GENERAL SHOW INFORMATION, RULES & REGULATIONS

For assistance, please contact our Customer Success Team as follows:

Jeany Razon – Companies Starting with #s, A – L
Email**:** jeany.razon@rxglobal.com
Phone: 203-840-5949

Rodolf Jan Velasco – Companies Starting with M – Z
Email: rodolfjan.velasco@reedpop.com
Phone: 203-840-5814

Nivek Kyrl Remollo: Indie Incubators and Art Hub Artists
Email: NivekKyrl.Remollo@reedpop.com
Phone: 203-840-5993

ADA COMPLIANCE

All areas of the BCEC were planned with the convenience and safety of exhibitors and patrons in mind. The facility is Fully ADA compliant and accessible. Each level has elevators,and special hearing devices can be connected to the MCCA sound system.

AGE RESTRICTIONS

Per display rules, regulations, and security protocols, individuals under the age of 18 are not permitted in the exhibit hall during move-in or move-out; no exceptions will be made.

During official Show Hours and Show Days, children of any age are allowed in the exhibit hall. During these times, children aged 6 and older must have an attendee badge and are not permitted to wear Exhibitor badges. For security reasons, all children under 16 must be accompanied by an adult at all times.

AISLES & GANGWAYS

No sign or decorative materials may protrude into the aisles or encroach upon neighboring booths. No obstruction may be placed in any aisle, passageways, lobby, or exit leading to any fire extinguishing appliances.

HANDOUTS

Exhibitors cannot distribute literature, samples, or other material outside of their contracted exhibit space.

AI-GENERATED ARTWORK

Please refer to our AI usage restrictions here.

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ANIMALS

The MCCA requires written permission and proper controls and precautions prior to admission of any type of animal into the BCEC.

ATMs

Guests will find ATMs on Level One in the North Lobby, the Wicked Good Market and on Level Zero East.

BAG/WEAPONS CHECK

We will perform bag checks of attendees and exhibitors at all entrances of the event.

BALLOONS

The venue prohibits the use of helium-filled balloons and/or blimps for displays, exhibits or giveaways. Helium balloons and blimps may cause a public safety hazard when they rise to the ceiling and interact with the lighting, fire sensors and/or electrical system. The Licensee is responsible for all equipment and labor cost in retrieving all helium balloons. Helium balloons should be properly disposed of. Helium balloons may not be released outside, due to airport flight patterns in the area and environmental concerns.

BEST PRACTICES FOR ALL FANS

Everyone should be able to have a great time at PAX, and a large part of that comes from how we address attendees with disabilities, beyond the basic guidelines set forth in the Americans with Disabilities Act. In order to optimize the attendee experience for those who need accommodation, we strongly recommend that every booth have a plan to give disabled attendees access to their content. Consider setting one station with playable content at wheelchair height or having a plan in place to allow attendees with mobility devices or black Medical Badges an alternative / expedited queue. Additionally, we encourage exhibitors showing playable content to have subtitles, headphones and/or alternative access controllers available whenever possible. PAX believes a commitment to accessible gaming is good business practice and helps elevate video games, and we hope our exhibitors will join us in further striving to welcome gamers of all kinds to PAX.

BICYCLES/HOVERBOARDS/ROLLERBLADES

The riding of bicycles hoverboards and the use of rollerblades and "heelys" (sneakers with embedded wheels) are prohibited at all times in the Convention Center.

BOOTH FURNISHINGS

Booth equipment, services and furnishings are available through the Official General Contractor of PAX East, **Freeman**. Please refer to the Shop Products & Services section of the online manual for order information.

BOOTH STAFF ATTIRE

In order to maintain a family friendly atmosphere, we ask all exhibitor booth staff to adhere to this policy.
Applicable to any gender, partial nudity, the aggressive display of cleavage and the navel, and shorts/skirts higher than 4" above the knee are not allowed.

Hired/contracted cosplayed characters that are playable in-game are an exception to this rule (within reason), and exhibitors must obtain permission from show management prior to the show. Please contact paxsales@paxsite.com for questions or approval.
If for any reason an exhibit and/or its contents are deemed objectionable to PAX management, the exhibitor will be asked to alter the attire of its staff or remove said staff from the show. If questionable, to be safe send to paxsales@paxsite.com.

