



**The Boston Convention & Exhibition Center • Hall C
September 13th -15th 2019**

Welcome to the 2019 Abilities Expo Boston!

My Name is Debbie Barbieri and as Abilities Expos Operations Director, I'd like to personally welcome you to the upcoming 2019 Abilities Expo Boston being held September 13th – 15th at the Boston Convention & Exhibition Center. If there's anything I can do to make your exhibiting experience a positive one, please feel free to contact me via email or phone listed at the bottom of this page.

Going Green!! Your Exhibitors Kit is now available online, the kit contains all the important deadline dates. Information of all the services and rental equipment you may need.

Please print the pages that you need to order services or equipment you may need as well as the important deadline date check list.

Save Time and Money by paying close attention to the order details and deadlines, as well as the rules and regulation this could eliminate any frustrations when you arrive on Show Site.

We are pleased to once again partner with Total Expo, as the official service contractor for the Boston Abilities Expo. Total Expo is here to help assist in your planning and answer any questions for a smooth exhibit experience from shipping your materials, labor to set your booth or any furnishings you may need to order for this event. Total Expo Exhibitor services may be reached at 1-800-868-2539.

Show Management will be available onsite! Please let us know if there is anything we can do to assist you anytime during the event, we will be easy to identify just look for our orange or purple polo shirts with the Abilities Expo logo. Staff in black t-shirts with the Abilities Expo logo are temporary staff that can help answer your questions or direct you to show management. If you're unable to locate a staff member you can stop by the Accessibility Help Desk or the Exhibitor Registration Counter for assistance.

Title	Name	Office Phone	Email
President/CEO	David Korse	310-405-1317	dkorse@abilities.com
Operations Director	Debbie Barbieri	714-612-6565	dbarbieri@abilities.com

Thank you for supporting Abilities Expo, If there is anything I can do to assist you, please feel free to contact me via email or phone.

Debbie Barbieri
Operations Director
Abilities Expo
Phone: 714-612-6565
dbarbieri@abilitiesexpo.com

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SHOW MOVE-IN

Wednesday, September 11.....12:00 pm – 5:00 pm

- 20'x20' booths and larger PLUS Vehicle Placement only

Thursday, September 12.....8:00 am – 5:00 pm

- Exhibitors will be permitted to set up to work in their booth until 8:00 pm. No in and out access will be allowed after 6:00 pm with show managements approval.

Friday, September 13.....8:00 am – 10:00 am

- Last minute hand carry only — Freight Door closes at 10:00 am SHARP

SHOW DAYS & HOURS

Friday, September 1311:00 am – 5:00 pm

Saturday, September 14.....11:00 am – 5:00 pm

Sunday, September 15.....11:00 am – 4:00 pm

- Exhibitors will be permitted access 2 hours prior to show open on Friday only.
- Exhibitors will be permitted access 1 hour prior to show open and 1 hour after show closes.
- Early move-out is strictly prohibited.

REGISTRATION HOURS

Thursday, September 12.....10:00 am – 5:00 pm

Friday, September 13.....8:00 am – 5:00 pm

Saturday, September 14.....10:00 am – 5:00 pm

Sunday, September 1510:00 am – 3:00 pm

SHOW MOVE-OUT

Sunday, September 154:00 pm – 10:00 pm

- Freight will be forced at exhibitor's expense at 10:00 pm.

