



Dear Exhibitors,

Show time is fast approaching! Between now and November, there are a number of important details to attend to and arrangements to be made. The Exhibitor Service Manual (ESM) is designed to walk you through the process.

Please take the time to read the entire contents of the online Exhibitor Service Manual. This will be time well spent and will help make planning smooth and simple. Freeman and many of our vendors offer discounts for ordering early, so please pay close attention to the cut-off and advance ordering deadline noted on the order forms. Key deadlines are outlined in the [Deadlines Checklist](#). Please also take time to understand the [sustainability tips](#) listed with your booth contract. While ABX Exhibitors are not required to complete these, we are encouraging you to be mindful of them!

If you are not the person responsible for your company's arrangements, or if an exhibit display house is building or installing your booth, please be sure to forward the necessary information to the appropriate parties immediately. We do not want you to miss out on money-saving opportunities and important show information. Should you have any questions regarding the information in this manual, please feel free to email me - [Jennifer Holden](#).

We are dedicated to making the ArchitectureBoston Expo the strongest event in the industry and look forward to working with you in the coming months!

Sincerely,

A handwritten signature in black ink that reads 'Jennifer Holden'.

Jennifer Holden, Operations Manager

# ABX EXHIBITOR SERVICE MANUAL DETAILS & REGULATIONS

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## SCHEDULE OF EVENTS

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### REGISTRATION HOURS

Monday, November 4	1:00 pm – 5:00 pm
Tuesday, November 5	7:00 am – 5:00 pm
Wednesday, November 6	7:00 am – 6:30 pm
Thursday, November 7	7:00 am – 6:30 pm

### EDUCATION HOURS

Wednesday, November 6	8:30 am – 6:30 pm
Thursday, November 7	8:30 am – 6:30 pm

### EXPO HOURS

Wednesday, November 6	10:00 am – 6:00 pm
Thursday, November 7	10:00 am – 6:00 pm
*happy hour each day	4:00 pm - 6:00pm

### ABX CELEBRATION

Wednesday, November 6	6:00 pm – 9:00 pm
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\*\*Dates and hours are subject to change

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## FACILITY INFORMATION

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### Boston Convention & Events Center (BCEC)

Exhibit Hall C  
415 Summer St, Boston, MA 02210  
617.954.2230

### ADA ACCESSIBILITY

The Convention Center is complying with requirements specified by the Americans with Disability Act (ADA). Scooters or wheelchairs may be rented from

### CEILING HEIGHT

All halls have a ceiling height of 40'. Booth height allowance is based upon type of booth, with a maximum 20' high for island booths and 8' high for inline booths.

### FLOOR

The floor in the exhibit hall is concrete. Booths are required to have floor covering/carpet.

### LOADING FACILITIES

All vehicles must first report to the marshaling area. The loading dock is located on the west side of the building, accessible via the Haul Road. Dock levelers can accommodate vehicles of all sizes, and the 45' clearance provides a wide turn radius for easy off-loading and storage use. Ramps can be utilized for drive-on accessibility.

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## PARKING

The BCEC maintains a parking lot on property known as the South Parking Lot. There are also valet parking services available on-site during most events. Please keep in mind that there is no 24-hour parking or overnight parking at the BCEC.

## UTILITIES

The BCEC is the exclusive provider of electrical, telephone, Internet, plumbing and the supply of compressed airs and gases, rigging, and food & beverage. Exhibitors may order services through the Signature Boston Exhibitor Ordering Site at [www.signatureboston.com](http://www.signatureboston.com). For more information, Exhibitor Services can be reached at 617.954.2230 or [exhibitorservices@signatureboston.com](mailto:exhibitorservices@signatureboston.com).