BOOTLEG POLICY

The buying and selling of counterfeit / knock-off / unlicensed materials is not allowed at PAX East. Violation of this rule will result in one and only one warning. A second violation and you'll be removed from the show.

BRAND GUIDELINES

The use of the PAX logo must be approved by the PAX team prior to being printed or promoted. All uses of the PAX logo must adhere to our Logo and Brand Guidelines (please scroll down and find the section Brand Guidelines). Please send an example of how you plan to use the logo to your sales contact and we will provide feedback quickly. Approval is at our team's sole discretion, and we reserve the right to deny use for any reason.

BULK SALE OF YOUR BOOTH

In the event you sell a portion or all of your booth's merchandise to an outside retailer who wishes to remove items at the close of the show, the retailer must contact **Freeman** at the Exhibitor Service Center **PRIOR TO 10:00 AM, Sunday, April 25, 2027**. They will receive special instructions on how to remove the merchandise they've purchased from your company at show close.

CHILDREN

Per display rules, regulations, and security protocols, individuals under the age of 16 are not permitted in the exhibit hall during move-in or move-out; no exceptions will be made.

During official Show Hours and Show Days, children of any age are allowed in the exhibit hall. During these times, children aged 6 and older must have an attendee badge and are not permitted to wear Exhibitor badges. For security reasons, all children under 16 must be accompanied by an adult at all times.

GENERAL SHOW INFORMATION, RULES & REGULATIONS

COAT/BAGGAGE CHECK

A paid-coat check service is available for all Exhibitors and Fans. Items such as briefcases, backpacks, umbrellas, and luggage may also be checked. Please note that overnight storage is not permitted. Coat check locations will be available throughout the facility.

COPYRIGHTED MUSIC

If any copyrighted music is to be played in your booth, you must obtain all necessary licenses from the copyright owner or licensing agency representing the copyright owner. The licensing requirements include the playing of live, as well as recorded music (records, tapes, compact discs, etc.) and include music, whether it is the essence of the presentation or is only used as background, on a videotape or other presentation.

The proper license must be posted in your booth and available for inspection at the request of Show Management or properly authorized agents of ASCAP or BMI. We advise you to contact these agencies listed below to acquire the proper licenses:

ASCAP Licensing Dept. **1 Lincoln Plaza** **New York, NY 10023** **Tel: 212-621-6000**	**BMI (Broadcast Music, Inc.)** **10 Music Square East** **Nashville, TN 37203-4399** **Tel: 800-925-8451, 615-401-2000**

Adherence to these federally mandated copyright licensing laws is of critical importance. Failure to do so is both a violation of federal copyright law, and a breach of your contract for exhibit space for the show.

COVERED BOOTHS

Any booth that has any material or object placed over or upon the exhibit is considered a covered booth (e.g. roof, canopy, tent, moss fabric, etc.). Please submit covered booth renderings to Show Management for pre-approval. Please submit plans to Kristen Salierno (kristen.salierno@rxglobal.com)

- **Covered booths between 100 and 299 square feet:**
  - Your booth plan must be reviewed and approved by both PAX and the City of Boston Fire Marshal.
  - A minimum of [1] "2A 10BC" rated fire extinguisher must be placed within the covered area.
  - A smoke detector must be placed at the highest point of each covered area.
  - There must be a means of turning off electrical power to the booth during non-show hours.
  - For covered booths please see ‘section E’ of MCCA forms within Exhibitor Kit.
- **Covered booths over 300 square feet:**

