, 20 Amp at 110 volts.
- Refrigerator: 10 Amp at 115 volts

Prices do not include trash removal and cleaning service.

Your service includes the use of our counter with built-in refrigerator. If you prefer to use existing counter space within your booth for the service, please let us know.

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BAR SELECTIONS

Beverages are billed on consumption unless otherwise noted, bartender fees apply.

HOSTED DELUXE BAR

COCKTAILS

Featuring Ketel One, Bombay Sapphire, Johnnie Walker Black, Maker's Mark, Bacardi 8, Crown Royal, Sauza Hornitos Reposado, Remy Martin VS, Martini & Rossi Dry and Sweet Vermouth

7.50 PER DRINK

WINES BY THE GLASS

Featuring Folie a Deux Chardonnay, Avalon Cabernet Sauvignon, Red Rock 'Reserve' Merlot and Beringer White Zinfandel

7.00 PER DRINK

SPARKLING

Woodbridge Brut

7.00 PER DRINK

Imported Beer

6.50 PER DRINK

Domestic Beer

6.25 PER DRINK

Bottled Water

3.75 PER DRINK

Soft Drinks

3.75 PER DRINK

Juices

3.75 PER DRINK

HOSTED PREMIUM BAR

COCKTAILS

Featuring Smirnoff, Bombay, Dewar's, Jim Beam, Bacardi Superior, Canadian Club, José Cuervo Gold, Christian Bros. Brandy, Martini & Rossi Dry and Sweet Vermouth

7.00 PER DRINK

WINES BY THE GLASS

Featuring Woodbridge by Robert Mondavi Chardonnay, Cabernet Sauvignon, Merlot and White Zinfandel

6.25 PER DRINK

SPARKLING

Woodbridge Brut

7.00 PER DRINK

Imported Beer

6.50 PER DRINK

Domestic Beer

6.25 PER DRINK

Bottled Water

3.75 PER DRINK

Soft Drinks

3.75 PER DRINK

Juices

3.75 PER DRINK

Cash bar options are available.

All bar services require a Levy Restaurants bartender.

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EXHIBITOR CATERING ORDER FORM

EXHIBITING COMPANY INFORMATION

Company Name (Include Booth Name if Different):			
Billing Address:		Country:	
City, State, Zip Code:			
Main Telephone Number:			
Main Fax Number:			
Email Address:			

SITE INFORMATION

Event Name:	
Booth Number:	
On-Site Contact Name:	
On-Site Contact Cell Number:	

DELIVERY DATE	DELIVERY TIME / END TIME	DESCRIPTION	QTY	TOTAL PRICE

Prices are exclusive of a 15% gratuity, 5% taxable administrative fee and 7% applicable sales tax or a 20% taxable administrative fee and 7% applicable sales tax, as determined by our staffing guidelines. The gratuity is distributed to banquet employees.
No other fees or charges, including the administrative fee, represent tips, gratuities or service charges for any employees.

This letter serves as my formal written authorization and approval for you to charge the credit card indicated below for any and all charges related to food services at BCEC. This letter shall constitute my express written permission for you to charge, to the extent not previously paid for, the credit card for the initial deposit, the balance due before and any charges incurred during the event.

CREDIT CARD AUTHORIZATION

Card type: <input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> Discover	Billing Zip Code:
Credit Card Number:	Exp Date:
Card Holder Signature:	Card Holder Name:

Mail, Fax or Scan To: Melissa Earl - Catering Sales Manager
Levy Restaurants | Boston Convention & Exhibition Center
Phone: 617.954.2812 | Fax: 617.954.2159 | Email: mearl@levyrestaurants.com



EXHIBITOR ORDERING GUIDE



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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 helping you prepare your exhibit space. At the MCCA, we strive to provide you with quality services to ensure both a successful and an enjoyable experience.

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 Help Desk
- Free Wireless Internet Service
- Business Center
- FedEx Kinkos

If you have any unanswered questions, please contact MCCA Exhibitor Services at **1-617-954-2230** or **exhibitorservices@massconvention.com**, and we will be happy to assist you!

General Information

Ordering Policies & Procedures

Pricing - Discount and Standard 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.

Ordering - Exhibitors are encouraged to submit orders online at our secure and easy-to-use website, www.massconvention.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 at Appendix A of this guide. No telephone or facsimile 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 scheduled and delivered only after payment is received. All outstanding charges must be paid before the close of the show.

Refunds - Claims for refunds must be submitted by the exhibitor to MCCA Exhibitor Services prior to event close. Credit will not be given for services installed and not used.

General Terms & Conditions

- All booth number changes must be communicated by the exhibitor to MCCA 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.

<u>Standard Connections (120 volt power)</u>	<u>Discount</u>	<u>Standard</u>
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500 Watt Box	\$111.00	\$139.00
One 5 amp circuit and one receptacle or plug point		

1000 Watt Box.....	\$146.00	\$183.00
One 10 amp circuit and two receptacles or plug points		

2000 Watt Box.....	\$182.00	\$227.00
One 20 amp circuit and a minimum of three receptacles or plug points		

4000 Watt Box.....	\$211.00	\$263.00
Two 20 amp circuits with a minimum of three receptacles or plug points		

<u>Special Connections (208 volt & 480 volt power)</u>	<u>Discount</u>	<u>Standard</u>
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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)	\$318.00	\$397.00
208V Single Phase 60 Amp	\$606.00	\$757.00
208V Single Phase 100 Amp	\$930.00	\$1,163.00
208V Three Phase 30 Amp (Nema L21-30P).....	\$576.00	\$720.00
208V Three Phase 60 Amp.....	\$870.00	\$1,087.00
208V Three Phase 100 Amp	\$1,380.00	\$1,724.00
208V Three Phase 200 Amp.....	\$2,632.00	\$3,289.00
208V Three Phase 400 Amp.....	\$4,648.00	\$5,809.00
480V Three Phase 30 Amp.....	\$877.00	\$1,096.00
480V Three Phase 60 Amp.....	\$1,521.00	\$1,901.00
480V Three Phase 100 Amp.....	\$2,808.00	\$3,510.00
480V Three Phase 200 Amp.....	\$5,581.00	\$6,976.00

<u>Additional Electrical Services & Equipment</u>	<u>Discount</u>	<u>Standard</u>
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30' Round Extension Cords.....	\$32.00	\$40.00
30' round, yellow extension cords for use in exhibit booths. Each cord has three, three-prong receptacles on the end.		

24 Hour Power **Add 50% to initial connection rate**
 If booth equipment requires electricity 24hrs a day, then the exhibitor should order 24Hr power. In general, electrical service begins half an hour before the show and ends one hour after the show closes.

Overhead PowerAdd 100% to initial connection rate

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.
- At the Boston Convention & Exhibition Center, overhead 120v electrical is limited due to the ceiling heights. Overhead service is available under the low mechanical roof on the East and West sides of the Halls.
- 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 or BCEC.
- 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 and BCEC. Please contact the MCCA Exhibitor Services team for availability.

Installation & Distribution - Electrical

- 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 hard wire connections as long as he/she is a full-time employee of the exhibiting company.

Terms & Conditions - Electrical

- 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:
 - Monday-Friday 8am-4pm (except holidays) **\$70.00**
 - All other times, including holidays **\$105.00**
- 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 – Electrical

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
Standard Desktop PC.....	400-700 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.

Cleaning Services

The MCCA offers a variety of cleaning services through our exclusive service contractor, American Building Maintenance (ABM).

Cleaning Services (Per sq ft. per day)	Discount	Standard
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Initial Vacuum or Mopping	\$0.28	\$0.35
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Service includes one-time vacuum or mop prior to the first event or show day

Daily Vacuum or Mopping	\$0.20	\$0.25
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Service includes vacuum or mop prior to each event or show day, including the first show day, as well as nightly wastebasket emptying. Note: The MCCA does not provide wastebaskets for exhibitors.

Daily Vacuum or Mopping + Porter Service	\$0.44	\$0.55
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Service includes vacuum or mop prior to each event or show day, including the first show day, as well as wastebasket emptying and booth sweep throughout show hours as needed. Note: The MCCA does not provide wastebaskets for exhibitors.

Shampoo Service.....	\$0.39	\$0.48
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Shampoo service should be ordered for the night before the first show day to ensure that the carpet has adequate drying time.

Terms & Conditions - Cleaning

The MCCA, through its cleaning contractor American Building Maintenance (ABM), is the exclusive provider of all cleaning services.

Frequently Asked Questions – Cleaning

Will my booth be automatically vacuumed or mopped prior to the first show day?

Exhibitor booths will not be vacuumed or mopped unless the service is ordered through the MCCA prior to the show opening.

Do I need to order both the Initial Vacuum and the Daily Vacuum if I want my booth to be vacuumed everyday including the first show day?

No, it is only necessary to order one vacuuming/mopping service. Daily Vacuum/Mop *includes* the initial, first day service. The Daily + Porter Service also includes the initial, first day service. Shampoo service, on the other hand, may be ordered alone or partnered with any other cleaning service.

Why is the rate on your website different from the rate listed above?

The service rates are the same on both the form and the online order page; they are just presented differently. The form shows the daily unit price for the service, while the online page shows the total price for the duration of the show.

If I order cleaning service, when can I expect my carpet to be cleaned?

If the show you are attending opens in the morning, all of the cleaning usually occurs the night before the show opening. If the show opens in the afternoon, all of the cleaning usually occurs in the morning before show opening. Our cleaning staff will not remove visqueen (the plastic covering) from your carpet; exhibitors are responsible for removing their own visqueen.

Telephone Services

The MCCA offers a variety of telephone services through our experienced in-house team of telephone technicians.

Standard Telephone Services	Discount	Standard
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Single-Line Service (Analog)	\$287.00	\$358.00
Service includes one phone number and a complimentary simple handset. Line usage included.		

Multi-Line Service (Digital)	\$417.00	\$521.00
Service includes one phone number with multiple line appearances and rental of one digital display phone. Equipment <u>must</u> be returned at the close of the show. Line usage included.		

Speaker Phone Service (Analog)	\$320.00	\$400.00
Service includes one phone number and rental of one speaker phone. Equipment <u>must</u> be returned at the close of the show. Line usage included.		

Polycom Speaker Phone Service (Analog)	\$371.00	\$464.00
Service includes one phone number and rental of one polycom speaker phone. Equipment <u>must</u> be returned at the close of the show. Line usage included.		

Fax Machine Phone Service (Analog)	\$422.00	\$528.00
Service includes one phone line and rental of a plain paper fax machine equipped with copy capabilities. Line usage included.		

Additional Telephone Services & Equipment	Discount	Standard
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Call Waiting (per phone line)	\$50.00	\$62.50
Allows user to know when another call is coming in.		

Voice Mail (per phone line)	\$50.00	\$62.50
Allows user to setup a custom greeting and receive messages from incoming callers.		

ISDN/BRI Service	\$300.00	\$375.00
ISDN lines support video and CODEC applications. ISDN lines can be arranged by contacting Exhibitor Services two weeks prior to show. Exhibitors can select one of two long distance carriers: AT&T or MCI. Line usage will be billed per the selected carrier's rate after the close of the show.		

Polycom Videoconference Rental w/IP Connect Service	\$1,100.00	\$1,600.00
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.		

Polycom Videoconference Rental w/ISDN	\$2,000.00	\$2,500.00
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.		

Installation & Connections - Telephone

- 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 - Telephone

- 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 MCCA 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:
 - Monday-Friday 8am-4pm (except holidays) **\$80.00**
 - All other times, including holidays **\$120.00**

Frequently Asked Questions – Telephone

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).

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 MCCA 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 MCCA 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 wide 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 Internet Help Desk staff. All MCCA Internet services include one initial line regardless of how many IPs come 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 rent a switch from the MCCA.

Automatic Configuration	Discount	Standard
Automatically configured lines are designed to “plug & play.”		

200 Kbs Shared Service.....\$815.00\$1,019.00

This is a shared service with two (2) private IP addresses. Other exhibitors who have ordered the 200 Kbs will share the same network. We recommend this service for a casual user looking to showcase a simple product webpage or browse the internet.

Manual Configuration	Discount	Standard
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Manually configured services require some data entry of IP addresses into the computer before the computer may access the internet.

300 Kbs Managed Service.....\$1,175.00\$1,468.75

The 300 Kbs comes with 1 public IP address for use on one computer with the option to purchase additional IPs for additional computers. We do not recommend adding more than 4 additional IPs to the 300 Kbs. If exhibitors require more than 5 computers, we recommend upgrading to the next wired service.

500 Kbs Managed Service.....\$1,875.00\$2,344.00

The 500 Kbs has more bandwidth than the 300 Kbs and includes 11 public IP addresses, a private VLAN, and subnet.

750 Kbs Managed Service\$2,500.00\$3,125.00

The 750 Kbs has more bandwidth than the 500 Kbs and includes 18 public IP addresses, a private VLAN and subnet.

1.54 Mbps Managed Service\$4,100.00\$5,125.00

The 1.54 Mbps service is equivalent in bandwidth to a T-1 line, or a DS1 line. This service includes 27 public IP addresses, a private VLAN and subnet. The 1.54 Mbps can carry both voice and data traffic.