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## COST-CUTTING MEASURES

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Trade shows can be one of your largest investments year-to-year, so we have gathered some tips for you to consider, reducing your exhibiting costs at ABX:

- Order furniture, utilities, etc. in advance of deadline dates. Many of our vendors offer deep discounts for advanced and online orders.
- Consolidate! Send your materials in one shipment to the advanced warehouse, if possible. Crate or palletize loose boxes/items and label each box/item with the shipping information.
- If shipping to show site, load your carpet/floor covering on the truck last so it can be installed first while the rest of your materials are being unloaded.
- Create a simple booth diagram and indicate where each product or sign is to be placed.
- Schedule labor wisely and on straight-time whenever possible. Allow time for your display and equipment to be unloaded first

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## SHOW MANAGEMENT REGULATIONS

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### AISLE SPACE

Aisles, passageways and overhead spaces remain strictly under the control of Show Management. No signs, decorations, banners, advertising matter or special exhibits will be permitted in the aisles except by special permission from ABX Show Management. Uniformed attendants, models and other employees must remain inside the booths occupied by their employers. All advertising distribution must be made from the exhibitor's booth.

### AMENDMENT TO REGULATIONS

All regulations outlined in the document will remain in effect during the entire installation, show days, and dismantling. In addition to these regulations, those outlined in the Exhibit Space Application & Contract Terms and Conditions will also be in effect and enforced. Any and all matters not specifically covered by the documents will be subject solely to the judgment of Show Management and may be amended at any time, with reasonable notice.

### BALLOONS

No lighter-than-air balloons are allowed. The Convention Center has a strict ban on helium balloons.

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### BANNERS AND SIGNAGE

All banners/signage must be professionally printed and are subject to approval. No handwritten signage will be allowed anywhere within the Convention Center or ABX show floor. Hanging signs are permitted only in island booths with a max height of 20'. Arrangements must be made through BCEC Exhibitor Services for rigging and installation.

### BOOTH STAFFING

Exhibits must be manned during official show hours. Booth representatives shall wear show identification badges furnished by ABX. No other identification will be considered valid if worn without the official show badge. All exhibitors must register for official show badges online or on-site in Exhibitor Registration.

### CARPET

Booths are required to have floor covering/carpet. You may bring your own professional floor covering, or rent carpet through Freeman.

### CRATES

Show Management does not provide storage for crates or freight of any kind. Exhibitors must make arrangements with Freeman for storage of crates and other packing materials. Combustible materials such as brochures, literature, giveaways, etc., within exhibit booths are limited to a one-day supply. NOTHING may be stored behind booths. All packing containers, wrapping materials, carrying cases, etc., must be stored off the exhibit floor. Show Management inspects all exhibits to ensure compliance. Please contact Freeman to arrange for storage.

### CATERING

Food and beverages are not permitted on the premises unless purchased through Levy at the Convention Center. Exhibitors planning to distribute food and beverages must make arrangements with Levy.

### CHILDREN

During move-in and move-out, children under the age of 18 are specifically prohibited from the exhibit hall. During show hours, children under the age of 18 must be accompanied by an adult and must wear a badge at no cost. Students under the age of 18 are eligible to attend Conference sessions at a discounted student rate while accompanied by an adult. Students under the age of 18 are not eligible to receive CEU credits.

### DELIVERIES

All deliveries must be shipped to Freeman's Advanced Shipping Warehouse or to Show Site, C/O Freeman. If trade show shipments over 150 lbs. are shipped to the hotel, UPS cannot deliver them to the show floor. Please note all deliveries must be coordinated in advance.

### DEMONSTRATIONS AND ENTERTAINMENT

As a matter of safety and courtesy to others, exhibitors should conduct presentations and demonstrations in a manner which assures all exhibitor personnel and attendees, as well as the sound and entertainment itself, are within the limits of the contracted exhibit space and do not overflow into aisle space or neighboring exhibit spaces. It is the responsibility of each exhibitor to arrange displays, product or machinery in a manner that will ensure compliance. If the entertainment or demonstration volume is disruptive to neighboring booths, Show Management reserves the right to request the entertainment or demonstration cease or be limited. In addition, all samples, literature and giveaways must be distributed within the limits of the contracted exhibit space.

# ABX EXHIBITOR SERVICE MANUAL DETAILS & REGULATIONS

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## DISMANTLING

All displays MUST remain intact until the official close of the show. No exhibitor may begin dismantling, packing or move-out prior to close of the show at 6:00 pm on Thursday, November 7th. Early dismantling, packing or move-out may result in loss of priority points.

## DONATIONS

Small items (such as office supplies, show bags and tchotchkes) can be donated through the BCEC's Convention Cares program. Donations for all other items can be coordinated through Freeman. We encourage you to plan ahead, the form is found [here](#).