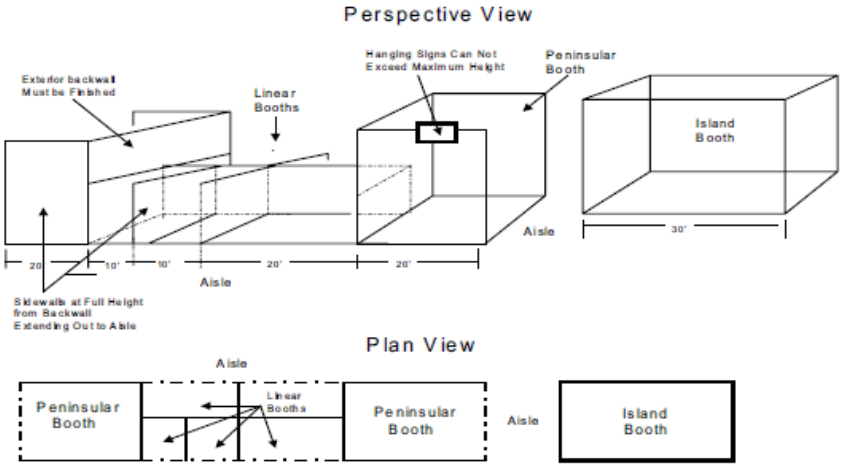
- Your booth plan must be reviewed and approved by the City of Boston Fire Marshal.
- Booth also must be protected by automatic extinguishing systems. Sprinklers shall be separated by a distance not less than 10 feet (3,050 mm)
- Tents exceeding 400 square feet (37 square meters) require a tent permit from the Boston Fire Department

CRATE REMOVAL, STORAGE AND RETURN

Empty crates, shipping containers, cardboard boxes, etc. marked with **"EMPTY STICKERS"** will be removed to storage and returned to your booth at the end of the show by our floor crew at no additional charge, ***provided you have used material handling services for the delivery of your booth***. Do not store merchandise in crates or cartons marked for empty storage or behind booths- this is prohibited due to Fire Regulations in the building. "**EMPTY STICKERS**" can be acquired from the **GES** desk located at the Exhibitor Service Center. Please label your materials as soon as they are ready to be removed. We ask your cooperation in this important matter so that we can clean the aisles.

CUBIC CONTENT

PAX EAST follows the **cubic content rule**, which allows exhibitors to make maximum use of their booth space. Under the cubic content rule, exhibitors may build up to the front of their booths, and up to the maximum allowable height according to booth type as indicated below. ***However, anything above the provided drape heights must be finished, neutral and devoid of copy on any wall adjacent to another exhibitor.***



The following maximum height limits will be strictly enforced. No height variances will be granted prior to or on site at the show. Please plan your booth display and sign structures accordingly. Maximum allowable height is also directly affected by the ceiling height of your booth area. Hanging Signs are not permitted in linear booths. It is much more cost effective to floor mount signage with a linear booth height limit of 10 ft. Note: side-drape provided is 3 feet high and the back-drape provided is 8 feet high.

GENERAL SHOW INFORMATION, RULES & REGULATIONS

BOOTH TYPE	BOUNDED BY	MAXIMUM HEIGHT LIMIT
Linear Booth	1 or 2 Aisles	10 Feet
Peninsula Booth	3 Aisles	18 Feet
Island Booth	4 Aisles	25 Feet

PLEASE NOTE: All structures over 16 feet must be approved by show management and the rigging partner on the event. Nothing will be permitted above these maximum heights, including signs, banners, truss structures, lighting and/or display materials. Double decker booths are not prohibited. **Maximum allowable height is also directly affected by the ceiling height of your booth area**

DEMONSTRATION AREAS

Demonstration areas must be confined within the exhibit space so as not to interfere with any traffic in the aisles. Exhibitors must contract sufficient space to be able to comply with this rule. When large crowds gather to watch a demonstration and interfere with the flow of traffic down the aisles or create excessive crowds at neighboring booths, it is an infringement on the rights of other exhibitors. Aisles may not be obstructed at any time.

HIGH RISK ACTIVITIES

All high-risk activities not prohibited by other sections of these regulations require approval of Center management at least 30 days in advance. Show management is responsible for ascertaining that there are no exclusions or limitations in their insurance policy that apply. Such activities include but are not limited to motorized sporting events, acrobatic stunts, mechanical amusement devices and audience participation in athletic activities.

DEMONSTRATION EQUIPMENT

Equipment, products or machinery, when displayed to demonstrate or simulate industrial application, are exempt from the foregoing height limits, but are restricted only by ceiling height, as well as building and safety codes.

DO NOT BLOCK THE AISLES OR INVADE NEIGHBOR'S SPACE

No sign or decorative materials may protrude into the aisles or encroach upon neighboring booths. No obstruction may be placed in any aisle, passageways, lobby, or exit leading to any fire extinguishing appliances.