3 Mbps Managed Service.....\$6,720.00.....\$8,400.00

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.**

5 Mbps Managed Service.....\$10,000.00\$12,500.00

The 5 Mbps has more bandwidth than the 3 Mbps service and includes a private VLAN and subnet. **Public IP addresses are available upon request.**

<u>Additional Internet Services & Equipment</u>	<u>Discount</u>	<u>Standard</u>
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Additional Public IP Address	\$148.00	\$185.25
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This service is available only with our managed services. It allows for any additional device to be networked into that same wired service using a switch and cables. The MCCA does not supply additional cables with this service.

Copper Patch / Booth to Booth Connection	\$336.00	\$420.00
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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.

Fiber Patch / Booth to Booth Connection.....	\$470.00	\$587.50
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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.

Extend Outside T1 or T3 Service	\$1,000.00	\$1,200.00
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With this service, the MCCA will extend an outside T1 or T3 service from our demarcation point to the Exhibitor booth. Exhibitor is responsible for making all arrangements from the outside service provider (e.g., Verizon, AT&T, etc.).

Switch - 8 Port.....	\$104.00	\$130.00
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This switch can connect up to 8 computers or devices together, giving all access to the internet service ordered.

Switch - 24 Port.....	\$156.00	\$195.00
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This switch can connect up to 24 computers or devices together, giving all access to the internet service ordered.

25' CAT 5e Cable	\$45.00	\$56.00
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50' CAT 5e Cable	\$61.00	\$76.75
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100' CAT 5e Cable	\$96.00	\$120.00
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<u>Technical Services</u>	<u>Discount</u>	<u>Standard</u>
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Cable TV Service	\$245.00	\$306.50
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Cable TV service is basic business cable service provided by Comcast Cable. Service is provided to booths from floor boxes or columns.

CATV Tuner Rental.....	\$56.00	\$70.00
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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. Equipment must be returned at the close of the event, otherwise a replacement fee will be charged.

CATV Tap Box Rental.....	\$200.00	\$250.00
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A distribution box which allows up to 16 CATV feeds from a single cable tap. Equipment must be returned at the close of the event, otherwise a replacement fee will be charged.

Broadcast Video Service via TV-1\$2,000.00\$2,500.00

TV-1 provides a one-way transport of a single video signal and up to four associated 15 kHz audio signals. The service eliminates the need for broadcasters to send a microwave or satellite uplink truck to the news or event location.

For advanced Technical Service offerings, consult the online ordering site or contact MCCA Exhibitor Services.

Installation & Connection – Internet & Technical

- 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 come with the service. To have more than one computer connected at one time, exhibitors may bring their own routing device and cables or may rent 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 – Internet & Technical

- The MCCA is the exclusive provider of internet services.
- All MCCA switch rentals must be returned to the MCCA Exhibitor Service Desk at the close of the show. Failure to return MCCA switches will result in a replacement fee.
- 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 Monday-Friday 8am-4pm (except holidays) **\$100.00**
 - Tech Rep All other times, including holidays **\$150.00**
 - Network Engineer Monday-Friday 8am-4pm (except holidays) **\$130.00**
 - Network Engineer All other times, including holidays **\$195.00**
- 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 of 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 – Internet & Technical

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 [BCEC](#) or [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. So, the 500 Kbs has more bandwidth than a 300 Kbs. 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” should choose a 300 Kbs service or higher. While the 200 Kbs does allow exhibitors to use a VPN, some VPN clients have experienced difficulty connecting because the 200Kbs service uses NAT (Network Address Translation). NAT is a process by which the MCCA can provide thousands of IP addresses to clients while only using a few “real” internet routable addresses.

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 MCCA 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 to the MCCA Exhibitor Service Department. 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.

Package Rigging Solutions

Discount Standard

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.

Basic Rigging Package\$1,550.00\$1,684.00

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 and measuring less than 20' in length or diameter. 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.

Electrical Rigging Package\$1,794.00\$1,988.00

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.

Team Labor Hour\$244.00\$304.00

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.

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 – Rigging below).

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.

Custom Rigging Solutions	Discount	Standard
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Truss

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	\$25.00	\$30.00
Truss 8’ Section – Silver 12”x12” Box	\$40.00	\$48.00
Truss 10’ Section – Silver 12”x12” Box	\$50.00	\$60.00
Truss 5’ Section – Black 12”x12” Box	\$35.00	\$42.00
Truss 8’ Section – Black 12”x12” Box	\$56.00	\$67.00
Truss 10’ Section – Black 12”x12” Box	\$70.00	\$84.00
Truss 5’ Section – Silver 20.5”x20.5” Box	\$45.00	\$54.00
Truss 8’ Section – Silver 20.5”x20.5” Box	\$72.00	\$86.00
Truss 10’ Section – Silver 20.5”x20.5” Box	\$90.00	\$108.00

Corner Block

A corner block is an aluminum piece that attaches to truss to create a right angle.

Corner Block – Silver 12”x12” Box	\$50.00	\$60.00
Corner Block – Black 12”x12” Box	\$65.00	\$78.00
Corner Block – Silver 20.5”x20.5” Box	\$70.00	\$84.00

Base Plate	\$35.00	\$42.00
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A base plate is used as a stand for ground supported truss or poles.

Rotator	\$150.00	\$180.00
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A rotator is a motor used to rotate a hanging sign.

Motor	\$150.00	\$180.00
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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.

Cheeseboro	\$6.00	\$7.00
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A cheeseboro is a clamp used to attach two pieces of truss or pipe together.

Grapple	\$12.00	\$14.00
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A grapple is a connector that allows you to make a 90 degree connection between trusses.

Lighting Fixtures	Discount	Standard
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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.

Source 4 Par (575 watt, 750 watt)\$35.00\$42.00

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).

Source 4 Leko (575, 750 watt)\$45.00\$54.00

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.

Par 64 (1000 watt).....\$30.00\$36.00

The Par 64 will deliver similar results as the S4 Par, but there are no options for additional lenses. They are available in 1,000 watts.

Custom Lighting Solutions **Discount** **Standard**

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.

Small Lighting Kit (4-6 lights).....\$185.00\$212.00

Medium Lighting Kit (7-11 lights)\$325.00\$390.00

Large Lighting Kit (12-15 lights)\$450.00\$540.00

X-Large Lighting Kit (16-20 lights)\$550.00\$660.00

Dimmer Racks & Lighting Controls **Discount** **Standard**

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.

Dimmer Control 1.2 x 4.....\$80.00\$96.00

Dimmer Control 2.4 x 12.....\$150.00\$180.00

Dimmer Control 2.4 x 24.....\$320.00\$384.00

Terms & Conditions - Rigging

- **Hynes Rigging:** 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.
- **BCEC Rigging:** JCALPRO is the exclusive rigging vendor at the Boston Convention & Exhibition Center (BCEC). If an exhibitor is exhibiting at the BCEC and requires rigging services for the booth, JCALPRO is the only vendor authorized to hang signs, banners, or lighting in the booth space.
- 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	\$95.00	\$142.50	\$190.00
Head Rigger	\$95.00	\$142.50	\$190.00
Rigger	\$82.00	\$123.00	\$164.00
Dept Head	\$72.00	\$108.00	\$144.00
Stagehand	\$67.00	\$100.50	\$134.00

Weekly Lift Rental Items	Rate
24' - 32' Scissor Lift	\$600.00
40' - 45' Boom Lift	\$950.00
60' Boom Lift	\$1,550.00

- 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 – Rigging

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 or diameter 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
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Water - Individual Connection.....	\$299.00	\$374.00
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Water service is available at approximately 75 PSI with up to ¾" supply line. Water flows at five gallons per minute.

Additional Water Connections.....	\$175.00	\$219.00
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Exhibitors requiring more than an individual water connection should order each additional connection as needed.

Drain – Individual Connection.....	\$299.00	\$374.00
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The MCCA can provide waste drain connections up to ¾" line size.

Additional Drain Connections.....	\$160.00	\$200.00
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Exhibitors requiring more than an individual drain connection should order each additional connection as needed.

Fill and Drain 0-100 Gallons	\$150.00	\$187.50
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Exhibitors 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 visit the MCCA Exhibitor Services desk when equipment is ready to be filled.

Each Additional 500 Gallons	\$104.00	\$130.00
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Sink Rentals	Discount	Standard
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Cold Water Sink Rental.....	\$600.00	\$750.00
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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.

Small Hot & Cold Water Sink Rental	\$800.00	\$1,000.00
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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.

Large Hot & Cold Water Sink Rental.....	\$1,000.00	\$1,250.00
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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 MCCA Exhibitor Services for more information.

Compressed Air and Gases**Discount Standard**

Compressed Air – Individual Connection\$365.00\$456.00

Compressed Air is delivered at approximately 110 psi and a dew point of 35 degrees F (medical instrument quality).

Additional Connection\$188.00\$235.00

Exhibitors who require more than an individual connection should order additional connections as needed.

Other Compressed Gases

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.

20 Lbs Dry or Liquid CO₂\$154.00\$184.50

50 Lbs Dry or Liquid CO₂\$167.00\$200.50

Dry Nitrogen 300 ft³\$206.00\$247.75

Installation & Connections - Plumbing

- 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 - Plumbing

- 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:
 - Monday-Friday 8am-4pm (except holidays) **\$70.00**
 - All other times, including holidays **\$105.00**

Frequently Asked Questions – Plumbing

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 BCEC (617-954-2382) or 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
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Per Hour per Officer	\$18.00	\$20.00
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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 must be placed at least 48 hours in advance of the requested service date.

Frequently Asked Questions – Security

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 A – Service Order Forms

The following MCCA order forms may not be reproduced without express written consent from the MCCA.

Index

- Request for Exhibitor Electrical Services
- Request for Exhibitor Cleaning Services
- Request for Exhibitor Telephone, Internet & Technical Services
- Request for Exhibitor Rigging & Lighting Services
- Request for Exhibitor Plumbing Services
- Request for Exhibitor Security Services



Massachusetts Convention Center Authority
Exhibitor Order Form - Electrical Services

Effective July 1, 2013

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 www.massconvention.com/exhibitorguide.

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S): _____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (____) _____ EMAIL: _____ @ _____

ORDERED BY/TITLE: _____ DATE: _____

SHOW SITE CONTACT: _____ CONTACT PHONE: (____) _____

BOOTH NO. (s)

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)		\$111.00	\$139.00		+50% rate		+100% rate		+150% rate	
1000 Watt Box (10 amps)		\$146.00	\$183.00		+50% rate		+100% rate		+150% rate	
2000 Watt Box (20 amps)		\$182.00	\$227.00		+50% rate		+100% rate		+150% rate	
4000 Watt Box (20 amps x 2)		\$211.00	\$263.00		+50% rate		+100% rate		+150% rate	

SPECIAL 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		\$318.00	\$397.00		+50% rate		+100% rate		+150% rate	
208V Single Phase 60 Amp		\$606.00	\$757.00		+50% rate		+100% rate		+150% rate	
208V Single Phase 100 Amp		\$930.00	\$1,163.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 30 Amp		\$576.00	\$720.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 60 Amp		\$870.00	\$1,087.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 100 Amp		\$1,380.00	\$1,724.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 200 Amp		\$2,632.00	\$3,289.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 400 Amp		\$4,648.00	\$5,809.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 30 Amp		\$877.00	\$1,096.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 60 Amp		\$1,521.00	\$1,901.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 100 Amp		\$2,808.00	\$3,510.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 200 Amp		\$5,581.00	\$6,976.00		+50% rate		+100% rate		+150% rate	
30' Round Extension Cord		\$32.00	\$40.00							

TOTAL DUE \$ _____

To pay with a MasterCard, Visa or American Express, you may order online at www.massconvention.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@massconvention.com
Tax ID#: 042768982

FOR MCCA USE ONLY

DATE RECEIVED:	RECEIVED BY:	CHECK NUMBER:	MC/VISA/AMEX:
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Massachusetts Convention Center Authority
Exhibitor Order Form - Cleaning Services

Effective July 1, 2013

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 www.massconvention.com/exhibitorguide.

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S): _____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (____) _____ EMAIL: _____ @ _____

ORDERED BY/TITLE: _____ DATE: _____

SHOW SITE CONTACT: _____ CONTACT PHONE: (____) _____

BOOTH NO. (s)

BASIC CLEANING SERVICES					DISCOUNT RATE (PER SQ FT PER DAY)	STANDARD RATE (PER SQ FT PER DAY)
1. INITIAL VACUUM OR MOPPING (Before first event day only)					\$0.28	\$0.35
2. DAILY VACUUM OR MOPPING (For all event days <u>including</u> the first day)					\$0.20	\$0.25
3. DAILY VACUUM OR MOPPING PLUS PORTER SERVICE (For all event days, includes periodic wastebasket pick up & sweep of booth during event hours)					\$0.44	\$0.55
SERVICE (CHECK ONE ONLY)	TYPE (CHECK ONE)	BOOTH SIZE: TOTAL SQUARE FEET LENGTH WIDTH TOTAL Sq. Ft. (90 MIN.)		RATE PER Sq. Ft.	# OF DAYS	TOTAL DUE
<input type="checkbox"/> 1	<input type="checkbox"/> Vacuum <input type="checkbox"/> Mop					
<input type="checkbox"/> 2		_____ X _____ = _____	X _____ X _____ = \$_____			
<input type="checkbox"/> 3						

SPECIAL CLEANING SERVICES						
SHAMPOO SERVICE (Before first event day)	BOOTH SIZE: TOTAL SQUARE FEET			DISCOUNT RATE	STANDARD RATE	TOTAL DUE
	LENGTH	WIDTH	TOTAL SQ. FT. (90 MIN.)	(PER SQ FT PER DAY)	(PER SQ FT PER DAY)	
	___	X ___	= _____	X \$0.39	\$0.48	

GRAND TOTAL DUE \$ _____

To pay with a MasterCard, Visa or American Express, you may order online at www.massconvention.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@massconvention.com
Tax ID#: 042768982

FOR MCCA USE ONLY			
DATE RECEIVED:	RECEIVED BY:	CHECK NUMBER:	MC/VISA/AMEX:



Massachusetts Convention Center Authority

Exhibitor Order Form – Telephone, Internet & Technical Services

Effective July 1, 2013

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 www.massconvention.com/exhibitorguide.