## ELECTRICAL EQUIPMENT - INSTALLATION

The BCEC offers 120V, 208V, and 480V single and three-phase electrical service of various amperages throughout the exhibit hall. Twenty-four hour power is available in all locations for an additional charge. Orders can be placed through the BCEC Exhibitor Ordering Site at [www.signatureboston.com](http://www.signatureboston.com), then select ArchitectureBoston Expo.

## EXHIBIT SPACE MUST BE PAID IN FULL

Show Management will not permit any exhibit installation unless ALL FEES ARE PAID IN FULL.

## EXHIBITOR APPOINTED CONTRACTOR

Exhibitors may utilize the services of an Exhibitor Appointed Contractor (EAC) and must appoint their EAC by submitting the [Designation Form](#). The EAC needs to first accept the designation, then submit proof of insurance to Show Management and pay an EAC fee to work in your space by filling out the [Acceptance Form](#). EAC employees are not "exhibitors" and may not wear exhibitor badges. All EACs will be provided with a wristband from security before entering the show floor during move-in and move-out.

## FOOD/BEVERAGE DISTRIBUTION

In order to obtain authorization from Levy Restaurants 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, processor, or distributor of said product. The interested party must only distribute sample sizes (max 2 ounce portion or pre-packaged food items or max 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 Restaurant Catering Sales Manager) in order to waive its right to exclusivity under the MCCA/BCEC License Agreement. You must obtain the Sampling Authorization Form and the Temporary Food Service Permit Application from the Levy Restaurants Catering Sales Manager, and submitted back to said manager.

## FASTENING MATERIALS TO BUILDING

Decorations, signs, banners, etc., may not be taped, nailed, tacked, stapled, or otherwise fastened to ceilings, walls, doors, painted surfaces or columns unless approved by Show Management. Only approved adhesive products may be used. Exhibitor signage is not permitted in the lobby, any elevator bank, or on the exterior of any building.

## FIRE AND SAFETY REGULATIONS

Exhibitors are expected to comply with all Fire and Safety Regulations. Any and all material used in the construction of an exhibit/display must be non-combustible and flameproof. It should be noted the Fire Marshal has final say on any jurisdiction disputes. Exhibit booths and decor shall not interfere with access to emergency exits, restrict visibility of emergency exit signs, or cover any fire/smoke detectors or alarms. Exhibits and displays may not obstruct any aisles or public spaces.

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## GLITTER/DECALS

Glitter and adhesive-backed decals are strictly prohibited and may not be distributed or used for any purpose within the convention center.

## HOSPITALITY ACTIVITIES

Exhibitors hosting hospitality functions must refrain from holding these activities during official show hours and events. Only exhibiting companies are permitted to host a hospitality function in any official show hotel. All requests for hospitality suites or public function spaces must be approved through Show Management. To request either an on-site or offsite meeting space, please contact [Jennifer Holden](#).

## INSURANCE

Exhibitors are required to have insurance in place for the Expo. If your policy cannot be altered to the Terms required, a new policy may be purchased by contacting [Jennifer Holden](#).

## PHOTOGRAPHS AND VIDEOTAPING

Taking photographs and/or video recording is permitted within the ArchitectureBoston Expo, provided that the subjects being photographed or videotaped have given prior consent. If an objection is raised, you will be asked to discontinue immediately. Show Management reserves the right to limit photo/video access when considered inappropriate.

## POPCORN / PEANUTS

Popcorn, popcorn machines and peanuts in shells are not allowed on the show floor.

## POVs - PRIVATELY OWNED VEHICLES

All vehicles must first report to the marshaling area. For the convenience and safety of exhibitors and patrons, all freight and material handling must enter and exit the facility through the loading dock. MCCA Public Safety personnel will be on site to direct and assist exhibitors during move-in and move-out.

## PROTECTION OF PROPERTY

Show Management will provide general perimeter security. Exhibitors must make provisions for the safekeeping of their goods during move-in, the expo hours, and move-out. No responsibility is assumed by Show Management or any of its contractors for merchandise lost or damaged. Exhibitors must insure their goods at their own expense. Exhibitors can order security for their booth. The Booth Security order form can be found in Forms & Brochures.