DOUBLE DECKER BOOTHS

Double decker booths are not prohibited.

EMERGENCY RESPONSE

In the event of a medical emergency, please contact Security Control immediately. You may contact Security Control by dialing **2222** from any house phone located in the facility or call **617-954-2222**.

Contacting Security Control will greatly minimize response time in the event of an emergency medical unit needs to report to the BCEC. Security personnel can quickly assess the situation and bring emergency personnel directly to the individual in need, saving precious minutes. For this reason, BCEC requests all clients and guests not to call 911 directly.

EXCLUSIVE RIGHTS FOR CERTAIN BUSINESS AT THE CONVENTION CENTER

The BCEC maintains exclusivity for certain services which the Center provides itself and for certain services provided by other companies which have a contract with the Center.
The following is a list of the companies holding the exclusive rights to perform certain services:

- Catering and Concession Services – Levy
- Data and Telecom Services – BCEC
- Electrical and Plumbing Services – BCEC
- General Contractor – Freeman

EXHIBITOR APPOINTED CONTRACTORS (EAC's)

For more information, please refer to the **Exhibitor Appointed Contractors** section of the online manual. Review the **EAC Process**, **Designate EAC** & **EAC Rules & Regulations**.

EXHIBITOR GUIDELINES – BOOTH COVERINGS

BOOTH ENCLOSURES, COVERINGS OR CEILINGS

Any booth that has any material or object placed over or upon the exhibit is considered a covered booth (e.g. roof, canopy, tent, moss fabric, etc.).

Covered booths between 100 and 299 square feet:

- ✓ Your booth plan must be reviewed and approved by both PAX and the City of Boston Fire Marshal.
- ✓ A minimum of 1 "2A 10BC" rated fire extinguisher must be placed within the covered area.
- ✓ A smoke detector must be placed at the highest point of each covered area.
- ✓ There must be a means of turning off electrical power to the booth during non-show hours.
- ✓ For covered booths please see 'section E' of MCCA forms within Exhibitor Kit.

Covered booths over 300 square feet:

- ✓ Your booth plan must be reviewed and approved by the City of Boston Fire Marshal.
- ✓ Booth also must be protected by automatic extinguishing systems. Sprinklers shall be separated by a distance not less than 10 feet (3,050 mm)
- ✓ Tents exceeding 400 square feet (37 square meters) require a tent permit from the Boston Fire Department

EXHIBITOR GUIDELINES – HANGING SIGNS

- There must be 4' of clearance from the top of the booth to the bottom of the sign.
- The top of the sign may not exceed 30' from floor

- Signs with any dimension greater than 20' must be pre-approved by PAX and the venue.
- Hanging signs must fit within the footprint of your booth space and are not permitted in linear booths.

All rigging must go through JCAL Pro the exclusive vendor for the BCEC. Any exceptions or questions regarding any of the above, please submit to kristen.salierno@rxglobal.com

EXHIBITOR REGISTRATION

Exhibitor staff personnel wishing to enter the exhibit floor must wear an Exhibitor Badge at all times during Move-In, Show days and Move-Out. Access to the Show floor begins at 8:00 AM during Show days. For those individuals who still need a badge, one may be obtained at the Exhibitor Registration Counters located in North Lobby. Only booth personnel with an exhibitor badge can enter the exhibition hall prior to Show hours, or those individuals who made prior arrangements for meetings. Please stop by Show Office on-site to make the proper arrangements if this has not already been so. No one under the age of 18 is permitted to wear an exhibitor badge.

In order for Exhibitor Appointed Contractors (EAC's) to gain admittance into the Hall must check into the EAC Office for the BCEC. For your convenience, wrist bands may be picked up at the Security Command Post. Proper credentials will be required. Only three designated supervisors of approved EAC's will be issued the necessary credentials.

Please do not give Exhibitor Badges to EAC personnel for Security reasons.
For more information, please refer to the Exhibit Appointed Contractors section of the online manual. Review the **EAC Process**, **Designate EAC** & **EAC Rules & Regulations**.