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S): _____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (____) _____ EMAIL: _____ @ _____

ORDERED BY/TITLE: _____ DATE: _____

SHOW SITE CONTACT: _____ CONTACT PHONE: (____) _____

BOOTH NO. (s)

TELEPHONE SERVICE				
STANDARD TELEPHONE SERVICES	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Single Line Phone Service (Analog)		\$287.00	\$358.00	
Multi-Line Phone Service (Digital)		\$417.00	\$521.00	
Speaker Phone Service (Analog)		\$320.00	\$400.00	
Polycom Speaker Phone Service (Analog)		\$371.00	\$464.00	
Fax Machine Phone Service (Analog)		\$422.00	\$528.00	
ADDITIONAL TELEPHONE SERVICES & EQUIPMENT	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Call Waiting (Per Phone Line)		\$50.00	\$62.50	
Voice Mail (Per Phone Line)		\$50.00	\$62.50	
ISDN/BRI Service		\$300.00	\$375.00	
Polycom Videoconference Equipment Rental w/ IP Connect Service		\$1,100.00	\$1,600.00	
Polycom Videoconference Equipment Rental w/ ISDN Service		\$2,000.00	\$2,500.00	

INTERNET SERVICES				
WIRED INTERNET CONNECTIONS: AUTOMATIC CONFIGURATION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
200 Kbs Shared Service (2 private IP addresses. Gateway and other NAT devices will not function properly.)		\$815.00	\$1,019.00	
WIRED INTERNET CONNECTIONS: MANUAL CONFIGURATION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
300 Kbs Managed Service (1 public IP address)		\$1,175.00	\$1,468.75	
500 Kbs Managed Service (11 public IP address, private VLAN and subnet)		\$1,875.00	\$2,344.00	
750 Kbs Managed Service (18 public IP address, private VLAN and subnet)		\$2,500.00	\$3,125.00	
1.54 Mbps Managed Service (27 public IP address, private VLAN and subnet)		\$4,100.00	\$5,125.00	
3 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$6,720.00	\$8,400.00	
5 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$10,000.00	\$12,500.00	
Wireless Internet access is available onsite but is not recommended for exhibitor displays.				

Exhibitor Order Form – Telephone, Internet & Technical Services page 2

ADDITIONAL SERVICES & EQUIPMENT		QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Additional Public IP Address (not available with 200kbs service)			\$148.00	\$185.25	
Copper Patch / Booth to Booth Connection			\$336.00	\$420.00	
Fiber Patch / Booth to Booth Connection			\$470.00	\$587.50	
Extend T1 or T3 Service			\$1,000.00	\$1,200.00	
Switch	8 port		\$104.00	\$130.00	
	24 port		\$156.00	\$195.00	
25' CAT 5e Cable			\$45.00	\$56.00	
50' CAT 5e Cable			\$61.00	\$76.75	
100' CAT 5e Cable			\$96.00	\$120.00	

TECHNICAL SERVICES					
TECHNICAL SERVICES		QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Cable TV Service			\$245.00	\$306.50	
CATV Tuner Rental			\$56.00	\$70.00	
CATV Tap Box Rental			\$200.00	250.00	
Broadcast Video Service via TV-1			\$2,000.00	\$2,500.00	
				TOTAL DUE: \$ _____	

To pay with a MasterCard, Visa or American Express, you may order online at www.massconvention.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@massconvention.com
Tax ID#: 042768982

FOR MCCA USE ONLY			
DATE RECEIVED:	RECEIVED BY:	CHECK NUMBER:	MC/VISA/AMEX:



Massachusetts Convention Center Authority

Exhibitor Order Form - Rigging & Lighting Services

Effective October 1, 2010

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 www.massconvention.com/exhibitorguide.

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S): _____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (____) _____ EMAIL: _____ @ _____

ORDERED BY/TITLE: _____ DATE: _____

SHOW SITE CONTACT: _____ CONTACT PHONE: (____) _____

BOOTH NO. (s)

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)? YES NO		Indicate Service Ordered on Electrical Form:	
Date When Your Item Will Be Ready for Hanging:		Preferred Move-Out Date:	

PACKAGE RIGGING SOLUTIONS

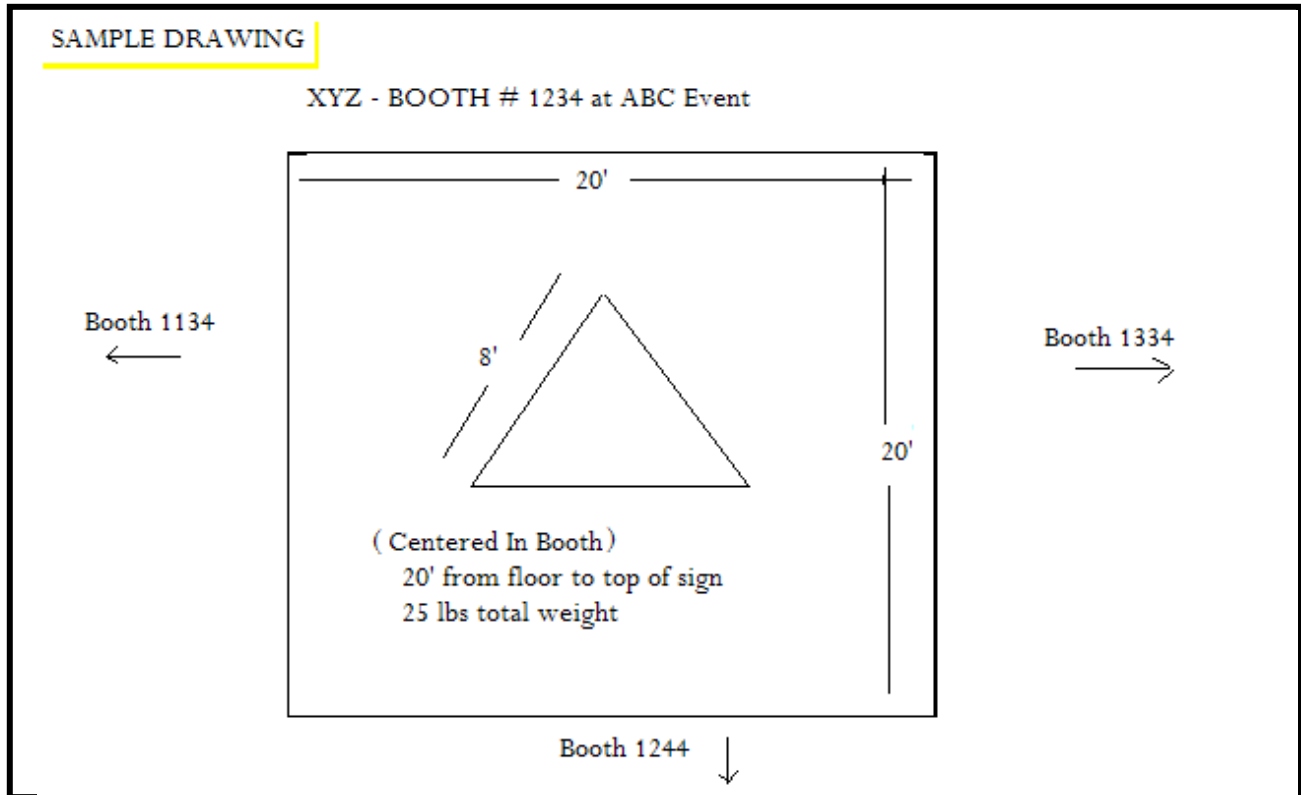
SERVICE DESCRIPTION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Basic Rigging Package (Per Sign/Banner)		\$1550.00	\$1684.00	
Electrical Rigging Package (Per Sign/Banner)		\$1794.00	\$1988.00	
Team Labor Hour		\$244.00	\$304.00	

CUSTOM RIGGING SOLUTIONS - RIGGING EQUIPMENT RENTAL (*REQUIRES QUOTE*)

EQUIPMENT DESCRIPTION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Silver 12" x 12" Box Truss	5' Section	\$25.00	\$30.00	
	8' Section	\$40.00	\$48.00	
	10' Section	\$50.00	\$60.00	
Black 12" x 12" Box Truss	5' Section	\$35.00	\$42.00	
	8' Section	\$56.00	\$67.00	
	10' Section	\$70.00	\$84.00	
Silver 20.5" x 20.5" Box Truss	5' Section	\$45.00	\$54.00	
	8' Section	\$72.00	\$86.00	
	10' Section	\$90.00	\$108.00	
Corner Block	Silver 12" x 12" box	\$50.00	\$60.00	
	Black 12" x 12" box	\$65.00	\$78.00	
	Silver 20.5" x 20.5" box	\$70.00	\$84.00	
Base Plate		\$35.00	\$42.00	
Rotator		\$150.00	\$180.00	
Motor		\$150.00	\$180.00	
Cheeseboro		\$6.00	\$7.00	
Grapple		\$12.00	\$14.00	

CUSTOM LIGHTING SOLUTIONS – LIGHTING EQUIPMENT RENTAL (REQUIRES QUOTE)				
LIGHTING FIXTURES	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Source 4 Par – (575 watt, 750 watt)		\$35.00	\$42.00	
Source 4 Leko - (575, 750 watt)		\$45.00	\$54.00	
Par 64 (1000 watt)		\$30.00	\$36.00	
LIGHTING KITS	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Small Lighting Kit		\$185.00	\$212.00	
Medium Lighting Kit		\$325.00	\$390.00	
Large Lighting Kit		\$450.00	\$540.00	
X-Large Lighting Kit		\$550.00	\$660.00	
DIMMER RACKS & LIGHTING CONTROLS	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Dimmer Control 1.2 x 4		\$80.00	\$96.00	
Dimmer Control 2.4 x 12		\$150.00	\$180.00	
Dimmer Control 2.4 x 24		\$320.00	\$384.00	
			TOTAL DUE: \$	_____

We require diagrams and booth layouts for all rigging and lighting orders. See sample below.



**To pay with a MasterCard, Visa or American Express, you may order online at www.massconvention.com.
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415 SUMMER STREET
BOSTON, MASSACHUSETTS 02210
617-954-2230 • exhibitorservices@massconvention.com
Tax ID#: 042768982

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Massachusetts Convention Center Authority Exhibitor Order Form – Plumbing Services

Effective July 1, 2013

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 www.massconvention.com/exhibitorguide.

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S): _____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (____) _____ EMAIL: _____ @ _____

ORDERED BY/TITLE: _____ DATE: _____

SHOW SITE CONTACT: _____ CONTACT PHONE: (____) _____

BOOTH NO. (s)

WATER AND DRAIN SERVICES

SERVICE	DESCRIPTION	QTY.	SIZE	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Water Approx 75 PSI Up to ¾" line	Individual Connection			\$299.00	\$374.00	
	Additional Connection			\$175.00	\$219.00	
Drain Up to ¾" line	Individual Connection			\$299.00	\$374.00	
	Additional Connection			\$160.00	\$200.00	
Fill & Drain	0-100 Gallons			\$150.00	\$187.50	
	Each additional 500 gallons			\$104.00	\$130.00	

SINK RENTALS

SERVICE	DESCRIPTION	QTY.	SIZE	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Cold Water Sink Rental	Includes: sink, one water and one drain connection			\$600.00	\$750.00	
Small Hot & Cold Water Sink Rental	Includes: sink, hot water heater (6 gallon cap.), dedicated power, 2 water and one drain connection			\$800.00	\$1,000.00	

COMPRESSED AIR AND GASES

SERVICE	DESCRIPTION	QTY.	SIZE	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Air Approx 110 PSI	Individual Connection			\$365.00	\$456.00	
	Additional Connection			\$188.00	\$235.00	
CO ₂	20 lb Cylinder (Dry)			\$154.00	\$184.50	
	50 lb Cylinder (Dry)			\$167.00	\$200.50	
	20 lb Cylinder (Liquid)			\$154.00	\$184.50	
	50 lb Cylinder (Liquid)			\$167.00	\$200.50	
Nitrogen	300 ft ³ Tank (Dry)			\$206.00	\$247.75	
					TOTAL DUE: \$	_____

To pay with a MasterCard, Visa or American Express, you may order online at www.massconvention.com.
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Tax ID#: 042768982

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Massachusetts Convention Center Authority

Exhibitor Order Form - Security Services

Effective July 1, 2012

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 www.massconvention.com/exhibitorguide.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S): _____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (____) _____ EMAIL: _____ @ _____

ORDERED BY/TITLE: _____ DATE: _____

SHOW SITE CONTACT: _____ CONTACT PHONE: (____) _____

BOOTH NO. (s)

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

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.