## RIGGING - SIGNS

The MCCA offers package rigging solutions for exhibitors with basic and straightforward sign hanging needs. To qualify for the packages, exhibitors should be flexible about days/times of load-in/out. Orders for exhibitor package rigging solutions may be placed online at [www.signatureboston.com](http://www.signatureboston.com).

## SMOKING

The BCEC is a non-smoking building. Smoking is prohibited in all areas.

## SUSTAINABILITY

ABX is committed to producing an environmentally friendly show, and we encourage our exhibitors to do their part! Visit the [sustainability tips](#) to see how you can help today.

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## DETAILS & REGULATIONS

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### TENTS, AWNINGS, CANOPIES

Temporary installation of tents, awnings, or canopies requires written approval from Show Management and the BCEC. Written request must be submitted no less than 60 days prior to move-in, and must include detailed plans showing size, height, location, anchoring details, and flame retardancy certifications. A city permit and a Fire Watch may be required. The facility does NOT allow anyone to anchor tents, awnings, or canopies to the floor, walls, or columns of the building.

### UNFINISHED BOOTH SURFACES

Show regulations require that any unfinished portions of an exhibit must be made presentable at the expense of the exhibitor. This can be accomplished by ordering drape from Freeman or by making sure that all exposed surfaces are finished.

### VEHICLES ON DISPLAY

Prior written approval is required before any fuel-powered vehicle can be displayed. A Fire Watch may be required depending on number, type, and location of vehicles displayed. All cars, trucks, or other fuel-powered engines on display cannot exceed one-quarter tank or 5 gallons (whichever is least) of fuel. Fuel tanks and fill openings must be closed and sealed to prevent tampering. Vehicles, fueled equipment, boats or other motor craft equipment cannot be fueled or defueled within the building.

### VIOLATION OF RULES AND REGULATIONS

An exhibitor who violates any of these rules and regulations is subject to a fine for each violation and/or forfeiture of Space Draw priority points for future shows. Repeated violation may result in the loss of the right to exhibit or attend future shows.

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## FIRE SAFETY REGULATIONS

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Exhibits and decorative materials must meet the requirements of the Code of Massachusetts Regulations – 780 CMR EIGHT EDITION (Building Code). The Massachusetts Department of Public Safety (DPS) has jurisdiction over all safety matters of the MCCA. The DPS, in conjunction with the City of Boston Fire Department (BFD), provide guidance to the MCCA for a safe venue for all guests and employees at our facilities.

Prior to the show opening or at any time during the event, the MCCA Public Safety Department or other agency may inspect booths and other assembly areas to ensure these requirements are met. If they are not, adjustments can be costly – if a display is determined to be a hazard it may be ordered removed from the facility at the exhibitor's expense.

These requirements shall apply whether the event is open or closed to the public. The below topics are the minimum fire safety requirements for all events and are designed to provide an overview; the MCCA Public Safety Department reserves the right to make any final decision for life safety issues. Our sole effort is to ensure the success of your event and safeguard the safety and experience of all our visitors.