EXHIBITORS WITH SPECIAL REQUESTS

In the interest of fairness to all exhibitors, variances to allowable display heights will not granted. Exhibitors wanting to discuss special needs for their exhibit should send detailed plans of their proposed display for this approval to: Kristen Salierno – Operations, RELX
Kristen.salierno@rxglobal.com

EXPOSED AREAS MUST BE FINISHED

All back walls, sidewalls or any other exposed areas of the display must be draped or finished surfaces. No graphics, logos, or print facing into another booth is allowed. Any company advertisement or promotion must face into the aisle. In-line and peninsula booths must have a finished back wall covering the back of the booth. See-through back walls or displays which do not cover the back-wall completely will not be allowed. **Please note that ALL FIRE HOSE CABINETS MUST BE KEPT VISIBLE AND CLEAR.**

FACILITY LIGHTING

Please note that lighting within the exhibition hall will be dimmed as dark as possible. If your booth requires light, please arrange this in advance. If you have any concerns, please contact paxsales@paxsite.com. Our team will discuss this with you while onsite.

Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval.

Lighting and speakers, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles. Audio should not impact neighboring exhibitors.

Lighting which is potentially harmful, such as lasers must be approved in writing by exhibition management.

Quartz halogen lighting fixtures in exhibits are prohibited due to fire hazards.

DJ & music broadcasts should be related to game content only. No powered microphones or bullhorns; if you want to address a large number of people at once, inquire about booking a panel room. If you have any questions, please contact paxsales@paxsite.com.

FIRE REGULATIONS

BCEC has extensive fire codes and regulations – please refer to the Exhibitors Guild or reach out to paxsales@paxsite.com for the details of ensuring to meet all Fire Code Regulations. This also pertains to any covered booth sapce.

GENERAL DECORATING CONTRACTOR

General Decorating Contractors are hired by Show Management. They are generally responsible for the physical planning of the event, the shipment and delivery of exhibition freight, the rental of furniture, carpets and other booth/exhibit equipment and the building and dismantling of most of the exhibits.

GOOD TASTE AND THE RIGHTS OF OTHERS

Show Management may require any Exhibitor to make changes in their exhibit if, in Show Management's opinion, the exhibit does not conform to prevailing standards.

GRAPHICS ON NEIGHBORS' SIDE

Backside of walls - the common border facing a neighboring booth - must be finished, neutral/clear of copy, logos, or other graphics, so as not to be an eyesore to neighboring exhibitors.

GREEN INITIATIVES

BCEC is committed to reduce, reuse, and recycle approach to planning and producing our shows. Recycling waste, trash and other paper products and using recycled products are just a few of the steps we have taken toward "green" tradeshow experience.

Here are a few examples of what you can do to help the environment:

- Reduce, Reuse, Recycle
- Sign your office up for a recycling program: paper, plastic, cans, etc.
- Develop an online ordering system for your buyers.
- Reduce marketing on paper by opting for more electronic communication, email attendees after the show.
- Design your booth display to last for 5 years or longer using natural fibers.
- Practice Green Purchasing wherever possible by specifying Environmentally Preferable Products (EPP). These products or services contain recycled content, minimize waste, conserve energy or water, and reduce the number of toxics disposed or consumed.
- Reduce packing material by utilizing recyclable materials and take advantage of convention center recycling options for packaging.
- Donate extra amenities or promotional products to local charities rather than shipping them back or tossing them in the trash.
- Reed Exhibitions has implemented the following programs and purchasing habits in an effort to reduce the amount of waste generated and encourage our clients and vendors to Reduce, Reuse and Recycle whenever possible.
- We have successfully implemented Express Badge on many shows, allowing attendees to print their badge on demand at show site. This process reduces the printing and mailing of unnecessary badges.
- Our offices are set up to recycle paper, plastic, cans.
- We design a show look for a minimum of 3-year lifecycle and recycle graphics for the same period.
- We have reduced paper communications both internally and externally by opting for electronic communication.
- Producing an on-line exhibitor manual reduces our paper consumption by over 150,000 sheets on this show alone.
- Wherever possible we partner with local charities to provide donation opportunities for our exhibitors as a way to "reuse" leftover products and merchandise, thus saving on packing

materials and carbon emissions by not shipping home. A great way to "Reuse" material for a good cause.

HANDOUTS

Exhibitors cannot distribute literature, samples, or other material outside your contracted exhibit space.