DATE	# OF OFFICERS	SCHEDULED HRS (4 HR. MIN.)	TOTAL MAN HRS.	DISCOUNT RATE (PER MAN HR.)	STANDARD RATE (PER MAN HR.)	TOTAL DUE
				\$18.00	\$20.00	
				\$18.00	\$20.00	
				\$18.00	\$20.00	
				\$18.00	\$20.00	
				\$18.00	\$20.00	
				\$18.00	\$20.00	
				\$18.00	\$20.00	
				\$18.00	\$20.00	
				\$18.00	\$20.00	
				\$18.00	\$20.00	
				\$18.00	\$20.00	
			TOTAL MAN HOURS: _____		TOTAL DUE: \$ _____	

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CONVENTIONS C.A.R.E.

Community Assistance by Responsible Events



LEAVE IT BEHIND. MAKE A DIFFERENCE.

Do you CARE? We do.

The Massachusetts Convention Center Authority believes in community, both inside its convention centers and in the diverse neighborhoods of historic Boston, where needs are sometimes great.

By donating useable materials to our **Conventions C.A.R.E.** program, you'll be helping scores of non-profit organizations throughout the city and the region. Not only will your materials be put to good re-use, but you'll be cutting back on your event's environmental impact by diverting waste from local landfills. Plus, it saves you the time and expense of shipping unneeded goods back home. The MCCA already recycles and donates abandoned property. With your help, we can do even more.

It's easy. At the conclusion of your show, look for the bright blue bins spread around the show floor at "**Product Donation Stations**" during the breakdown of your event. The bins are marked with the

"**CONVENTIONS C.A.R.E.**" logo. Then, simply leave your clean, useable, non-perishable donations in the bin. They can include:

- office products
- building products
- medical supplies
- convention bags
- furniture
- clothing
- non-perishable food
- toiletries

We'll take over the rest, arranging the assignment and transport of your donations. We'll also track and report these donations to show management.

The program supports several local non-profits, directly benefiting some of the neediest residents in our community. By working together, the MCCA, our partners and you can show Boston charities that responsible events care.

IN PARTNERSHIP WITH:

F R E E M A N



NeXtShow



Brede EXPOSITIONS SERVICES

If you're interested in donating or to learn more, please visit the MCCA exhibitor services desk or contact your exhibitor services representative: exhibitorservices@massconvention.com or (617) 954-2230

EXHIBITOR GUIDELINES, INFORMATION AND REGULATIONS



RULES AND REGULATIONS — EXHIBITOR PARTICIPATION

Access Control and Credentialing

The following information applies to all Exhibitors traveling to the BCEC, unloading Exhibitor-related cargo, and parking at the BCEC:

Exhibitors accessing the BCEC must be processed by the BCEC 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 at all times while inside the facility. Exhibitors should check in with the General Service Contractor (GSC) Marshalling Lot Trailer, or go directly to the South Parking Lot if directed by the GSC or Licensee, before proceeding into the building at Southwest Badging.

Affixing to the Facility Structure

Licensee shall not allow exhibitors to:

- Rigging of cable/hanging devices or affixing any materials to the ceiling, electrical buss ducts and conduits, on sprinkler pipes, ventilation equipment, windows, columns or any other physical structure at the BCEC is strictly prohibited.
- Exhibits shall not 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.
- Exhibits shall not erect any decorations or use adhesive materials, including tape that can deface the walls, ceilings, floors, facilities, and equipment contained on the premises.
- Walls, floors, ceilings, or other areas of the facility or its furnishings or fixtures are not to be painted or have permanent coverings applied.

Booth Set-Up and Dismantle

Exhibitors

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.

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 is available from the General Service Contractor or in limited quantities from MCCA Event Services.

Cooking Demonstrations

Exhibitors shall provide a Class K fire extinguisher for hazards where there is a potential for fires involving combustible cooking media (vegetable or animal oils and fats). Maximum travel distance shall not exceed 30 feet (9.15 meters) from the hazard to the extinguisher(s).

Exhibitors may use 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. Due to safety concerns of exhibitors, exhibitors may only use butane canisters purchased directly through Levy Restaurants. You are required to have a 20 lb ABC fire extinguisher for your display when using butane.

Double-Decker Booths and/or with a Roof

All Double-Decker exhibits are subject to applicable state and city building codes and are subject to inspection by state/city officials and the MCCA. Maximum occupancy load for upper level(s) must be posted at the base of the stairway and enforced by the exhibitor. Smoke detectors must be installed on the first floor of the exhibit and every subsequent enclosed level. Automatic extinguishing systems are

required of any exhibit that has a roof, or any other covering, that would impede the effective use of the facility's sprinkler system. A 10 lb. ABC fire extinguisher must be visible on every level of the exhibit. Any exhibit that is deemed a hazard by the MCCA must be removed from the facility. All costs for removal are the responsibility of the Licensee. The City of Boston Fire Code prohibits the use of fabric attached to a ceiling or used to cover any portion of an exhibit.

Exclusive Services

The BCEC will be the exclusive provider of the following services: food & beverage, cleaning, electrical, medical, 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 BCEC.

At the conclusion of the event all products must be either:

- Removed from MCCA facilities by the exhibitor; or
- Properly disposed of; or
- Donated to a previously identified non-profit charity; 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 from another 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

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 MCCA facilities.

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. Due to safety concerns of exhibitors, exhibitors may only use butane canisters purchased directly through Levy Restaurants. You are required to have a 20 lb

- 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
- 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.
 - 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.
 - 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)
 - Any interior finish, either permanent or temporary, will be required to meet the requirements of the Massachusetts State Building Code.
 - 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 20 lb. ABC fire extinguisher present within the exhibit.
 - 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.
 - 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.
 - 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.
 - 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.
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.
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 <http://www.mass.gov/eohhs/consumer/community-health/environmental-health/exposure-topics/radiation/emf/>.

Food & Beverage Samples

The BCEC prohibits any food or beverages from being brought into the building, except by Levy Restaurants, the exclusive F&B 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 BCEC. 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 (to be determined by a Levy Restaurants Catering Sales Manager) in order to waive its right to exclusivity under the MCCA/BCEC License Agreement.

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.

Sampling Authorization Form (Page E10) – 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 Levy Restaurants in order to obtain permission to sample and to obtain a Temporary Food Service Permit.

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 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). Please contact “your show’s Exhibitor Service Manager” for additional information.

For more information on available Exhibitor Catering Services or further assistance, please contact:

Levy Restaurants , Catering & Sales Office,
617-954-2321

Glitter, Confetti, Popcorn, and Other Materials

The use of glitter, confetti, sand, or simulated snow types of material, as well as popcorn, is NOT permitted in the BCEC without prior approval from your Event Services Manager. If your request is approved, an additional cleaning cost may apply.

Additionally, adhesive-backed decals may not be given away or utilized. Any costs incurred by the BCEC for the removal of these items will be charged to the Licensee.

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 and if you are approached or solicited by any MCCA or service contractor personnel please report this violation to the Chief of Public Safety at (617) 954-2222.

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 (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.)

No parking is allowed at the 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.

This policy is strictly enforced at The Westin Boston Waterfront Hotel skybridge as well.

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.

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.

Move-In Procedures

ALL Exhibitor move-in is restricted to the BCEC Loading Dock. 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.

Non-Credentialed Exhibitor Staff

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 Southwest Loading Dock Public Safety Officer. Once positively identified, the Exhibitor will be referred to the Licensee in order to register and receive event credentials.

Parking on Loading Dock Limited to 30 Minutes

Exhibitor staff members parking on the loading dock and displaying their loading dock parking pass on the dashboard of the motor vehicle for the purposes of unloading cargo have a limit of 30 minutes in order to do so. Exhibitor staff remaining in the loading dock area beyond the 30 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.

Positive Means of Identification Required

While inside the facility Exhibitor staff must be in possession of a positive means of identifying themselves with photo identification (ID), preferably a state issued motor vehicle operator's license, etc.

Public Safety Recommendations

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.

Smoking

The BCEC is a non-smoking facility. Smoking is NOT allowed in the building at any time. Designated smoking areas are located outside the building.

Solicitations

No solicitations or collections in the BCEC, whether for charity or otherwise, shall be made, attempted, or allowed without the prior written consent of your Event Services Manager.

MCCA SERVICES

The BCEC and its contracted entities are the exclusive providers of the following services: food & beverage, cleaning, electrical, medical, business center, telephone, Internet, rigging, the operation of ground-supported crank-ups, 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 can NOT 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.

For rates and additional information, exhibitors should contact our Exhibitor Services Department at (617) 954-2230 or visit our secure online ordering web site at www.massconvention.com.

ATMs

Guests will find ATMs on Level One in the North Lobby and the Wicked Good Market and on Level o East.

Audio/Visual Services

The BCEC 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 BCEC features a digital audio system and extensive use of fiber optic cabling to distribute signals throughout the facility. The BCEC 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

Our services can NOT be resold or bundled as a package without prior written approval from the BCEC General Manager.

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, notary public services, pack and ship options, express and ground service, fax service with delivery on incoming messages and desktop/word processing.

Satellite Services

The BCEC 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 your Event Services Manager for more details and pricing.

TRANSPORTATION

Public Transportation

We strongly encourage you to promote public transportation as an efficient transportation 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 BCEC. South Station, the premier regional transportation center, is a ten minute walk from the front door of the BCEC. Services available at South Station include the MBTA’s Red and Silver lines, Amtrak regional service, bus service, and commuter rail.

Additional information about public transportation in Boston can be found on the MBTA’s website:

<http://www.mbta.com>.

Information about water taxi service can be found at <http://www.citywatertaxi.com>.

Taxi Information

MCCA staff will coordinate with the individual taxi cab companies and the Boston Hackney Division for the needs of each event. Assigned staff will manage taxi service logistics. *Level One, North Entrance at 415 Summer Street is the required location for taxi cab drop-off and pick-up.* This taxi stand location will be separate from the other transportation operations for the event.

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. The BCEC may create a temporary taxi pool on Northwest Level One. Curbside managers at the designated taxi stand will be in radio contact with monitors at the pool site to dispatch taxis when a steady flow of taxis is required, such as during an event break.

For a complete list of taxi companies and their contact information, please visit the BCEC transportation website.

Parking

The BCEC currently maintains 1,345 parking spaces in the South Parking Lot. There are also 200 parking spaces that are utilized for valet parking. Please keep in mind that there is no 24-hour parking, or overnight parking at the BCEC. For larger events there are nearly 10,000 parking spaces at nearby parking facilities that could be used to create “blocks” of parking for BCEC events. The parking element of the Transportation Plan will describe the use of these parking resources. The Plan will seek to minimize displacement of parkers from existing facilities and parking-related impacts in the South Boston residential neighborhood.

ADA Parking

If valet service is available for the event, those attendees that are driving themselves can park with valet. Those wishing to park their own vehicles will be directed to park in the ADA area in the South Parking Lot, in the rear of the facility. From there, they can take a handicap-accessible sidewalk to Level Zero, where they can enter the BCEC through the Southeast lobby.

Valet Parking

The MCCA can provide valet parking services at the BCEC.

Parking Options and Directions

Motorists can find the BCEC by using the highway ramps from I-90 and I-93 that are conveniently located in the South Boston Waterfront area. South Boston Waterfront parking lots can also be easily accessed from these highways. Directions and appropriate temporary directional signs placed in the local street network will be provided to guide event attendees to off-site parking facilities that support a BCEC event. These signs will be placed at the direction and expense of the Licensee and will be designed to complement permanent directional signs that are in place to direct motorists to the BCEC. The Licensee will distribute directions to parking areas to event attendees with the purpose of keeping motorists on the highway system prior to entering the South Boston Waterfront.

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 (HYNES) 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 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, 1.25 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. Requests for take-away items must be submitted no later than DATE.
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 assessed:

1. \$150.00 for a Small Visi Cooler
2. \$300.00 for a Large Double Visi Cooler
3. \$25.00 per Drop Off and Per Pick-up for Steward
4. \$150.00 per day minimum for dry or refrigerated storage
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 liability with coverage of \$1,000,000 per occurrence and naming Levy Restaurants Corporation and the HYNES as additional insured.
Information must be received no later than close of business (5:00 PM EST) on DATE.**

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

SHOW NAME
DATE

Company Name _____ Booth No. _____

Company Address _____

Contact Name _____ Telephone () _____ Ext _____

Email _____ Onsite Contact _____ Cell _____

PLEASE SPECIFY: Item / Distribution Purpose / Quantity / Portion Size / Method of Dispensing

Agreed _____
Exhibiting Firm

Approved _____
Levy Restaurants

Date _____

PLEASE RETURN FORM TO LEVY RESTAURANTS BY DATE TO ENSURE CONFIRMATION AND APPROVAL.

