# EXPO HALL BOOTH GUIDELINES

## APRIL 22 – APRIL 25, 2027 | BOSTON

**Move-in Summary:**

- Please refer to the Targeted Move-In floor plan for your designated date and time. Off-target move-ins will not be allowed unless pre-arranged with Show Management. Please submit a Target Variance Request with Freeman.
- General move-in for all exhibitors begins on Wednesday, April 21 at 8:00 AM. Larger booths may have earlier targeted move-in dates, starting as soon as Sunday, April 25. Please review the Targeted Floor Plan for your specific time.
- Any move-in related questions can be directed to your Customer Success representative.
  - Companies Starting with #s, A – L (Jeany Razon jeany.razon@rxglobal.com)
  - Companies Starting with M – Z (Rodolf Jan Velasco rodolfjan.velasco@reedpop.com)
  - Companies within Indie Incubator & Artist Hub (Nivek Kyrl Remollo NivekKyrl.Remollo@reedpop.com)
- Thursday, April 22 move-in will be limited to touch-ups before the show opens. Only a small labor team will be available at the loading dock for assistance.
- Be sure to submit your rigging orders in advance for consideration of an adjusted move-in time. Rigging must be in place before freight can be brought onto the show floor for your booth.
- Exhibitors with booths over 600 sq. ft. should submit a detailed schematic of their booth for Fire Marshal approval to ensure a smooth setup process.
- All exhibits with any covered space (ceiling) must have [1] "2A 10BC" rated fire extinguisher and at least 2 battery-operated smoke detectors on hand.

**EXHIBITOR MOVE-IN**

| | | |
|---|---|---|
| Monday, April 19 | 8:00 AM – 5:00 PM | Targeted Move-In. See Floor Plan |
| Tuesday, April 20 | 8:00 AM – 5:00 PM | Targeted Move-In. See Floor Plan |
| Wednesday, April 21 | 8:00 AM – 5:00 PM | |
| Thursday, April 22 | 8:00 AM – 9:00 AM | Touch Up Only |

**EXHIBIT HOURS**

| | | |
|---|---|---|
| Thursday, April 22 | 9:00 AM – 10:00 AM | Press Only |
| Thursday, April 22 | 10:00 AM – 6:00 PM | |
| Friday, April 23 | 10:00 AM – 6:00 PM | |
| Saturday, April 24 | 10:00 AM – 6:00 PM | |
| Sunday, April 25 | 10:00 AM – 6:00 PM | |

**PROGRAMING HOURS (Please note the exhibit floor closes each day at 6:00pm)**

| | |
|---|---|
| Thursday, April 22 | 10:00 AM – 12:00 AM |
| Friday, April 23 | 10:00 AM – 12:00 AM |
| Saturday, April 24 | 10:00 AM – 12:00 AM |
| Sunday, April 25 | 10:00 AM – 6:00 PM |

Questions?
Companies Starting with #s, A – L **Jeany Razon** – Email: jeany.razon@reedpop.com Phone: 203-840-5949
Companies Starting with M – Z – **Rodolf Jan Velasco** – Email: rodolfjan.velasco@reedpop.com Phone: 203-840-5814
Indie Incubator & Art Hub – Nivek Kyrl Remollo – Email: NivekKyrl.Remollo@reedpop.com Phone: 203-840-5993

**EXHIBITOR MOVE-OUT**

| | | |
|---|---|---|
| Sunday, April 25 | 6:00 PM – 10:00 PM | |
| Monday, April 26 | 8:00 AM – 5:00 PM | |
| Tuesday, April 27 | 8:00 AM – 12:00 PM | Freight Pick-Up Only |