HANGING SIGNS

Hanging signs must comply with the **HEIGHT LIMITATIONS** guidelines listed below. This includes all hanging or suspended material such as banners and balloons (where permitted), etc. The top of the sign (or other material) may not exceed the height limitation specific to your type of booth. Booths which qualify to suspend "hanging signs" are only Island, Peninsula or Walk-Through booths of 400 sq. ft. or larger.

The following maximum height limits will be strictly enforced. No height variances will be granted prior to or on-site at the show. Please plan your booth display and sign structures accordingly. **Maximum allowable height is also directly affected by the ceiling height of your booth area.** The maximum height of a display booth at the backwall, including any form of lighting system, signage, or header shall be:

Linear Booth - Bounded by 1 or 2 aisles. Hanging Signs are not permitted in linear booths. It is much more cost effective to floor mount signage with a linear booth height limit of 12 ft. Note: side-drape provided is 3 feet high and the back-drape provided is 8 feet high.

MAXIMUM HEIGHT LIMIT WITHIN A LINEAR BOOTH = 10 FEET

Peninsula Booth - Bounded by 3 aisles. Exhibit booths must also be at least 20 ft. deep and 20 ft. wide to meet Show Managements requirements for hanging signs. Hanging signs in peninsula booths may reach a height limit of 20 ft. to top of sign. Two-sided Signs must be hung 5 ft. from the back wall and the side facing rear of the booth must be clear of copy, logos or other graphics so as not to be an eyesore to neighboring exhibitors. Note: the back-drape provided is 8 feet high.

MAXIMUM HEIGHT LIMIT WITHIN A PENINSULA BOOTH = 15 FEET

Island Booth - Bounded by 4 aisles. Booths must also be 20 ft. deep and 20 ft. wide to meet Show Managements requirements for hanging signs. Hanging signs in island booths may reach a height limit of 25 ft. to top of the sign.

MAXIMUM HEIGHT LIMIT WITHIN AN ISLAND BOOTH = 25 FEET

PLEASE NOTE: Nothing will be permitted above these maximum heights, including signs, banners, truss structures, lighting and/or display materials. **Maximum allowable height is also directly affected by the ceiling height of your booth area.**

HAZE OR FOG MACHINES

Haze or fog machines used in the exhibit halls or elsewhere in the facility must be approved in advance by Show Management and the exhibitor must pay for a Fire Watch at $250/hr. This is a requirement that must be followed.

HOTEL/TRAVEL DISCOUNTS

Please refer to Hotels & Travel section of our PAX East website.

INSPECTION DEADLINE

Any booth not occupied by **3:00 PM on Wednesday, April 21** will be presumed abandoned.

- If there is freight in the booth and Show Management believes the exhibitor will be late, then the General Contractor will set up the display as best they can with the information available
- If there is no freight in the booth and/or Show Management believes the exhibitor will not participate in the show, the booth will be reassigned
- Exhibitors arriving after this time will be given space available and may incur additional costs. Please contact your Sales Management team to let them know of this important deadline
- All exhibits must be completely set by **9:00 PM on Wednesday, April 21**

LABOR ORDERS

Please make arrangements for the dismantling of your booth by early Saturday, April 24 **to ensure labor can be secured.**

LICENSE AGREEMENT

Please be sure you have read the space application for your booth for all exhibition rules and regulations. It is the exhibitor's responsibility to adhere to all rules pertaining to your license agreement.

LOST AND FOUND

Lost & Found is lcoated at the Information Booth located in the North Lobby.

LOTTERY

Operating or conducting a lottery is not permitted at PAX East.

MATERIAL HANDLING AGREEMENT / SHIPPING INFORMATION

All freight that is to be shipped from the BCEC must be accompanied by a Material Handling Agreement (MHA) unless you have small pieces which you intend to hand carry. All pieces must also be labeled with the booth name and number, as well as destination. Material Handling Agreements may be obtained from Freeman at the Exhibitor Service Center. You must have your exhibit completely dismantled and packed before returning your completed Material Handling Agreement (MHA) to the Freeman Service Desk.

