



EXHIBITOR PARTICIPATION RULES

John B. Hynes Veterans Memorial Convention Center

Welcome to Boston. The Massachusetts Convention Center Authority, owners and operators of the Boston Convention & Exhibition Center (BCEC) & John B. Hynes Veterans Memorial Convention Center, have set the standard for friendly exhibitor participation. Exhibitors have options on how exhibits are delivered and set-up/dismantled within our facility. If you have any question regarding the following policy please call **617-954-2111**.

FULL TIME EMPLOYEES OF AN EXHIBITING FIRM MAY:

- Unload/load and unpack/pack company owned displays and equipment.
- Set-up and dismantle their own booth(s).
- Use hand operated power tools to set-up/dismantle booths and equipment.
- Off-load a company owned/rental vehicle less than 24' in length.
- Use hand operated/non-mechanized equipment owned by the exhibiting firm including the use of two wheeled hand trucks and four wheeled flat trucks.
- Plug in their own Internet and electrical devices after the connections are ordered and are brought to your booth by the appropriate MCCA personnel.

The General Service Contractor is available to provide professional labor and equipment to assist any exhibitor who needs service. Use of fork trucks, pallet jacks and other mechanized equipment by exhibitors is prohibited.

Thank you for choosing the John B. Hynes Veterans Memorial Convention Center.