Deadline Dates and Electronic Forms

DUE DATE	ORDER FORM	RETURN TO
A.S.A.P.	Exhibitor Badge Registration	Click Here
Tuesday, August 22	Hotel Reservations Deadline	Book Here
A.S.A.P.	Sponsorship Opportunities	See what's available Boston Sponsor Pricing
A.S.A.P.	Certificate of Insurance • All Exhibiting Companies • All Exhibitor Appointed Contractors	Click Here
	Directory Advertising	Electronic Form
A.S.A.P.	Total Expo Credit Card form	Download Form
Wednesday, August 7 – Wednesday, September 4	Shipping Labels Advance	Print Here
Wednesday, September 11 & Thursday, September 12 8am-4:30pm	Shipping Labels Direct	Print Here
Monday, August 26	Material Handling	Download Form
Wednesday, August 7 – Wednesday, September 4	Advance Warehouse Freight Receiving Begins	Download Form
Wednesday, September 11 & Thursday, September 12 8am-4:30pm	Direct to Show-site Shipping	Download Form
Wednesday, August 23	Internet Services (wireless options are available)	Download Form
Wednesday, August 28	Audio Visual/Computer Rental	Electronic Form
Monday, August 26	Furniture & Accessories Order Form	Download Form
Monday, August 23	Electrical Outlets & Labor	Download Form
Monday, August 26	Installation & Dismantle Labor	Download Form
Monday, September 2	Vehicle Spotting (must order the service)	Download Form
Monday, August 26	Booth Cleaning Services	Download Form
Tuesday, September 4	Advance Warehouse Deadline	Download Form
Monday, August 26	Cartload Service	Download Form

Use this checklist as your guideline for important deadline dates for the show.

Please keep copies of all forms and bring with you to the show

Standard Booth Regulations

There are four types of booth configurations: Standard/Linear, Perimeter Wall, Peninsula, and Island.

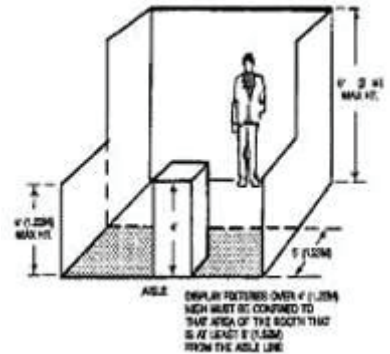
Standard/Linear Booth (10' depth)

Any booth that shares a common back wall and abuts other exhibits on one or two sides.

Maximum height is 8'. This 8' height may be maintained on the sidewall of your booth up to a distance of 5' from the front aisle.

The remaining length of the sidewall may be no higher than 4'.

A corner booth is a linear booth exposed to aisle on two sides. All other guidelines for linear booths apply.



Note: Hanging signs are not permitted over standard/linear booths.

Peninsula Booth

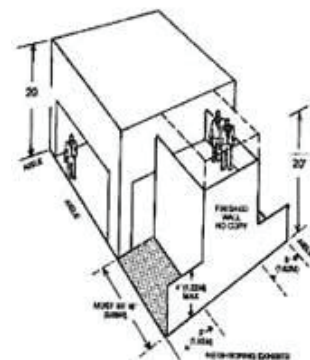
Any exhibit 20' x 20' or larger with a depth from the common back wall to the aisle of at least 20' and with aisles on three sides. There are two types of Peninsula Booths: (a) one that backs up to Linear Booths, and (b) one that backs up to another Peninsula Booth and is referred to as a "Split Island Booth."

For all peninsula booths, the exterior of the back wall must be plainly finished and may not contain booth identification, logos or advertisements.

If backed by a row of standard/linear booths, the back wall may be no higher than 4' for a distance of 5' from either side aisle and 20' high in the center of the back wall. These height restrictions must be maintained for a distance of 10' from the back wall.

Where two (2) peninsula booths share a common back wall ("split Island"), the maximum height may be 20' in all areas of the booth, including the back wall (same as Island Booth rules, below).

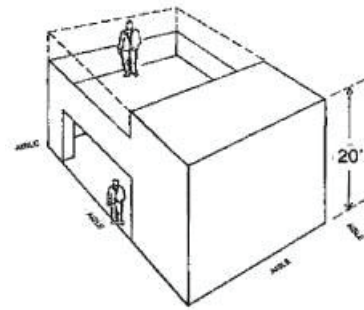
Note: Hanging signs are permitted over peninsula booths that are 20' x 20' or larger.



Island Booth

Any exhibit 20' x 20' or larger and is surrounded by aisles on four sides.

Regulations vary by exhibit hall, but the following are typical examples: Maximum height of 30' in all areas of your booth allowed in North Hall and Central Halls 3-5. Maximum height of 20' in all areas of your booth is allowed in Central Halls 1-2. Maximum height of 22' in all areas of your booth allowed in South Halls. No limitations on the number of solid walls for your Island booth. Be sure to check the hall regulations.



Note: Hanging signs are permitted above island booths.