MATERIAL HANDLING (DRAYAGE) SERVICES

Freeman is the exclusive material handling provider on the exhibit floor. They will receive all shipments whether consigned in advance to their warehouse or sent directly to the BCEC. Material Handling includes return of your empty cartons and crates at the close of the Show. Please refer to the Shipping & Material Handling section of the online manual for more details. Freeman will maintain a full staff on-site at the Exhibitor Service Center.

NO NAILS OR SCREWS

Nothing may be posted, tacked, nailed, or screwed to columns, walls, floors, or other parts of the building. Any damage or defacement caused by infractions of this rule will be remedied by Show Management at the expense of the rule-breaking exhibitor.

OFFICIAL CONTRACTORS

Please refer to the A-Z vendor Forms & Deadlines section of the online manual for a detailed list of companies, the services provided and order forms.

Notice To Exhibitors Regarding Non-Official Contractors - Show Management carefully considers the selection of Official Contractors based on quality of service, variety of products, price and reputation. Since these contractors frequently work on more than one show with us, they value the business of our customers and provide quality products and services.

Some companies may misrepresent themselves as being an Official Contractor so please be sure to check the list below or give us a call. Some things to watch for if you are considering the services of a non-official contractor are hidden charges for material handling, labor and shipping that you might not pay otherwise (for example on carpet rental), control over delivery time, availability during move-in and leverage if something goes wrong. Also be advised that non-official contractors will need to

abide by the Exhibitor Appointed Contractor (EAC) procedures, provide insurance certificates, etc. in order to gain access to the Show Floor.

OUTBOUND SHIPPING

Freeman Transportation is the Official Carrier of PAX East. Please refer to the Shipping & Material Handling section of the online manual for further information and assistance regarding Air Freight, Padded Van Lines, and Common Carrier. **Freeman Transportation** will maintain a full staff on-site at the Exhibitor Service Center.

PAINTING/BUILDING ALTERATIONS

- Painting any structural part of the BCEC (walls, floor, ceilings, etc.) is prohibited
- Altering any building component such as drilling holes in the floor, or installing anchor bolts in the walls is prohibited

PARKING AND DIRECTIONS

Please visit the BCEC website at: https://www.signatureboston.com/bcec/getting-here
Exhibitor parking passes are available for purchase through the MCCA.

PATENTS & COPYRIGHT

By entering into an agreement to attend this exhibition you warrant to RX Global that all designs and artwork on or relating to your stand and any exhibits and items displayed on your stand shall not infringe any trademarks or copyright or patents or other intellectual property rights of any third party in any way.

In the event that the exhibition is under any legal obligation (whether by virtue of a court injunction or order or judgement or a recommendation or decision of a Trading Standards Officer or otherwise) to have removed either any item or items displayed on your stand or any design or artwork on or relating to your stand then (without prejudice to any other rights which RX Global may have) RX Global reserves the right to assist the relevant authorities and where appropriate to have that item or items removed from your stand or to close your stand at the exhibition. No compensation or damages will be payable as a result of such removal or closure by RX Global.

The Organisers cannot accept responsibility for any conflict of trading at the Exhibition.

Please be advised that it is an offence under Section 107 (3) of the Copyright, Design and Patents Act 1998 to screen films in public without a non-theatrical licence. For further advice on copyright, please contact Federation Against Copyright Theft (FACT).

PYROTECHNICS/FIRE ACTS

Fire acts, pyrotechnics and/or fireworks are not permitted at the BCEC.

SAFETY REQUIREMENTS DURING MOVE-IN & MOVE-OUT

During exhibitor move-in and exhibitor move-out, all Exhibitors are required to adhere to the following safety requirements:

- Watch your step at all times.
- Be aware of your immediate surroundings and avoid distractions from cell phones or other electronic devices.
- Be aware of forklifts, motorized carts, and scooters being used in the area.
- Watch for falling objects as work may be performed overhead.
- Abide by all caution and warning signs posted in this area, including those requiring hard hats in designated areas.
- Report any safety hazards, injuries, or property damage immediately.
- Follow all applicable laws, safety instructions, guidelines, or standards issued by the Venue, by Event Management, or by the Event Contractor.

Anyone on-site during exhibitor move-in or exhibitor move-out freely and voluntarily assumes all inherent risks of being in an active work area, including, but not limited to, risks of loss, property damage, injury or damage to persons, and/or death.