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## 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:
  - a. Compressed flammable gases. Exception: Butane for cooking purposes with prior approval of the MCCA Public Safety Department (see Cooking Demonstrations)
  - b. Pyrotechnics, flammable/combustible liquids, hazardous chemicals/materials, blasting agents and explosives
  - c. Cut Christmas trees, cut evergreens or similar trees
  - d. Fireplace logs, charcoal and similar materials
  - e. Untreated mulch and Spanish moss or similar vegetation
  - f. Untreated hay or straw
2. Any interior finish, either permanent or temporary, will be required to meet the requirements of the Code of Massachusetts Regulations – 780 CMR EIGHT EDITION (Building Code).
3. The following rules apply regarding flame-retardant treatments:
  - a. All curtains, drapes, banners, decorations and acoustical material (including but not limited to cotton, hay, paper, straw, moss, split bamboo and wood chips) must be flame-retardant treated to the satisfaction of the Massachusetts Department of Public Safety. Material that cannot be treated for flame retardancy shall not be used. The GSC or individual exhibitor must have onsite a copy of the Certificate of Flame Resistance for all floor covering, curtains and rigged signage. The use of carpet on walls, ceilings, seating products or as decorative material is prohibited.
  - b. Combustible materials, an inch or more in thickness, glass or asbestos cloth may be used without flame retardant treatment.
  - c. The use of oilcloth, tarpaper, sisal paper, nylon, Orlon®, and certain other plastic materials that are not flame retardant is prohibited.
4. Open flame devices may be permitted when they are a necessary part of the exhibit, with prior approval of the MCCA Public Safety Department. Devices must be isolated from attendees by either four (4) feet or a barrier; be placed on a non-combustible surface; be separated from other devices by five (5) horizontal feet; and have a 10 lb. ABC fire extinguisher present within the exhibit. Fire extinguishers must be mounted in a visible location and be accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.
5. The hanging or rigging of signs, displays or banners, etc. shall not interfere with the building fire sprinkler system.
6. Exhibitors are prohibited from covering displays with drop cloths, sheets, table cloths or other non-flame resistant material.
7. Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.
8. Exhibitors shall move, remove or arrange with the General Service Contractor to remove wooden pallets, shipping crates, cardboard boxes and other packing materials from the exhibit hall area as soon as possible. These items are not permitted in the exhibit halls during events.



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### EXHIBIT HALL LIFE 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 egress paths, emergency exits, fire extinguishers, fire pull stations, fire department value boxes, fire alarm flashers and AEDs are not obstructed or obscured from view at any time in the facility. Anyone found responsible for moving, removing or blocking fire safety equipment is subject to a fine.

### CANDLES

Candles are not permitted anywhere in the BCEC.

### 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, 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.

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## **GUIDELINES FOR COVERED EXHIBITS WITH LESS THAN THREE HUNDRED (300) COVERED SQUARE FEET**

All materials used in the construction of covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. Certification of flame retardant treatment, along with samples of said materials, must be submitted, if requested by the MCCA Public Safety Department or the Massachusetts Department of Public Safety. It is strongly recommended that certifications of flame retardant treatments be available at show site to avoid on-site testing of materials.

Fabric must pass the NFPA-701 Code for flame spread and smoke development - Class A, Flame Spread less than or equal to 25, Smoke Developed less than or equal to 450. Canopies and tarps must be fire resistant and meet CPAI 84 (Canvas Products Association International) specifications. The original flame retardant compliance tag must be attached to tent, canopy or tarp.

The use of tents inside the Convention Center requires a special permit from the Massachusetts Department of Public Safety. Please contact the MCCA Public Safety Department at 617.954.2222 for assistance.

Exhibitor must install a single station and battery operated smoke detector on the interior of each covered exhibit or structure, including enclosed storage closets, regardless of the square footage. The detector must sound an audible alarm and be installed per the manufacturer's instructions.

Exhibitor must provide at least one (1) 10 lb. ABC, dry chemical fire extinguisher. Fire extinguishers must be mounted in a visible location and accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

A single exhibit or group of exhibits with ceilings that do not require sprinklers shall be separated by a distance of not less than 10 feet (3050 mm) where the aggregate ceiling exceeds 300 square feet (28 square meters).

Open flame, cooking or other sources of heat are prohibited under any tent, canopy or tarp.

## **GUIDELINES FOR MULTI-LEVEL EXHIBITS (REGARDLESS THE SIZE) AND COVERED EXHIBITS WITH LARGER THAN THREE HUNDRED (300) COVERED SQUARE FEET**

Requests for construction of multi-level exhibits (regardless the size) must be authorized by the show management before being reviewed by the MCCA Engineering and Maintenance Division and MCCA Public Safety Department. To ensure success of your exhibit, please read and comply with the following guidelines:

1. Plans should be submitted a minimum of 90 days before the move-in date of the event and must adhere to the following:
  - a. They must be scaled, signed and dated by a registered architect or professional engineer.
  - b. They must include the show name and dates.
  - c. They must include exhibitor's name and assigned booth number.
  - d. They must include directional information (i.e. indicate neighboring aisles and/or booth numbers).
  - e. They must indicate maximum exhibit height, within the booth. Height guidelines are established, per event, by show management.
  - f. They must include connection details for the elevated floor and stairs, and permitted loading for furnishings, storage units, work surfaces or occupants who will be permitted access to the upper level.
  - g. They must include a floor loading schedule that identifies the maximum safe floor loading, fixture loads (dead loads) and occupant loading (live loads), establishing what shall be the effective limits.