## OFFICIAL CONTRACTORS & Discount Price Cut-Off Date

| Area | Company | Discount Deadline |
|---|---|---|
| General Service Contractor | Freeman | Monday, March 22 |
| Electrical | MCCA | *Coming Soon* |
| Internet + Telecom | MCCA | *Coming Soon* |
| Rigging | JCalpro | *Coming Soon* |
| Audio Visual | Reaction | Thursday, April 1 |
| Cleaning | Freeman | Monday, March 22 |
| Catering | Levy Restaurants | *Coming Soon* |
| Security | MCCA | *Coming Soon* |

## GENERAL BOOTH GUIDELINES

- **Move in:** ALL Exhibitor move-in is restricted to the BCEC Loading Dock.
- **Carpet:** The Show Floor is not carpeted
- **Show Packages:** Please refer to the Package form within the Freeman Kit to secure package items
- Speakers and lights must be positioned to direct sound and light into the booth rather than into the aisle or other booths. Sound demonstrations and lights should remain at a reasonable level and not disrupt neighboring exhibitors. No powered microphones or bullhorns; if you would like to address a large number of people at once, please inquire about booking a panel room. Email: paxsales@paxsite.com If lights or speakers need to be moved or changed. This will be completed with the cost directed back to the exhibitor. Please be a friendly neighbor.
- **SHOW LIGHTING**: Lighting will be as dim as possible. If your booth requires ample lighting, please be sure to order and plan accordingly. All lighting will be adjusted onsite.
- **NO 'BOOTH BABES' POLICY** Please refrain from having scantily clad booth personnel working your exhibition. The majority of our audience finds the notion of offensive, and we will ask anyone not dressed appropriately to leave the exhibition. Please contact paxsales@paxsite.com with any questions.
- All exposed parts of constructed displays must be finished to present an attractive appearance when viewed from the aisles or adjoining booths.
- Hazardous operations, including the use of flammable, explosive, or toxic materials as well as items that could present a hazard to attendees (e.g. knives, guns, weapons, etc.) are not permitted.
- Due to facility regulations, the following items are not permitted on the show floor, and we ask that you please refrain from handing these out as swag: stickers, adhesive backed decals, glitter, confetti, gum and helium balloons.
- PAX follows the cubic content rule, which allows exhibitors to make maximum use of their booths, and up to the maximum allowable height.

## HEIGHT RESTRICTIONS

- Double decker booths are not prohibited.
- Any booth structures taller than 15' must be pre-approved by Show Management. Please submit plans to Kristen Salierno (kristen.salierno@rxglobal.com)

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- Booth structures may not exceed 25’ from the floor. To ensure no issues please send plans to Kristen Salierno (kristen.salierno@rxglobal.com)

## 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 your Customer Success representative. Companies Starting with #s, A – L (Jeany Razon jeany.razon@rxglobal.com) or Companies Starting with M – Z (Rodolf Jan Velasco rodolfjan.velasco@reedpop.com) or Companies within Indie Incubators and Art Hub Artists (Nivek Kyrl Remollo NivekKyrl.Remollo@reedpop.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

## HANGING SIGNAGE INFO

- 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.
  - Exceptions or questions regarding any of the above, please submit to shaile@reedexpo.com

## FOOD + BEVERAGE (LEVY)

- Subject to prior approval, those who manufacture, process, or distribute food as their normal course of business and wish to distribute food or beverage samples, may be allowed. This is provided that food samples are not larger than bite-size and beverages are no larger than three ounces. Please contact mcecexhibitororders@levyrestaurants.com for prior approval of food and beverage distribution.
- Exhibitors that do not manufacture, process, or distribute food as their normal course of business that would like to distribute food items must purchase these items from Levy Restaurants. No selling of food or beverage is permitted. Contact Exhibitor Catering at mcecexhibitororders@levyrestaurants.com for details.
- F&B ordering available in the exhibitor manual or reach out to mcecexhibitororders@levyrestaurants.com.

## MCCA SERVICES – order forms are available in the exhibitor manual

- Electrical
- Telephone
- Internet
- Rigging
- Plumbing

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If you have any additional questions, please don't hesitate to contact the PAX Team at any time.

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