

## CONVENTION CENTER RULES/INSURANCE

Exhibitor expressly agrees to adhere to all convention rules and regulations published by the convention center. Exhibitor agrees to meet all convention center insurance requirements and accepts sole responsibility for securing required license/permits needed, for example, from ASCAP/BMI for the use of music in booth area. Please refer to the specific convention center website for further details.

## UNION REGULATIONS

The BCEC has a jurisdictional agreement with its union labor partners; International Brotherhood of Electrical Workers and the International Brotherhood of Teamsters to perform specific work at the convention center. This includes the activities of move-in, installation, dismantling and move-out of trade shows, conventions, exhibits, corporate events and theatrical events.

## LABOR RATES

Display union labor rates for installing & dismantling exhibits:

ST	\$133.29
OT	\$230.71

## TEAMSTERS UNION – SEE BOSTON UNION GUIDELINES

Union jurisdictions prevail over all set-up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise.

Any installation of exhibits or displays that requires the use of hand tools, more than one person, or longer than thirty minutes (including crating and uncrating) to install, or exceeds ten feet in any direction, shall be installed by employees covered by this agreement. One full-time company employee may supervise work with the union crew.

## ELECTRICIANS UNION

BCEC is the contractor responsible for supervision, assembly and removal of all electrical needs, truss assemblies for lighting, audio-visual equipment and special effects, whether hanging or floor standing.

All power, electrical labor orders, and additional requirements for such equipment must be placed through the BCEC electricians. Your representative may be present during the assembly or the installation/ removal of your truss or lighting.

NOTE: The BCEC provides the electrical service only. Labor to run power cords under carpet is provided by Freeman or exhibitor's EAC. A Freeman Cord Labor order form is included in the Exhibitor Service Manual

## MATERIAL HANDLING UNION JURISDICTIONS & EXHIBITOR PERSONNEL – SEE BOSTON UNION GUIDELINES

Union jurisdictions prevail over the operation of all material handling equipment, all unloading and reloading, and handling of empty containers.

An exhibitor may move material that can be hand-carried by one person in one trip without the use of dollies, hand trucks, or other mechanical equipment. Exhibitor personnel may perform the following functions as long as they are a full-time employee of the exhibiting company:

- Hand-carry small items and pop-up displays. No hand trucks or carts are permitted.
- Install and dismantle displays within a 100 square foot or less booth space if one person can accomplish the task in 30 minutes or less without the use of tools.
- Install graphics and small signs, and logos and graphics that are attached with pre-cut Velcro strips.
- Make technical electrical adjustments such as install light bulbs; plug in extension cords, etc.

## EXHIBITOR HAND-CARRY PROCEDURES - SEE BOSTON UNION GUIDELINES

Exhibitors may transport materials they can carry in one trip to their booths. Examples of acceptable hand-carry materials include boxes, suitcases or fiberboard shipping cartons, portable displays on wheels and small luggage racks. The following items are NOT considered hand-carry items: Two-wheel dolly loads, hotel bellman's carts, boxes or crates requiring two people to carry.

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## GRATUITIES

Work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, products or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

## PLUMBERS

The BCEC will handle all plumbing work such as compressed air, water, drain or natural gas.

## RIGGING

JCalPro is the designated official providers of all rigging in the exhibit hall.

## UNFINISHED SIDEWALLS & BACKWALLS

Exhibitors must mask all displays with unsightly back/side walls. If necessary, a drape will be installed to cover any unfinished parts of a display and the exhibitor will be charged accordingly by Freeman.

Material handling is the unloading of your shipment, transporting it to your booth, storing and returning your empty crates and cartons and reloading your shipment at the close of the show (also called drayage). This service is not included in the cost of your booth space. Avoid unexpected costs at show site and pre-order this service.

Handling charges are based on the weight of the freight. Shipments are billed by the hundred. A 200 lb minimum per shipment applies.

Minimum per shipment may apply, see Material Handling/ Drayage for details in the Exhibitor Service Kit. Please prepay all shipping charges - Freeman cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate bills of lading with separate weight tickets - otherwise Freeman will invoice the entire load at the uncrated rate.

- Crated - Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Uncrated - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- Special Handling - Defined as shipments that are loaded by cubic space and/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 and shipments without proper delivery receipts.\*
- Overtime Surcharges - Shows that move-in or move-out on weekends or after 5:00 p.m. during the weekday, may be subject to additional overtime surcharges.

## WAREHOUSE SHIPMENTS – ST/ST

Boxed, crated or skidded	\$123.17/CWT
Special Handling*	\$165.94/CWT

## SHOW SITE – ST/ST

Boxed, crated or skidded	\$128.70/CWT
Special Handling*	\$173.86/CWT
Uncrated	\$193.05/CWT

## SHIPPING ADDRESSES

Shipping labels will be included in the Exhibitor Service Kit.

### Advance Shipping — Freeman Warehouse:

ASCRS Annual Meeting  
 (your company name and booth number)  
 c/o Freeman  
 25 Doherty Ave  
 Avon, MA 02322 USA

Shipments should arrive between April 10, 2020 – May 4, 2020, Hours for receiving are Monday - Friday from 8:00 a.m.-3:00 p.m.

Drivers must be checked in by 2:00 p.m. to be guaranteed same day unloading

Freeman will accept crated, boxed or skidded materials beginning Friday, April 10, 2020, at the above address. Material arriving after Monday, May 4, 2020 will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 a.m. - 3:30 p.m.

### Direct Shipments to Show Site:

ASCRS Annual Meeting  
 (your company name and booth number)  
 c/o Freeman  
 Boston Convention & Exhibition Center  
 415 Summer Street  
 Cypher Street Entrance  
 Boston, MA 02210

The freight target floor plan for move in dates and times, will be available in December in the Exhibitor Service Kit.

You are required to adhere to the target floor plan schedule in order to assist with a smooth move-in for all exhibitors.

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

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

### **MATERIAL HANDLING**

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

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

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

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

### **BOOTH LABOR**

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

#### **TIPPING**

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