

EXHIBITOR GUIDELINES, INFORMATION AND REGULATIONS



RULES AND REGULATIONS – EXHIBITOR PARTICIPATION

Access Control and Credentialing

The following information applies to all exhibitors traveling to the Hynes, unloading exhibitor-related cargo, and parking at the Hynes:

Exhibitors accessing the Hynes must be processed by the General Service Contractor (GSC) before entering the facility. All Exhibitor personnel who travel to and park at the Hynes must check-in with the GSC first. GSC personnel shall make a copy of each Exhibitor's driver's license. The copy of the license shall then be attached to Exhibitor paperwork and a Hard Card (GSC generated container for the License Copy) along with Exhibitor Credentials must be issued by the GSC to the Exhibitor. The Hard Card travels with the exhibitor/operator to the loading dock, and is required in order to enter the loading dock area. The Hard Card must remain on the dash board of the Exhibitor vehicle at all times when at the loading dock.

Issued Exhibitor Credentials must be worn on the outermost garment of the Exhibitor at all times while inside the facility.

Affixing to the Facility Structure

1. Rigging of cable/hanging devices or affixing and materials to the ceiling, electrical buss ducts and conduits, on sprinkler pipes, ventilation equipment, windows, columns or any other physical structure at the Hynes is strictly prohibited.
2. 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.
3. 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.
4. Walls, floors, ceilings, or other areas of the Center 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.

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.

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).

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. Exhibit fire sprinkler systems are required of any exhibit that has a roof, or any other covering, that would impede the effective use of the facilities sprinkler system. A 20 lbs. BC 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.

Exclusive Services

The Hynes is the exclusive provider of the following services: food & beverage, cleaning, public safety/security, medical, business center, coat check, electrical, telephone, internet, plumbing and the supply of compressed airs and gases, the use of the house sound system, rigging (some exclusions apply), the operation of ground-supported crank-ups, and the operation and provision of lifts for theatrical purposes.

Exhibitor Product

Exhibitors are prohibited from offering or selling **any product(s)** to any employee, agent, contractor or subcontractor working at the Hynes.

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

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

Fire Safety Equipment

Fire extinguishers 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 fine.

Fire Safety Limitations

The following limitations apply to all exhibits located in the exhibition halls in the Hynes:

1. The following items are fire-hazards and are prohibited for use in the Hynes:
 - Compressed flammable gases (exception: Butane in a one pound UL approved canister for cooking demonstration with prior approval from your Event Services Manager.)

Use of butane requires a permit from the City of Boston Fire Department.

- Pyrotechnics, flammable/combustible liquids, hazardous chemicals/materials, blasting agents and explosives
 - Untreated Christmas trees, cut evergreens or similar trees
 - Fireplace logs, charcoal and similar materials
 - Untreated mulch and Spanish moss or similar vegetation
 - Untreated hay or straw
2. The following shall be protected by automatic fire extinguishing systems:
 - Single-level exhibit booths exceeding 300 square feet (28 square meters) and covered by a ceiling
 - Each level of a multi-level exhibit, including the uppermost level where the uppermost level is covered by a ceiling.
 - Any home or house constructed within the exhibit hall must also include smoke/fire alarms and a 10lb. ABC fire extinguisher on each level.
 3. A single exhibit or group of exhibits with ceilings that do not require sprinklers shall be separated by a distance of not less than 10 feet (3050mm) where the aggregate ceiling exceeds 300 square feet (28 square meters). The Boston Fire Department prohibits the use of fabric as a ceiling display or covering.
 4. The travel distance within an exhibit booth or exhibit enclosure (including temporary office/meeting spaces) to an exit access aisle shall not exceed 50 feet (15 meters).
 5. Any interior finish, either permanent or temporary, will be required to meet the requirements of the Massachusetts State Building Code.
 6. Open flame devices may be permitted when they are a necessary part of the exhibit. Devices must be isolated from attendees by either four (4) feet or a barrier; be placed on a non-combustible surface; be separated from other devices by five (5) horizontal feet; and have a 20lb. ABC fire extinguisher present within the exhibit.