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2. All materials used in the construction of multi-level and/or covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. If requested, certification of flame retardant treatment, along with samples of said materials, must be submitted to the Massachusetts Department of Public Safety for testing. It is recommended that certifications of flame retardant treatments be available at show site.
3. Exhibits with an enclosed room or occupied second story must post notice at the bottom of the stairway, indicating maximum permitted occupancy (or total permitted weight load of the second level).
4. If second level is to be occupied and greater than three hundred (300) square feet, or is designed to hold 10 or more persons, two (2) stairways are required, remote from each other. If second level is to be occupied and less than three hundred (300) square feet, one (1) set of stairs is permitted.
  - a. Stair construction shall meet Massachusetts State building code for riser height of 7" maximum and a tread depth of 11" minimum.
  - b. These stairs shall have a handrail that shall be continuous, without interruption by newel posts, other structure elements or obstructions.
  - c. Handrails shall not be less than 34" or more than 38". The handrail ends shall be returned to a wall or post. All stairway handrails shall have a circular cross-section with an outside diameter of at least 1-1/4" and not greater than 2".
  - d. Stair width shall be a minimum of 36". Many multilevel displays are designed without risers, which is not permitted by the Massachusetts State building code as the stairway is part of a means of egress.
5. Individual areas of upper decks or covered areas must be limited to dimensions that do not exceed one thousand (1,000) square feet.
6. Exhibitor must install a single station and battery-operated smoke detector on the interior of each covered exhibit or structure, regardless of the square footage. The detector must sound an audible alarm and be installed per the manufacturer's instructions.
7. Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit or structure. At least one (1) 10 lb. ABC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location and accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

### **AUTOMATIC FIRE EXTINGUISHING SYSTEM**

1. The following shall be protected by an automatic extinguishing system:
  - a. Any home or house constructed within the exhibit hall; and it must also include smoke/fire alarms and a 10 lb. ABC fire extinguisher on each level
  - b. The lowest level of a multi-level exhibit, regardless of size, and/or a single-story covered exhibit where the covered area exceeds 300 sq. ft. (27.9 sq. m), and/or any covering over a multi-level exhibit exceeding 300 sq. ft. (27.9 sq. m) Exception: Exhibitors installing these approved flame retardant materials as coverings may avoid the need to install a fire extinguishing system:

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- A flame retardant material with a fusible seams that under low temperatures (176° F / 80° C) will split and open the canopy to allow smoke to rise, activate sprinklers and allow water through the opening
- A flame retardant open mesh material with a minimum 70% opening
- Ceilings that are constructed of open grate design or listed dropout ceilings in accordance with NFPA 13, Standard for the Installation of Sprinkler Systems, shall not be considered ceilings within the context of this section
- Vehicles, boats and similar exhibited products having over 100 sq. ft. (9.3 sq. m) of roofed area shall be provided with smoke detectors (Single station and battery operated or portable smoke detectors meeting the requirements for Household Fire Warning Devices in NFPA 74 are acceptable).

2. A temporary sprinkler system must be connected to the Convention Center's domestic water system. The MCCA maintains a list of approved, state-licensed fire sprinkler companies authorized to install temporary fire sprinkler systems. The vendor must submit a sprinkler coverage plan to the MCCA Engineering & Maintenance Department for approval.

3. To order a plumbing connection for the sprinkler system before you arrive, click on the "Exhibitor Online Ordering" link from the main MCCA Webpage ([www.signatureboston.com](http://www.signatureboston.com)).

4. Exhibitor must install at least one (1) single station and battery operated smoke detector on the interior of each covered exhibit or structure regardless the square footage. The detector must have an audible alarm and be installed per the manufacturer's instructions.

5. Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit or structure. At least one (1) 10 lb. ABC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location, and be accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

The Massachusetts Department of Public Safety does not permit the use of a fire watch ordered in lieu of a temporary fire sprinkler system as an alternative method for fire safety compliance.