For additional services and information, please contact Levy Restaurants:

Lauren Parker, Catering Sales Manager
415 Summer Street, Boston MA 02210
phone 617-954-2321 fax 617-954-2159
lparker@levyrestaurants.com



Lead Retrieval

Convention Data Services is the official and exclusive lead retrieval supplier for **Experimental Biology 2015**. Their X•Press Leads equipment includes the X•Press Connect software app and the X•Press Connect Plus wireless handheld scanning device (optional printer available). Both solutions allow exhibitors to electronically capture complete attendee contact information upon scanning, and enter custom notes into the lead record. Files are then available for the exhibitor to download for instant lead follow up.

Online Ordering Site:

<https://www.xpressleadpro.com/fe/index.php?sc=EXBI035>

Important 2015 Badge Barcode information: Exhibitors who use non-CDS lead retrieval equipment will need to purchase the X•Press Data Conversion Service or the Event API to receive attendee's full contact information either post show or real-time onsite. Without one of these services, a 3rd party scanner will only capture first name, last name, and company.

Please contact **Amy Thrasher**, Sr. Exhibitor Services Account Manager to discuss the data conversion service and other lead retrieval options via phone **508-743-0186** or email athrasher@cdsreg.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 megapixel or greater camera. No mobile hardware included.



X•Press Connect Elite

Connect software on YOUR computer

Get all the features of the Connect software running on your computer. The Elite software is ready for plug-and-play lead collection.

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 handheld 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	•	•	
Available in Spanish	•	•	•

X•Press™ Leads
CONVENTION DATA SERVICES®

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 hardcopy 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

SHOW CODE: [exbi035](#)

BUNDLES - Most Popular! <i>Save 10%</i>	Qty	Early THRU 02/05/15	Advance THRU 03/05/15	Standard AFTER 03/05/15	Total
X•Press Connect App Bundle - includes TWO App licenses and custom sales qualifiers		\$ 425	\$ 475	\$ 535	
X•Press Connect Elite Bundle - includes DITP service and custom sales qualifiers		\$ 525	\$ 610	\$ 735	
X•Press Connect Plus Bundle - includes DITP service and custom sales qualifiers		\$ 585	\$ 670	\$ 795	

LEAD RETRIEVAL					
X•Press Connect App - the App on YOUR phone or tablet		\$ 345	\$ 395	\$ 465	
X•Press Connect Elite - the Connect software on YOUR computer		\$ 375	\$ 425	\$ 495	
X•Press Connect Plus - the App on OUR handheld wireless device		\$ 440	\$ 490	\$ 560	
Additional X•Press Connect App Licenses - with any lead retrieval solution		\$ 130	\$ 130	\$ 130	

EXTRAS					
Bluetooth Printer - one per lead retrieval solution		\$ 80	\$ 105	\$ 130	
Custom Sales Qualifiers		\$ 105	\$ 125	\$ 160	
DITP Service – Delivery, Installation, Training, Pickup		\$ 105	\$ 125	\$ 160	
X•Press eBlast Service		\$ 215	\$ 265	\$ 325	
Data Conversion		\$ 550	\$ 550	\$ 550	
Event API Integration		\$ 1000	\$ 1000	\$ 1000	

FAX ORDER	1-508-759-4328	SUBTOTAL	=
ACCOUNT MANAGER	Amy Thrasher	SALES TAX 6.25%	+
QUESTIONS?	1-800-746-9734 • 1-508-743-0186	OPTIONAL LOSS/DAMAGE WAIVER (Qty _____ x \$75 per unit)	+
EMAIL	athrasher@cdsreg.com	NO, I do not want to purchase the Loss/Damage Waiver - initial here	▶
		PROCESSING FEE (WAIVED when you order online!)	+ 15.00
		TOTAL (USD)	=

CONTACT INFORMATION		PAYMENT INFORMATION	
COMPANY		CARD NUMBER	
CONTACT NAME		NAME ON CARD	
BILLING ADDRESS		EXP DATE	
CITY		SIGNATURE	▶
STATE/ZIP		AUTHORIZATION	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.
ALL ORDER CANCELLATIONS RECEIVED MORE THAN 30 DAYS PRIOR TO SHOW OPENING WILL BE SUBJECT TO A \$100.00 CANCELLATION FEE.
- 4) Onsite orders are based on unit availability. **NO REFUNDS WILL BE MADE FOR ORDERS CANCELED WITH-IN 30 DAYS OF THE SHOW OPENING DATES.**
- 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 upgrade your computer. Otherwise an alternate lead retrieval device will be provided subject to availability. **No refunds will be granted in these circumstances.**
- 6) 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 6b below).

Customer acknowledges and understands that the applicable replacement cost is as follows:

Connect Plus Device	\$1,000
Connect Plus Power Cord	\$ 75
Bluetooth Printer	\$1,000
Bluetooth Adapter	\$ 250
Barcode Scanner	\$1,000
- 6a) 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.
- 6b) 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.
- 7) CONTRACTOR'S liability for damage of any cause whatsoever will be limited to the total price for the goods and services provided by CONTRACTOR.
- 8) 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.
- 9) 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.
- 10) 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.**
- 11) 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.
- 12) 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.
- 13) 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.



2015
BOSTON
March 28 - April 1 • Boston Convention and Exhibition Center

INCREASE YOUR BOOTH TRAFFIC WITH A PRE-SHOW MAILING.

As an exhibitor at the EB 2015 Meeting you are entitled to purchase the advance registration list.

Complete the order form below and mail or fax it today!

Please include a sample of the distribution material, as well as the signed agreement on the next page.

EB 2015

FASEB/OSMC

9650 Rockville Pike

Bethesda, MD 20814-3998

Attn.: Joni Friedman

Tel: (301) 634-7011

Fax: (301) 634-7014

PLEASE CHECK FROM THE FOLLOWING:

Fields include full name, company/institute and full address. We cannot distribute email addresses.

Pre-Show Registration List _____ (Available after February 17 for advance promotion)

Mailing list will be available by via Email for one-time use. Cost-\$1,250.00

US/CAN/FOREIGN _____ US ONLY _____ US/CAN ONLY _____

Post-Show Registration List _____ (Available after the meeting for follow-up mailings)

Mailing list will be available by via Email for one-time use. Cost-\$200.00/thousand names

US/CAN/FOREIGN _____ US ONLY _____ US/CAN ONLY _____

PLEASE NOTE: We must receive payment before the listing is sent by Email.

Email to: _____
(Contact Name)

Email

Company

Phone

Company: _____
(If different than Email Contact)

Address

City/State/Zip

Phone

Contact Name

EMAIL

Ordered by: _____

**PLEASE APPLY AUTHORIZATION NAME
FOR MAILING LIST AGREEMENT
ON FOLLOWING PAGE**

Credit Card: MasterCard, Visa, American Express

Credit Card Number _____

Security Code _____

Expiration Date _____

Name of Cardholder _____

☐ **Check Enclosed**

Experimental Biology 2015

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- This list is solely provided for a **one-time use only and must be used within six months of purchase.**
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- Past EB lists are not available. The 2015 registration list will be available until December 31, 2015.

Contract Authorized Name: _____

Company: _____

Date: _____

Kindly mail or fax this agreement, order form, sample of mailing, and payment information to:

Experimental Biology
OSMC/Joni Friedman
9650 Rockville Pike
Bethesda, MD 20814
Fax: 301-634-7014
Phone: 301-634-7011
Email: friedman@experimentalbiology.org

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TRADE SHOW FURNISHINGS 2015

Product Catalog

PREMIER COLLECTIONS

SEE INDIVIDUAL CATEGORIES FOR DETAILED PRODUCT INFORMATION

ROMA



CHR003



SFA003

MIRABEL



CHR001



SFA001

ALLEGRO



CHR002



SFA002

KEY WEST



OCB



LSM



SOM

SOUTH BEACH



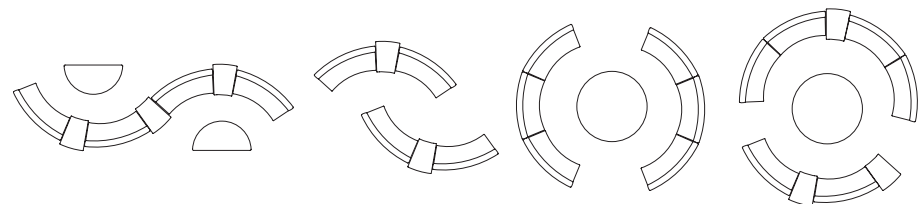
OTS

SO1



SO2

Suggested Uses of South Beach



TANGIERS



TANCHR



TANSOF

NAPLES



NPLCHR



NPLLOV



NPLSOF

HEATHROW



HS008



HC008

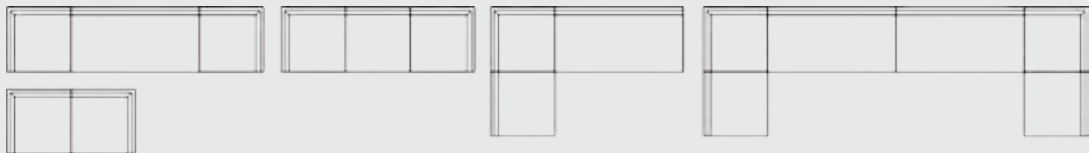


HCH08



HEA08

Suggested Uses of Heathrow



SOFAS & SECTIONALS



HEA08



SO1



SFA001



SFA002



NPLSOF



TANSOF



SOM



SFA003



HS008



SO2

LOVESEATS



LSM



NPLLOV

SOFAS & SECTIONALS

HEA08 Heathrow Sofa
Black Vinyl
48"L 24"D 28"H

SO1 South Beach Sofa
Platinum Suede
69"L 29"D 33"H

SFA001 Mirabel Sofa
Brown Leather
76"L 35"D 32"H

SFA002 Allegro
Blue Fabric
73"L 34.5"D 30"H

NPLSOF Naples Sofa
Black Vinyl
87"L 30"D 28"H

TANSOF Tangiers Sofa
Beige Textured
78"L 37"D 36"H

SOM Key West Sofa
Black
85"L 35"D 33"H

SFA003 Roma
White Vinyl
78"L 31"D 33"H

HS008 Heathrow 3 pc. Sectional
Black Vinyl
72"L 48"D 28"H

SO2 South Beach 3 pc. Sectional
Platinum Suede
152"L 40"D 33"H

LOVESEATS

LSM Key West Loveseat
Black
57"L 35"D 33"H

NPLLOV Naples Loveseat
Black Vinyl
62"L 30"D 28"H

CLUB CHAIRS



CHR003



CHR001



CHR002



NPLCHR



TANCHR



OCB



HCH08



HC008

OCCASIONAL CHAIRS



SWAN



OCA



OCH



BCW



CCE



LABREA



MADGRY

MEETING CHAIRS



OCMESP



OCMTAU

CLUB CHAIRS

- CHR003 Roma Chair**
White Vinyl
37"L 31"D 33"H
- CHR001 Mirabel Chair**
Brown Leather
36"L 35"D 32"H
- CHR002 Allegro Chair**
Blue Fabric
36"L 34.5"D 30"H
- NPLCHR Naples Chair**
Black Vinyl
36"L 30"D 28"H

- TANCHR Tangiers Chair**
Beige Textured
34"L 37"D 36"H
- OCB Key West Tub Chair**
Black
31"L 31"D 31"H
- HCH08 Heathrow Chair**
Black Vinyl
24"L 24"D 28"H
- HC008 Heathrow Corner Chair**
Black Vinyl
24"L 24"D 28"H

- OCCASIONAL CHAIRS**
- SWAN Swanson Swivel Chair**
White Vinyl
28"L 25"D 18"H
- OCA T-Vac Chair**
Translucent, Chrome
25"L 23"D 30"H
- OCH Madrid Chair**
Black Leather
30"L 30"D 31"H
- BCW Madrid Chair**
White Leather
30"L 30"D 31"H

- CCE Ice Chair**
Transparent, Chrome
17.25"L 20"D 32"H
- LABREA La Brea Swivel Chair**
Charcoal Gray, Fabric
35"L 27"D 40"H
- MADGRY Madden Arm Chair**
Light Gray, Vinyl
27"L 32"D 33"H

- MEETING CHAIRS**
- OCMESP Meeting Chair**
Espresso Leather
25.5"L 23.5"D 34"H
- OCMTAU Meeting Chair**
Taupe Fabric
25.5"L 23.5"D 34"H

OTTOMANS



BNO08



BN075



END02B



END02W



SAL



OSC



OTH



PUZ2SW



CUBL20



VIB05



VIB06



VIB07



VIB08



VIB01



VIB02



VIB03



VIB04



OTS



OTK



OTL



CCB



CCW

OTTOMANS

BNO08 Bench Ottoman
Black Vinyl
60"L 20"D 18"H

BN075 Bench Ottoman
White Vinyl
60"L 20"D 18"H

END02B Endless Square Ottoman
Black
34"L 34"D 15"H

END02W Endless Square Ottoman
White
34"L 34"D 15"H

SAL Sally Stool
White
12" Round 17"H

OSC Milano Cube
White Leather
17"L 17"D 18"H

OTH Milano Cube
Black Leather
17"L 17"D 18"H

PUZ2SW Puzzle Bench Ottoman
White
48"L 24"D 18"H

CUBL20 Edge LED Cube Ottoman
White Plastic
20"L 20"D 20"H

Vibe Cube Ottoman
Waterproof
18"L 18"D 18"H
VIB05 Yellow Vinyl
VIB06 Gold/Bronze Vinyl
VIB07 Beige Vinyl
VIB08 Orange Vinyl
VIB01 Green Vinyl
VIB02 Blue Vinyl
VIB03 Pink Vinyl
VIB04 Red Vinyl