No one under the age of eighteen (18) is permitted on-site during exhibitor move-in or exhibitor move-out for any reason or purpose.

SHIPPING

Please refer to the Quick Facts section of the online manual for information and the Shipping & Material Handling section for options.

SMOKING

The BCEC is a non-smoking facility. Smoking of any tobacco product or electronic cigarette ("e-cigarettes") is NOT allowed in the building at any time. Designated smoking areas are located outside the building

SOUND LEVELS

Sound level of presentation should be kept within the confines of the booth area and must not interfere with neighboring exhibits. Show management will exercise their right to provide and maintain a fair exhibiting environment to all customers. Excessive sound can be offensive and distracting. Each Exhibitor is entitled to an atmosphere that is conducive to conducting business, without excess noise from other Exhibitors. Any audio equipment (i.e., sound system, audio from a video wall,

microphones), whether in the booth or as part of a display, may not exceed a sound level of eighty-five (85) decibels.

PAX East will be sensitive and responsive to complaints registered by spectators, neighboring Exhibitors, or other personnel, and will have appointees to respond to all complaints

TICKETED RAFFLES

Right to host Ticket Raffles: FOC with 20x30's and larger

If you exhibit in a 20x30 or larger, you have the option to host ticketed raffles at your booth. You can produce and distribute tickets to fans and invite them to return at designated times to announce winners. Please inform your designated enforcer if you plan to host a raffle along with any necessary info.

Ticketed Raffle Rules

- Must be 20x30 or larger
- Limited to twice per day
- Max number of tickets distributed per size, per raffle:
  - 20x30: 100
  - 20x50: 150
  - 30x50: 200
  - 50x50 or larger: 250
- Max number of products per giveaway:
  - 20x30: 4
  - 20x50: 6
  - 30x50: 8
  - 50x50 or larger: 10

Note: This is for designated raffles taking place at specific times that create larger crowds and elevated noise. These rules do not apply to strategies like prize wheels or silent raffles with winners being contacted post show. We also have other in-house solutions if you're looking to simultaneously gain leads like **PAX XP** and **digital show specials.**

USE OF COMPANY PERSONNEL AS MANAGERS AND SUPERVISORS

Contractors are permitted to use their own personnel as managers and supervisors of the labor described above, provided that they have completed a questionnaire, been approved by the Center and affirm that they are performing only legitimate managerial tasks, and that the company maintains a reasonable ratio of managers and supervisors to labor. Violation of any of these conditions shall result in a revocation not only of the supervising employee's authorization, but also of the contractor's authorization to conduct business at the BCEC.

Important: These rules are designed to protect the Center's important business interests. The Center reserves the right to eject anyone working in violation of these rules as well as the exhibitors, contractors and others for whom they are performing work.

VEHICLE DEMONSTRATIONS OR EXHIBITIONS

Show management must provide approval for all vehicle displays. Please contact Kristen Salierno kristen.salierno@rxglobal.com. There is a round-trip spotting fee per vehicle.

Gasoline powered vehicles may be displayed provided they are in full working order and with a maximum of one quarter tank [no more than five (5) gallons] of gas remaining in the tank. A locking gas cap must be installed or the tank must be adequately sealed in some other appropriate manner. All battery cables must be disconnected and taped to avoid potential sparks. Fuel is to be dispensed or removed with appropriate safety equipment. Liquid petroleum tanks, empty or full, are not to be stored in the building.

All electrical equipment must be UL approved and gasoline engines must be AGA approved. Installation of all such equipment is to be under the supervision of Licensor.

VENDOR INVOICES

Show Management will have personnel on hand throughout the course of the show to consult with exhibitors regarding any bills received from service companies. If there is any question as to the charges made, please consult with our show representatives before paying the bill. Do not wait until after the show to settle problems that can be easily resolved at the Convention Center.

WHEELCHAIRS

The BCEC does not provide wheelchairs or other mobility devices for attendees or guests. Mobility devices can be rented from Wheelchair Rentals: Finesse Hospitality Services www.FHSBoston.com 857-318-2962

WI-FI

Complimentary Wi-Fi can be accessed in public areas and event lobbies.