## PROTECT YOUR EXHIBIT AND MATERIALS

The MCCA is not liable for, nor does the MCCA carry any insurance on, exhibitor property or fixtures. Please bear in mind that all of your exhibit material and displays are your property. Therefore, it is important that you take every precaution to protect this material. Below are some suggestions toward this end:

1. Ship your materials with a qualified carrier and be sure to lock trunks/crates.
2. If cartons are used, be sure that they are securely taped or banded and under no circumstances marked with the name or type of articles contained therein.
3. Be sure to furnish your shipping company with an accurate account and complete bill of lading.

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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.

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## VEHICLE DISPLAY INFORMATION

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Show Management, Freeman, Boston and the Fire Marshall all require prior notification of booths that will contain vehicles. If there will be any vehicles in the booth, Exhibitors must provide Show Management with the Make/Model of the Vehicle, Quantity, and any Special Handling Needs by September 1, 2019.

Exhibitors or agents with mobile or motorized equipment will require guidance to their respective booths. The guidance is required and provided by Freeman to prevent damage that may occur to exhibits, or property of others, or when necessary to move crates that may be in the aisles. Spotting Fees may be applied by Freeman.

In some cases, vehicles will not be allowed in the building, and there are restricted areas that vehicles cannot enter. Keys to start the vehicle, as well as any deactivation codes for security features, must be left with the Public Safety Department.

Motorized vehicles are defined as any vehicle that is propelled by an internal combustion engine, such as, but not limited to: automobiles, trucks, buses, farm equipment, construction equipment, motorcycles, snow mobiles, aircraft, watercraft and lawnmowers.

### *Motorized vehicles shall:*

1. Not be moved during exhibit hours. Vehicles may not be started or operated within the exhibit hall for the first 15 minutes after the exhibit hall closes to the public for the day or final closing of the event. No vehicle may be operated on the exhibit hall without a lead person walking in front of the vehicle warning people of vehicle movement.
2. Have at least one (1) battery cable used to start the engine, disconnected and the end of the disconnected battery cable, taped. It is preferred that the positive or "hot" cable be disconnected.
3. Be equipped with a locking (or taped) gas cap to prevent the escape of vapors. Fuel tanks shall not have more than three (3) gallons of fuel, or 1/8 tank, whichever is less.
  - a. Exceptions:
    - i. Recreational vehicles (RVs) may have up to ¼ tank of fuel
    - ii. Aircraft that is on standby status and is required to have a minimal fuel level as determined by the Federal Aviation Administration (FAA) such as MedFlight
4. Fueling or defueling of vehicles inside the convention center is prohibited.

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## COOKING AND FOOD SAMPLING

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If cooking or heating appliances will be used, the MCCA prefers they are powered by electricity, use UL listed/approved equipment and be adequately ventilated. The exhibitor must be approved by Levy Restaurants in order to host a cooking demonstration. They also must obtain a health permit through Levy.

An exhibitor may use butane for cooking purposes with prior approval of the MCCA Public Safety Department. Quantity inside the facility is limited to: two (2) 1-pound UL listed/approved non-refillable canisters per cooking device; one canister attached to the cooking device; and one spare canister.

To prevent excessive amounts of butane within the facility, exhibitors may only use butane canisters purchased directly through the MCCA's exclusive food provider, Levy Restaurants.

Single-well cooking equipment (deep fryer type device) using combustible oils and solids shall:

1. Have lids available for immediate use
2. Be limited to 288 sq. in. (.19 sq. m) of cooking surface
3. Be placed in noncombustible surface materials
4. Be separated from each other by a minimum horizontal distance of 2 ft. (61 cm); multiple single-well cooking units may be placed together if the aggregate cooking surface does not exceed 288 sq. in. (.19 sq. m)
5. Be kept a minimum horizontal distance of 2 ft. (61 cm) from any combustible material

Exhibitor must provide a UL listed/approved fire extinguisher no less than 30 feet (9.15 meters) from the cooking device.

Exhibitor shall provide a 6 liter, Class K fire extinguisher for hazards where there is a potential for fires involving combustible cooking media (vegetable oils, animal oils or fats in cooking appliances) for each device.

Fire extinguishers must be mounted in a visible location and accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

Open flames, cooking or other sources of heat are prohibited under any tent, canopy or tarp.