OTS South Beach Wedge Ottoman
Platinum Suede
25"L 31"D 18"H

OTK Half Round Ottoman
Black Leather
72"L 36"D 17"H

OTL Half Round Ottoman
White Leather
72"L 36"D 17"H

CCB Circle Ottoman
Black Leather
72"L 72"D 17"H

CCW Circle Ottoman
White Leather
72"L 72"D 17"H

CCZ Circle Ottoman
Black, White Leather
72"L 72"D 17"H

GROUP SEATING



RSTDIN



DUET



CS8



CS9



SC4



SC1



XCHR



SC9



SC10



CH002



SCF



SCC



SCE



SCD



SC8



SC3



XC3



XC6



CO4

GROUP SEATING

RSTDIN Rustique Chair with arms
Gunmetal
20"L 18"D 31"H

DUET Duet Chair
Black, Chrome
21"L 23"D 33"H

CS8 Berlin Chair
Black
18"L 22"D 32"H

CS9 Berlin Chair
Red
18"L 22"D 32"H

SC4 Jetson Chair
Black
19"L 18"D 31"H

SC1 New York Chair
Black, Maple
18"L 17"D 34"H

XCHR Christopher Chair
White Vinyl, Chrome
17"L 19"D 35"H

SC9 Panton Chair
White
20"L 24"D 33"H

SC10 Razor Chair
White
15.38"L 15.5"D 30.5"H

CH002 Wendy Chair
Clear Acrylic
15"L 20"D 36"H

SCF Fusion Chair
Black, White
19"L 21"D 32"H

SCC Fusion Chair
Clear, White
19"L 21"D 32"H

SCE Fusion Chair
Red, White
19"L 21"D 32"H

SCD Fusion Chair
Green, White
19"L 21"D 32"H

SC8 Flex Chair with wheels
24"L 22"D 31"H

SC3 Brewer Chair
Onyx, Black
20"L 20"D 32"H

XC3 Luxor Guest Chair
Black Leather
27"L 28"D 40"H

XC6 Altura Guest Chair
Black Crepe
25"L 20"D 34"H

CO4 Iso Mesh Chair
Black
26"L 24"D 38"H

COCKTAIL TABLES



COLI



C1E



C1D



C1K



C1F



C1C



C1W



C1Y

SIDE AND END TABLES



TMBTBL



NEMSAC



ETBL



AURA



EOLI



E1E



E1D



E1K



E1F



E1C



CDYTB



E1W



E1Y



CUBTBL

COCKTAIL TABLES

COLI Oliver Cocktail Table
Walnut Finish
47"L 27"D 19"H

C1E Silverado Cocktail Table
Glass, Chrome
36" Round 17"H

C1D Soho Cocktail Table
Espresso, Metal
38"L 38"D 18.5"H

C1K Inspiration Cocktail Table
Glass, Brushed Steel
42"L 28"D 18"H

C1F Geo Cocktail Table
Glass, Black
50"L 22"D 16"H

C1C Geo Cocktail Table
Glass, Chrome
50"L 22"D 16"H

C1W Sydney Cocktail Table
White, Brushed Steel
48"L 26"D 18"H

C1Y Sydney Cocktail Table
Black, Brushed Steel
48"L 26"D 18"H

END TABLES

TMBTBL Timber Table
Wood
16" Round 17"H

NEMSAC Mosaic Tables, Set of 3
12"L 14"D 16"H
16.5"L 15"D 18"H
20.5"L 16"D 20"H

ETBL E Table
Wood
21"L 15.5"D 27.5"H

AURA Aura Round Table
White Metal
15" Round 22"H

EOLI Oliver End Table
Walnut Finish
22" Round 22"H

E1E Silverado End Table
Glass, Chrome
24" Round 22"H

E1D Soho End Table
Espresso, Metal
26"L 26"D 27"H

E1K Inspiration End Table
Glass, Brushed Steel
24"L 28"D 22"H

E1F Geo End Table
Glass, Black
26"L 26"D 20"H

E1C Geo End Table
Glass, Chrome
26"L 26"D 20"H

CDYTB Candy Table
White/Black Top
18"L 18"D 18"H

E1W Sydney End Table
White, Brushed Steel
27"L 23"D 22"H

E1Y Sydney End Table
Black, Brushed Steel
27"L 23"D 22"H

CUBTBL Edge LED Cube Table
Plexi Top, White Plastic
20"L 20"D 20"H

CONFERENCE TABLES



CG1



CF2



CE2



OCT6W



CE1



CF1



6'-CB2



MERLIN



WD3



8'-CB3



6'-CD2



8'-CD3



6'-CC6
8'-CC7
10'-CC8



6'-CT06GR
8'-C508GR
10'-CT10GR



CC5



CB1



CONF42

SAMPLE CONFERENCE SETS



CONFERENCE TABLES

CG1 Manhattan Table
Glass, Black
42" Round 29"H

CF2 Geo Table, Rectangular
Glass, Black
60"L 36"D 29"H

CE2 Geo Table, Rectangular
Glass, Chrome
60"L 36"D 29"H

OCT6W Nova Oval Table
White, Silver Powder
Coated Legs
71"L 36"D 29"H

CE1 Geo Table, Rounded Square
Glass, Chrome
42"L 42"D 29"H

CF1 Geo Table, Rounded Square
Glass, Black
42"L 42"D 29"H

CB2 Table
6' Graphite Nebula
72"L 42"D 29"H

MERLIN Merlin Multi Use Table
Gray Laminate, Black
46"L 29"D 30"H

WD3 Work Table
White Laminate, White
48"L 24"D 30"H

CB3 Table
8' Graphite Nebula
96"L 48"D 29"H

CD2 Table
6' Gray Nebula
72"L 42"D 29"H

CD3 Table
8' Gray Nebula
96"L 48"D 29"H

CC6 Table
6' Mahogany
72"L 36"D 29.5"H

CC7 Table
8' Mahogany
96"L 48"D 29.5"H

CC8 Table
10' Mahogany
120"L 48"D 29.5"H

CT06GR Table
6' Granite
72"L 36"D 29"H

C508GR Table
8' Granite
96"L 44"D 29"H

CT10GR Table
10' Granite
120"L 46"D 29"H

CC5 Table
Mahogany
42" Round 29"H

CB1 Table
Graphite Nebula
42" Round 29"H

CONF42 Table
White Laminate
42" Round 29"H

EXECUTIVE CHAIRS



G30 COMMUNAL BAR, CAFÉ & COCKTAIL TABLES

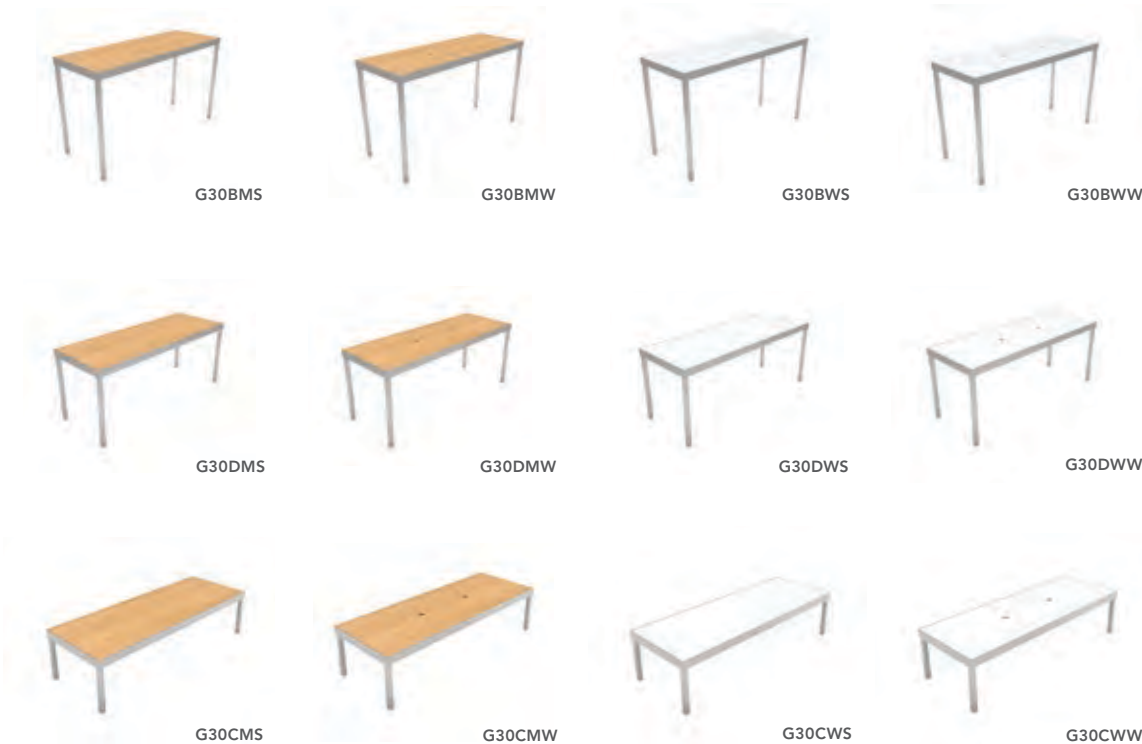
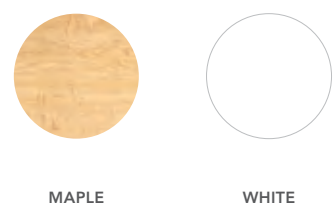


