

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.

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.
- ❖ Exhibitors may park non-liftgate trucks, 24' and under, in the South Lot for hand-carry
- ❖ Both POV and rental trucks are permitted, within the above limitations
- ❖ Hand-carry from such vehicles may be performed using hand-trucks and dollies, but no pallet jacks permitted.
- ❖ To use the POV you check into the Marshal Office in the South Parking Lot area and you will need to wait until there is room in the dedicated POV Area to unload.