7. Candles are permitted so long as the flame from the candle does not exceed the height of the required fire safe enclosure, which is usually made of glass or other non-combustible material. Candles can be placed on tables only. Candles cannot be placed on any shelving, window ledges or sills, or any other place where the candle and its encasement could fall and cause injury and/or fire. Use of candelabras and other such arrangements are prohibited. Candles cannot be placed on, in, or near the same area with other combustibles, such as dried flower arrangements, confetti, etc. All candles and required encasements to be used must be approved by the MCCA Public Safety Department at least 60 days prior to the date of their intended use. The exhibitor is required to have a 10 lb. ABC fire extinguisher readily accessible within the exhibit.
8. Any vehicle or apparatus which has a fuel tank and is part of a display is required to be equipped with a locking (or taped) gas cap and contain no more than three (3) gallons of fuel, or 1/8 tank, whichever is less; at least one (1) battery cable used to start the engine must be disconnected and the end of the disconnected battery cable taped; vehicles shall not be started or operated with the exhibit hall for the first 15 minutes after the exhibit hall closes to the public for the day or final closing of the event. No vehicle may be operated on the exhibit hall without a lead person walking in front of the vehicle warning people of vehicle movement.
9. Curtains, drapes, banners, decorations and acoustical material (including but not limited to cotton, hay, paper, straw, moss, split bamboo and wood chips) must be flame-retardant treated and submitted to the Boston Fire Department Chemist for approval. Material that cannot be treated for flame retardancy shall not be used.
10. All tent canopies and tarps must be fire resistant and meet CPAI 84 (Canvas Products Association International) specifications. The original flame retardant compliance tag must be attached to tent, canopy or tarp. Additionally, exhibitors must have the manufacturer documentation available for on-site inspection. Open flame, cooking or other sources of heat are prohibited under any tent, canopy or tarp. The exhibitor is required to have a 10lb. 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 General Service Contractor or individual exhibitor must have on-site a copy of the Certificate of Flame Resistance for all floor coverings. 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 plan 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:

- 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 the State Fire Marshal.
- Combustible materials, 1/4" or more in thickness, glass or asbestos cloth may be used without flame-retardant treatment.

- The use of oilcloth, tarpaper, sisal paper, nylon, Orlon®, and certain other plastic materials that are not flame retardant, is prohibited.
- 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.
- All materials must be certified by the Boston Fire Department within 6 months of the event. The Boston Fire Department does not accept certificates from other jurisdictions. Materials may be sent directly to the Fire Department for testing.

Lasers

All lasers must comply with Massachusetts Code of Regulations (CMR) – 105 CMR 121.000. Class 2 or greater lasers require written approval of the MCCA Public Safety Department. Class 3B and Class 4 must be registered with the Massachusetts Department of Public Health (DPH). Class 3B and Class 4 lasers are subject to on-site inspection and final approval by the Massachusetts DPH. Additional information is available at www.mass.gov/Eeohhs2/dph/regs/105cmr120_001.rtf.

Food & Beverage Samples

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

In order to obtain authorization to distribute food 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 may pay a fee to be determined by the exclusive F&B service provider as an exclusivity waiver.

If a party brings unauthorized food and/or beverage items into the Hynes and does not subsequently meet one of the conditions listed above, the party must immediately remove the unauthorized item(s) from their exhibit or meeting space. If this is not possible, the exclusive F&B service provider will pick up the product from the party's exhibit or meeting space and hold it in storage until after the close of the event.

Please direct any questions you may have to the exclusive F&B service provider Sales Office at (617) 954-2380.