TABLE TOP OPTIONS



EXECUTIVE CHAIRS

PROEXE Pro Executive Chair
White Classic Vinyl
27.5"L 27.5"D 45.7"H
Adjustable

XC2 Luxor Executive Chair
Mid Back, Black Leather
27"L 28"D 41"H
Adjustable

XC1 Luxor Executive Chair
High Back, Black Leather
27"L 28"D 47"H
Adjustable

XC5 Altura Executive Chair
Mid Back, Black Crepe
25"L 25"D 37"H
Adjustable

XC4 Altura Executive Chair
High Back, Black Crepe
25"L 25"D 43"H
Adjustable

OTO Perth Chair
High Back, Black
23"L 21"D 43"H
Adjustable

BAR TABLES

G30BMS Bar Table
Maple Top
72"L 26"D 42"H

G30BMW Bar Table
with Grommet Holes,
Maple Top
72"L 26"D 42"H

G30BWS Bar Table
White Top
72"L 26"D 42"H

G30BWW Bar Table
with Grommet Holes,
White Top
72"L 26"D 42"H

CAFÉ TABLES

G30DMS Café Table
Maple Top
72"L 26"D 30"H

G30DMW Café Table
with Grommet Holes,
Maple Top
72"L 26"D 30"H

G30DWS Café Table
White Top
72"L 26"D 30"H

G30DWW Café Table
with Grommet Holes,
White Top
72"L 26"D 30"H

COCKTAIL TABLES

G30CMS Cocktail Table
Maple Top
72"L 26"D 18"H

G30CMW Cocktail Table
with Grommet Holes,
Maple Top
72"L 26"D 18"H

G30CWS Cocktail Table
White Top
72"L 26"D 18"H

G30CWW Cocktail Table
with Grommet Holes,
White Top
72"L 26"D 18"H

BARSTOOLS



RSTSTL



BS001



BS002



BS003



ROLLRD



ROLLGY



ROLLWH



ROLLBL



BSN



BCE



BSS



BST



BSL



BSC



BSD



BARSTOOLS

RSTSTL Rustique Barstool
Gunmetal
13"L 13"D 30"H

BS001 Shark Barstool
White, Chrome
22"L 19"D 34-44"H

BS002 Zoey Barstool
White, Chrome
15"L 16"D 26-30.5"H

BS003 Zoey Barstool
Black, Chrome
15"L 16"D 26-30.5"H

ROLLRD Lift Barstool
Red Vinyl
15" Round
23-33.5"H Adjustable

ROLLGY Lift Barstool
Gray Vinyl
15" Round
23-33.5"H Adjustable

ROLLWH Lift Barstool
White Vinyl
15" Round
23-33.5"H Adjustable

ROLLBL Lift Barstool
Black Vinyl
15" Round
23-33.5"H Adjustable

BSN Jetson Barstool
Black
18"L 19"D 29"H

BCE Ice Barstool
Transparent, Chrome
16"L 14"D 33"H

BSS Banana Barstool
Black, Chrome
21"L 22"D 30"H

BST Banana Barstool
White, Chrome
21"L 22"D 30"H

BSL Gin Barstool
Maple, Chrome
16"L 16"D 29"H

BSC Oslo Barstool
White
17"L 20"D 30"H

BSD Oslo Barstool
Blue
17"L 20"D 30"H

BAR TABLES

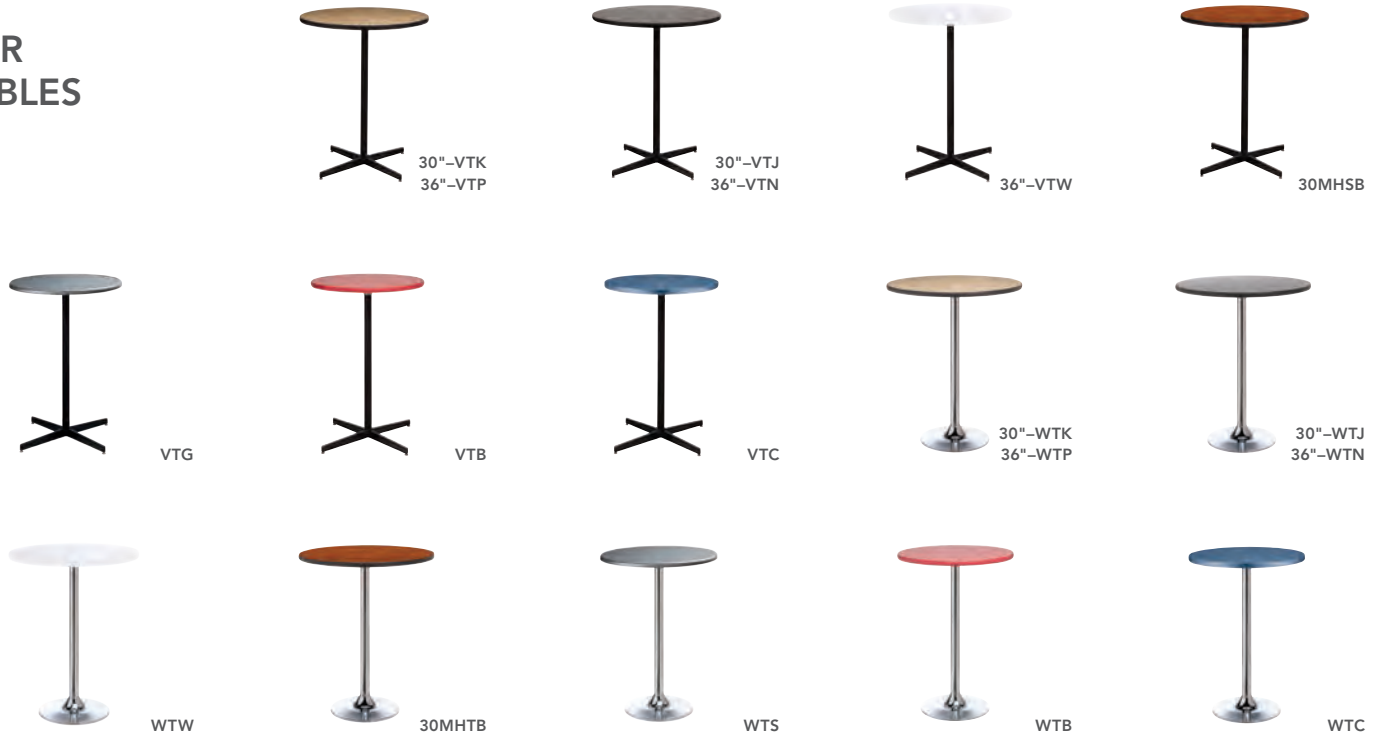
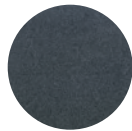


TABLE TOP OPTIONS



MAPLE



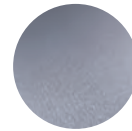
GRAPHITE NEBULA



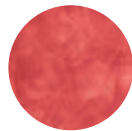
WHITE LAMINATE



MAHOGANY



SILVER TEXTURED



BRUSHED RED



BRUSHED BLUE

BAR TABLES

Standard Black Base

30" Round 42"H

VTK Maple Top

VTJ Graphite Nebula Top

30MHSB Mahogany Top

VTG Silver Textured Top

VTB Brushed Red Top

VTC Brushed Blue Top

Standard Black Base

36" Round 42"H

VTP Maple Top

VTN Graphite Nebula Top

VTW White Laminate Top

Tulip Chrome Base

30" Round 42"H

WTK Maple Top

WTJ Graphite Nebula Top

30MHTB Mahogany Top

WTS Silver Textured Top

WTB Brushed Red Top

WTC Brushed Blue Top

Tulip Chrome Base

36" Round 42"H

WTP Maple Top

WTN Graphite Nebula Top

WTW White Laminate Top



CAFÉ TABLES



SAMPLE BAR TABLE SETS



CAFÉ TABLES

Standard Black Base

30" Round 29"H

ZTK Maple Top

ZTJ Graphite Nebula Top

30MHSC Mahogany Top

ZTG Silver Textured Top

ZTB Brushed Red Top

ZTC Brushed Blue Top

Standard Black Base

36" Round 29"H

ZTP Maple Top

ZTN Graphite Nebula Top

ZTQ White Laminate Top

Tulip Chrome Base

30" Round 29"H

XTK Maple Top

XTJ Graphite Nebula Top

30MHTC Mahogany Top

XTS Silver Textured Top

XTB Brushed Red Top

XTC Brushed Blue Top

Tulip Chrome Base

36" Round 29"H

XTP Maple Top

XTN Graphite Nebula Top

XTR White Laminate Top



TRAINING ROOM



MERLIN



WD3

BOOKCASES & PRODUCT DISPLAYS



PMB36



PMB42



PDL



36" – PDL36W
42" – PDL42W



BC6



BC7



36" – PDL36B
42" – PDL42B



ET2



ET1

UTILITY CHAIRS



SY1



DF1

TRAINING ROOM

MERLIN Merlin Multi Use Table
Gray Laminate, Black
46"L 29"D 30"H

WD3 Work Table
White Laminate, White
48"L 24"D 30"H

BOOKCASES & PRODUCT DISPLAYS

Plastic Pedestal
Black
PMB36 24"L 24"D 36"H
PMB42 24"L 24"D 42"H

PDL Locking Door Pedestal
Black
24"L 24"D 42"H

Powered Locking Pedestal
White
PDL36W 24"L 24"D 36"H
PDL42W 24"L 24"D 42"H

BC6 Bookcase
Mahogany
36"L 13"D 71"H

BC7 Bookcase
Granite
36"L 13"D 71"H

Powered Locking Pedestal
Black
PDL36B 24"L 24"D 36"H
PDL42B 24"L 24"D 42"H

ET2 Etagere
Black
30"L 16"D 70"H

ET1 Etagere
Pewter
30"L 16"D 70"H

UTILITY CHAIRS

SY1 Altura Steno Chair
Black Crepe
25"L 26"D 21"H

DF1 Altura Drafting Stool
Black Crepe
25"L 26"D 34"H

DESKS & CREDENZAS



JD6



JD7



CR6



CR7

FILES



VF4



VF2



L26



L27

FRIDGES



R1R



R1Q

DESKS & CREDENZAS

JD6 Executive Desk
Mahogany
60"L 30"D 29"H

JD7 Executive Desk
Granite
60"L 30"D 29"H

CR6 Credenza
Mahogany
72"L 24"D 29"H

CR7 Credenza
Granite
72"L 24"D 29"H

FILES

VF4 Vertical File
4 Drawer
27"L 19"D 52"H

VF2 Vertical File
2 Drawer
27"L 19"D 28"H

L26 Lateral File
Mahogany
36"L 20"D 29"H

L27 Lateral File
Granite
36"L 20"D 29"H

FRIDGES

R1R Refrigerator
White
14.0 cubic feet
28"L 28"D 64"H

R1Q Refrigerator
White
4.0 cubic feet
20"L 22"D 33"H



MOBILE TABLET STANDS



TBBCHR



TBSHLF



TBPNTR



TBSTDW



TBSTND

LAMPS



LA15



LA14

LIGHTED PRODUCTS



CUBL20



CUBTBL

LED color guide



MOBILE TABLET STAND ACCESSORIES

**TBBCHR Brochure
Holder**
Black
8.625"L 1.1"D 11.325"H

TBSHLF Charging Shelf
Black
14.85"L 7.17"D 1"H

**TBPNTR Wireless Printer
Holder**
Black
3.3"L 1.9"D 5.28"H

MOBILE TABLET STANDS

**TBSTDW Mobile
Tablet Stand**
White
14"L 13"D 44.5"H

**TBSTND Mobile
Tablet Stand**
Black
14"L 13"D 44.5"H

LAMPS

LA15 Mason Floor Lamp
Brushed Silver
18" Round 55"H

LA14 Mason Table Lamp
Brushed Silver
16" Round 26"H

LIGHTED PRODUCTS

**CUBL20 Edge
LED Cube Ottoman**
White Plastic
20"L 20"D 20"H

**CUBTBL Edge LED
Cube Table**
Plexi Top, White Plastic
20"L 20"D 20"H

BARS



BRC



BR1

Suggested Uses of Martini Bar



BARS

BRC Martini Bar Circle
Comprised of three
BR1 Martini Bars
100"L 100"D 45"H

BR1 Martini Bar
67"L 22"D 45"H



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The CORT logo, featuring the word "CORT" in a white serif font on a red background.



DELIVERY INFORMATION			
Show Name:			
Contractor:			
Booth Number(s):		Show Date:	
Venue:			

BOSTON DISTRICT
 SERVICE AREA: MA, RI, VT, NH, ME
Please fax or mail both pages to:
 CORT Trade Show Furnishings
 12R Campanelli Parkway
 Stoughton, MA 02072
Phone: 781-297-5073
Fax: 781-297-5673

ORDER INFORMATION	
Exhibiting Co:	
Address:	
City, State, Zip:	
Phone:	
Fax:	
Contact:	
Email:	
Authorized By:	

PAYMENT INFORMATION			
Order Total:			
Late Order Fee: (Add 30%)			
State Tax: (excluding NV, CA & OR)			
TOTAL DUE:			
Credit Card:			
Exp Date:		BILLING ZIP CODE:	
Name (Print):			
Signature:			

PAYMENT: In order to guarantee delivery, all orders must be received and full payment made no later than 14 days prior to the show. Payment may be made by credit card or a check drawn on a U.S. bank unless prior arrangements were made.

LATE ORDERS: Orders received within 14 days prior to show opening are subject to a 30% late order fee.

CANCELLATIONS: If cancelled within 14 days prior to move-in, a 50% charge will be applied. Cancellations made after move-in begins receive no refund.

CODE	QTY	ITEM	DESCRIPTION	2015	TOTAL
PREMIER COLLECTIONS					
CHR003		Roma Chair	White Vinyl	\$ 409	
SFA003		Roma Sofa	White Vinyl	\$ 599	
CHR001		Mirabel Chair	Brown Leather	\$ 386	
SFA001		Mirabel Sofa	Brown Leather	\$ 592	
CHR002		Allegro Chair	Blue Fabric	\$ 369	
SFA002		Allegro Sofa	Blue Fabric	\$ 525	
OCB		Key West Chair	Black	\$ 299	
LSM		Key West Loveseat	Black	\$ 369	
SOM		Key West Sofa	Black	\$ 423	
OTS		South Beach Ottoman	Platinum Suede	\$ 239	
SO1		South Beach Sofa	Platinum Suede	\$ 499	
SO2		South Beach Sectional	Platinum Suede, 3pc	\$ 1,198	
TANCHR		Tangiers Chair	Beige Textured	\$ 324	
TANSOF		Tangiers Sofa	Beige Textured	\$ 499	
NPLCHR		Naples Chair	Black Vinyl	\$ 439	
NPLLOV		Naples Loveseat	Black Vinyl	\$ 529	
NPLSOF		Naples Sofa	Black Vinyl	\$ 629	
HC008		Heathrow Corner Chair	Black Vinyl	\$ 419	
HCH08		Heathrow Chair	Black Vinyl	\$ 389	
HEA08		Heathrow Sofa	Black Vinyl	\$ 499	
HS008		Heathrow Sectional	Black Vinyl, 3pc	\$ 1,309	
OCCASIONAL CHAIRS					
CCE		Ice Chair	Transparent, Chrome	\$ 165	
LABREA		La Brea Swivel Chair	Charcoal Gray	\$ 309	
MADGRY		Madden Arm Chair	Light Gray, Vinyl	\$ 319	
BCW		Madrid Chair	White Leather	\$ 562	
OCH		Madrid Chair	Black Leather	\$ 562	
SWAN		Swanson Swivel Chair	White Vinyl	\$ 269	
OCA		T-Vac Chair	Translucent, Chrome	\$ 209	
MEETING CHAIRS					
OCMESP		Meeting Chair	Espresso Leather	\$ 209	
OCMTAU		Meeting Chair	Taupe Fabric	\$ 205	
GROUP SEATING					
XC6		Altura Guest Chair	Black Crepe	\$ 232	
CS8		Berlin Chair	Black, White	\$ 95	
CS9		Berlin Chair	Red, White	\$ 95	
SC3		Brewer Chair	Onyx, Black	\$ 131	
XCHR		Christopher Chair	White Vinyl, Chrome	\$ 79	
DUET		Duet Chair	Black, Chrome	\$ 49	

CODE	QTY	ITEM	DESCRIPTION	2015	TOTAL
SC8		Flex Chair w/ Wheels	Black	\$ 129	
SCC		Fusion Chair	Clear, White	\$ 105	
SCD		Fusion Chair	Green, White	\$ 105	
SCE		Fusion Chair	Red, White	\$ 105	
SCF		Fusion Chair	Black, White	\$ 105	
CO4		Iso Mesh Chair	Black	\$ 221	
SC4		Jetson Chair	Black	\$ 145	
XC3		Luxor Guest Chair	Black Leather	\$ 261	
SC1		New York Chair	Black, Maple	\$ 145	
SC9		Panton Chair	White	\$ 149	
SC10		Razor Armless Chair	White	\$ 59	
RSTDIN		Rustique Chair w/ arms	Gunmetal	\$ 109	
CH002		Wendy Chair	Clear Acrylic	\$ 89	
EXECUTIVE CHAIRS					
OTO		Perth High Back	Black	\$ 318	
PROEXE		Pro Executive High Back	White Classic Vinyl	\$ 279	
XC1		Luxor High Back	Black Leather	\$ 302	
XC2		Luxor Mid Back	Black Leather	\$ 284	
XC4		Altura High Back	Black Crepe	\$ 278	
XC5		Altura Mid Back	Black Crepe	\$ 255	
UTILITY CHAIRS					
DF1		Altura Drafting Stool	Black Crepe	\$ 229	
SY1		Altura Steno Chair	Black Crepe	\$ 149	
BARSTOOLS					
BCE		Ice Barstool	Transparent, Chrome	\$ 199	
BS001		Shark Barstool	White, Chrome	\$ 239	
BS002		Zoey Barstool	White, Chrome	\$ 219	
BS003		Zoey Barstool	Black, Chrome	\$ 219	
BSC		Oslo Barstool	White	\$ 197	
BSD		Oslo Barstool	Blue	\$ 197	
BSL		Gin Barstool	Maple, Chrome	\$ 149	
BSN		Jetson Barstool	Black	\$ 200	
BSS		Banana Barstool	Black, Chrome	\$ 187	
BST		Banana Barstool	White, Chrome	\$ 187	
ROLLBL		Lift Barstool	Black Vinyl	\$ 159	
ROLLGY		Lift Barstool	Gray Vinyl	\$ 159	
ROLLRD		Lift Barstool	Red Vinyl	\$ 159	
ROLLWH		Lift Barstool	White Vinyl	\$ 159	
RSTSTL		Rustique Barstool	Gunmetal	\$ 99	

SHOW NAME:						BOOTH:	
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CODE	QTY	ITEM	DESCRIPTION	2015	TOTAL
BARS					
BR1		Martini Bar	Gray Metal, Frosted Glass Top	\$ 1,011	
BRC		Martini Bar Circle	3 Martini Bars	\$ 2,911	
OTTOMANS					
BNO08		Bench Ottoman	Black Vinyl	\$ 309	
BNO75		Bench Ottoman	White Vinyl	\$ 309	
CCB		Circle Ottoman	Black Leather	\$ 479	
CCW		Circle Ottoman	White Leather	\$ 479	
CCZ		Circle Ottoman	Black/White Leather	\$ 479	
CUBL20		Edge LED Cube Ottoman	White, Plastic	\$ 148	
END02B		Endless Square Ottoman	Black	\$ 269	
END02W		Endless Square Ottoman	White	\$ 269	
OSC		Milano Cube Ottoman	White Leather	\$ 95	
OTH		Milano Cube Ottoman	Black Leather	\$ 95	
OTK		Half Round Ottoman	Black Leather	\$ 290	
OTL		Half Round Ottoman	White Leather	\$ 290	
PUZZSW		Puzzle Bench Ottoman	White	\$ 232	
SAL		Sally Stool/Ottoman	White	\$ 69	
VIB01		Vibe Cube Ottoman	Green Vinyl	\$ 105	
VIB02		Vibe Cube Ottoman	Blue Vinyl	\$ 105	
VIB03		Vibe Cube Ottoman	Pink Vinyl	\$ 105	
VIB04		Vibe Cube Ottoman	Red Vinyl	\$ 105	
VIB05		Vibe Cube Ottoman	Yellow Vinyl	\$ 105	
VIB06		Vibe Cube Ottoman	Gold/Bronze Vinyl	\$ 105	
VIB07		Vibe Cube Ottoman	Beige Vinyl	\$ 105	
VIB08		Vibe Cube Ottoman	Orange Vinyl	\$ 105	
COCKTAIL TABLES					
C1C		Geo Cocktail Table	Glass, Chrome	\$ 189	
C1D		Soho Cocktail Table	Espresso, Metal	\$ 299	
C1E		Silverado Cocktail Table	Glass, Chrome	\$ 209	
C1F		Geo Cocktail Table	Glass, Black	\$ 189	
C1K		Inspiration Cocktail Table	Glass, Brushed Steel	\$ 233	
C1W		Sydney Cocktail Table	White, Brushed Steel	\$ 212	
C1Y		Sydney Cocktail Table	Black, Brushed Steel	\$ 212	
COLI		Oliver Cocktail Table	Walnut Finish	\$ 180	
SIDE & END TABLES					
AURA		Aura Round Table	White Metal	\$ 109	
CDYTB		Candy Table	Black Top	\$ 159	
CUBTBL		Edge LED Cube Table	Plastic, Plexi Top	\$ 149	
E1C		Geo End Table	Glass, Chrome	\$ 185	
E1D		Soho End Table	Espresso, Metal	\$ 269	
E1E		Silverado End Table	Glass, Chrome	\$ 199	
E1F		Geo End Table	Glass, Black	\$ 185	
E1K		Inspiration End Table	Glass, Brushed Steel	\$ 219	
E1W		Sydney End Table	White, Brushed Steel	\$ 191	
E1Y		Sydney End Table	Black, Brushed Steel	\$ 191	
EOLI		Oliver End Table	Walnut Finish	\$ 160	
ETBL		E Table	Wood	\$ 134	
NEMSAC		Mosaic Tables	Set of 3	\$ 219	
TMBTBL		Timber Table	Wood	\$ 129	
CONFERENCE & TRAINING TABLES					
C508GR		8' Table	Granite	\$ 419	
CB1		42" Round Table	Graphite Nebula	\$ 289	
CB2		6' Conference Table	Graphite Nebula	\$ 355	
CB3		8' Conference Table	Graphite Nebula	\$ 419	
CC5		42" Round Table	Mahogany	\$ 289	
CC6		6' Table	Mahogany	\$ 355	
CC7		8' Table	Mahogany	\$ 419	
CC8		10' Table	Mahogany	\$ 629	
CD2		6' Conference Table	Gray Nebula	\$ 355	
CD3		8' Conference Table	Gray Nebula	\$ 419	
CE1		Geo Table, Rnd Sq	Glass, Chrome	\$ 239	
CE2		Geo Table, Rectangle	Glass, Chrome	\$ 339	
CF1		Geo Table, Rnd Sq	Glass, Black	\$ 239	
CF2		Geo Table, Rectangle	Glass, Black	\$ 339	
CG1		Manhattan Table	Glass, Black	\$ 249	
CONF42		42" Round Table	White Laminate	\$ 289	
CT06GR		6' Table	Granite	\$ 355	
CT10GR		10' Table	Granite	\$ 629	
OCT6W		Nova Oval Table	White, Silver Legs	\$ 399	
MERLIN		Merlin Multi Use Table	Gray Laminate, Black	\$ 259	
WD3		Work Table	White Laminate, White	\$ 249	
G30 COMMUNAL TABLES					
G30BMS		G30 Bar Table	Maple Top	\$ 499	
G30BWS		G30 Bar Table	White Top	\$ 499	
G30CMS		G30 Cocktail Table	Maple Top	\$ 279	
G30CWS		G30 Cocktail Table	White Top	\$ 279	
G30DMS		G30 Café Table	Maple Top	\$ 399	
G30DWS		G30 Café Table	White Top	\$ 399	

CODE	QTY	ITEM	DESCRIPTION	2015	TOTAL
G30 COMMUNAL TABLES W/ GROMMET HOLES					
G30BMW		G30 Bar Table	Maple Top	\$ 499	
G30BWW		G30 Bar Table	White Top	\$ 499	
G30CMW		G30 Cocktail Table	Maple Top	\$ 279	
G30CWW		G30 Cocktail Table	White Top	\$ 279	
G30DMW		G30 Cafe Table	Maple Top	\$ 399	
G30DWW		G30 Cafe Table	White Top	\$ 399	
BAR TABLES W/ STANDARD BLACK BASE					
30MHSB		30" Round Bar Table	Mahogany Top	\$ 217	
VTB		30" Round Bar Table	Brushed Red Top	\$ 185	
VTC		30" Round Bar Table	Brushed Blue Top	\$ 185	
VTG		30" Round Bar Table	Silver Textured Top	\$ 185	
VTJ		30" Round Bar Table	Graphite Nebula Top	\$ 185	
VTK		30" Round Bar Table	Maple Top	\$ 185	
VTN		36" Round Bar Table	Graphite Nebula Top	\$ 199	
VTP		36" Round Bar Table	Maple Top	\$ 199	
VTW		36" Round Bar Table	White Laminate Top	\$ 199	
BAR TABLES W/ TULIP CHROME BASE					
30MHTB		30" Round Bar Table	Mahogany Top	\$ 285	
WTB		30" Round Bar Table	Brushed Red Top	\$ 285	
WTC		30" Round Bar Table	Brushed Blue Top	\$ 285	
WTJ		30" Round Bar Table	Graphite Nebula Top	\$ 285	
WTK		30" Round Bar Table	Maple Top	\$ 285	
WTS		30" Round Bar Table	Silver Textured Top	\$ 285	
WTN		36" Round Bar Table	Graphite Nebula Top	\$ 299	
WTP		36" Round Bar Table	Maple Top	\$ 299	
WTW		36" Round Bar Table	White Laminate Top	\$ 299	
CAFE TABLES W/ STANDARD BLACK BASE					
30MHSC		30" Round Café Table	Mahogany Top	\$ 208	
ZTB		30" Round Café Table	Brushed Red Top	\$ 169	
ZTC		30" Round Café Table	Brushed Blue Top	\$ 169	
ZTG		30" Round Café Table	Silver Textured Top	\$ 169	
ZTJ		30" Round Café Table	Graphite Nebula Top	\$ 169	
ZTK		30" Round Café Table	Maple Top	\$ 169	
ZTN		36" Round Café Table	Graphite Nebula Top	\$ 184	
ZTP		36" Round Café Table	Maple Top	\$ 184	
ZTQ		36" Round Café Table	White Laminate Top	\$ 184	
CAFE TABLES W/ TULIP CHROME BASE					
30MHTC		30" Round Café Table	Mahogany Top	\$ 269	
XTB		30" Round Café Table	Brushed Red Top	\$ 269	
XTC		30" Round Café Table	Brushed Blue Top	\$ 269	
XTJ		30" Round Café Table	Graphite Nebula Top	\$ 269	
XTK		30" Round Café Table	Maple Top	\$ 269	
XTS		30" Round Café Table	Silver Textured Top	\$ 269	
XTN		36" Round Café Table	Graphite Nebula Top	\$ 285	
XTP		36" Round Café Table	Maple Top	\$ 285	
XTR		36" Round Café Table	White Laminate Top	\$ 285	
BOOKCASES & PRODUCT DISPLAYS					
BC6		Bookcase	Mahogany	\$ 289	
BC7		Bookcase	Granite	\$ 259	
ET1		Etagere	Pewter, Metal/Glass	\$ 259	
ET2		Etagere	Black, Metal/Glass	\$ 259	
PDL		Locking Pedestal	Black	\$ 359	
PMB36		Plastic Pedestal, 36"	Black	\$ 299	
PMB42		Plastic Pedestal, 42"	Black	\$ 349	
PDL36B		Powered Locking Pedestal, 36"	Black	\$ 359	
PDL36W		Powered Locking Pedestal, 36"	White	\$ 359	
PDL42B		Powered Locking Pedestal, 42"	Black	\$ 429	
PDL42W		Powered Locking Pedestal, 42"	White	\$ 429	
DESKS & CREDENZAS					
JD6		Executive Desk	Mahogany	\$ 419	
JD7		Executive Desk	Granite	\$ 409	
CR6		Credenza	Mahogany	\$ 419	
CR7		Credenza	Granite	\$ 399	
L26		Lateral File	Mahogany	\$ 329	
L27		Lateral File	Granite	\$ 319	
VF2		Vertical File, 2 Drawer	Light Gray	\$ 140	
VF4		Vertical File, 4 Drawer	Light Gray	\$ 191	
FRIDGES					
R1Q		Refrigerator, Small	White, 4.0 cubic feet	\$ 229	
R1R		Refrigerator, Large	White, 14.0 cubic feet	\$ 652	
MOBILE TABLET STANDS					
TBSTDW		Mobile Tablet Stand	White	\$ 209	
TBSTND		Mobile Tablet Stand	Black	\$ 209	
TBBCHR		Brochure Holder	Black	\$ 49	
TBPNT		Wireless Printer Holder	Black	\$ 49	
TBSHLF		Charging Shelf	Black	\$ 49	
LAMPS					
LA14		Mason Table Lamp	Brushed Silver	\$ 108	
LA15		Mason Floor Lamp	Brushed Silver	\$ 165	