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

Gratuities Policy

It is against the Hynes'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 Authority, or its contractors, agents, or suppliers, is strictly prohibited. Hynes personnel are required to report any violation of this section to the Public Safety department, at (617) 954-2111. In addition, violation of this policy will subject the recipient of the tip or gratuity to termination of employment and/or dismissal from the building.

Guardrails

Any platform(s) 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 materials such that a sphere with a four inch (4") diameter cannot pass through any opening.

The guardrails shall not have an ornamental pattern that would provide a ladder effect. This includes a guardrail on stairs.

The guardrail system shall be capable of withstanding a load of 200 pounds (minimum).

Stairs

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 a 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 to the underside of the treads.

Hand-Carry Policy

For the convenience and safety of exhibitors and patrons, all freight and material handling must enter and exit the facility through the approved loading areas. Exhibitors will be allowed to hand carry one item, one time, in or out of the facility without having to access the approved loading areas. No parking is allowed at the Boylston St. entrance and the use of passenger elevators for movement of freight is not allowed. All packages are subject to inspection by Hynes personnel.

Hand carried freight is defined as one item that can be easily carried by an individual exhibitor, without the need for dollies or other mechanized equipment.

Hanging Devices

Rigging of cable and other hanging devices on or near ceiling electrical buss ducts and conduits, on sprinkler pipes, or on ventilation equipment is strictly prohibited.

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 amps.

Material Handling

Exhibitors are allowed to perform their own material handling, provided they meet with all of the following criteria:

- 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 Hynes loading areas. No exhibitor will be allowed access with his or her move-in materials via any other entrance to the facility. Please note the hand carry rule within the Exhibitor Participation Rules/General Conditions Section of the 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 Loading Dock 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 20 Minutes

Exhibitor staff members parking on the loading dock and displaying their Hard Card in 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 display their officially issued Hard Card 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 current and valid 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 Hynes is a non-smoking facility. Smoking is NOT allowed in the facility at any, including move-in and move-out times. Licensee is responsible for any damages caused by attendees or contractors who smoke or use tobacco products in the building. Smoking areas are located outside the building. Anyone found removing, damaging or tampering with any smoke detectors will be immediately banned from the facility.

Solicitations

No solicitations or collections in the Hynes, whether for charity or otherwise, shall be made, attempted, or

allowed, without prior written consent of the General Manager.

MCCA SERVICES

The Hynes and its contracted entities are the exclusive providers of the following services: food & beverage, cleaning, public safety/security, electrical, telephone, Internet, rigging in the ballroom, the operation of ground-supported crank-up's, plumbing, the use of the house sound system 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 on appropriate order forms. 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.

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

ATM's

Guests will find an ATM on the lower level inside the Boylston Street entrance and inside the Prudential Center entrance.

Audio/Visual Services

The Hynes offers in-house A/V services on a preferred basis with a preferred audio/visual provider to help provide comprehensive event support and services. All types of audio and visual display devices, screens, and computer interfaces are available, along with skilled operators. The 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 your Event Services Manager.

Business Center

The contracted in-house vendor is the exclusive service provider of the Business Center. From simple documents to complex projects and on-going programs the Business Center will provide document

management solutions to meet your needs. The Business Center 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, including express and ground service, fax service with delivery on incoming messages and desktop/word processing.

Satellite Services

Two downlink dishes are located on the roof of the Hynes. Signals may be distributed to any location in the building. Both C and Ku bands are available.

TRANSPORTATION

Public Transportation

Public transportation in the Boston area is provided by the Massachusetts Bay Transportation Authority (MBTA or “The T”). A number of excellent public transportation options are available for service to and from the Hynes. Additional information about public transportation in Boston can be found on the MBTA’s website: <http://www.mbta.com>.

Taxi Information

There is a taxi stand located outside the Boylston Street entrance. This stand is operational 24 hours a day 7 days a week.

Parking Options

There are several local parking garages / lots in the vicinity of the Hynes. The facility does not have on site parking available. For additional information please see Section G of this guide.