OTHER CONSIDERATIONS**Canopies and Ceilings**

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or for hanging products). Canopies for Linear or Perimeter Booths should comply with line-of-sight requirements.

The bottom of the canopy should not be lower than 7 ft. (2.13m) from the floor within 5 ft. (1.52m) of any aisle. Canopy supports should be no wider than three inches 3 in.(08m). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings, and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules.

Covered ceiling structures or enclosed rooms, including tents or canopies, shall have one smoke detector placed on the ceiling for every 900 square feet.

Hanging Signs and Graphics

Hanging signs and graphics are permitted upon approval in all standard Peninsula, Island and Split Island Booths, with a maximum height of sixteen feet (16 ft.)(4.87m) to the top of the sign as measured from the floor

Whether suspended from above or supported from below, they should comply with all ordinary use-of-space requirements (for example, the highest point of any sign may not exceed the maximum allowable height for the booth type). Double-sided hanging signs and graphics shall be set back ten feet (10 ft.) (3.05m) from adjacent booths and be directly over contracted space only.

Badges/Exhibitor Registration All Exhibitors and booth personnel must have an Exhibitor Badge to access the exhibit hall during move in, show days and move out. Persons under the age of 18 are not permitted on the Exhibit Floor during move-in & move - out.	Balloons/Canopies/Tents Balloons/canopies/tents are not allowed at all in the facility or in your booth space.
Booth Package Each numbered booth includes: • 8' high back wall draping in purple, silver, purple (island booths excluded) • 3' high side rail draping in purple (island booths excluded) • One 44"x7" ID sign with your company name and booth number	Electrical Please note there are two electrical forms that must be submitted when ordering electrical service. The actual power is supplied by the BCEC and the labor to connect is supplied by Total Expo. The form for each are in the appropriate part of this kit, please check the table of contents.
Exhibitors Service Desk Total Expo will have an Exhibitors Service Desk located within the exhibit hall. The Service Desk will have representatives for labor, furnishings, freight, etc. After you have checked in at the Exhibitor Registration Desk, we suggest you go to the Service Desk to confirm your pre-ordered services and equipment. The representative from your company in charge of your booth set up should carefully inspect and personally sign off for all work order forms. If you disagree with an invoice presented for signature, question it immediately. If you cannot come to a satisfactory agreement with the Service Contractor, contact Show Management. DO NOT PUT IT OFF and DO NOT IGNORE IT, as once the event comes to an end, it becomes extremely difficult to resolve any differences.	Exhibitor Appointed Contractors (EAC's) Exhibitors using the services of display firms/independent contractors must fill out the EAC approval form enclosed within this manual and submit to the Official Show Contractor at least 30 days prior to the show. Notification must include a current Certificate of Insurance that meets all the Convention Center, Show Management and Official Show Contractor specifications for insurance. The contractor must abide by all the rules and regulations of the Convention Center, Show Management and Union regulations. See Table of Contents for additional information, forms to submit and insurance requirements

Exhibitor Conduct We respect the rights of all vendors to sell their products based upon the strengths of their company, products and customer service. We therefore will strictly enforce a code of conduct that says that any complaints from attendees where they have unfairly been treated by an exhibitor will be dealt with by possible ejection from the show and the loss of their payment for their booth space. Exhibitors “bad mouthing” other exhibitors will not be tolerated.	Food Service Food and beverage consumed or distributed in the exhibit facility must be purchased through the authorized in-house food service supplier. Exhibitors are not permitted to dispense “samples” of food and beverage in their booths without approval from the Convention Center. Please contact dbarbieri@abilities.com if you are interested in sampling food. Concession stands will be open during show hours and you will be able to purchase drinks, food and snacks throughout the day.
Fire Protection/Fire Marshal Requirements All exhibit spaces must be in full compliance with all facility, Fire Marshal, show management, and exhibit guidelines including all local, state and federal laws.	Flammable and Toxic Materials • All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. • A flame-proofing certificate should be available for inspection.
Hotel Reservations Be sure to book your room through Par Avion to receive the special room rate. Only Par Avion is authorized to book our housing, please ignore solicitations from other housing companies.	Insurance Exhibitors are responsible for obtaining and keeping in your booth a mandatory certificate of General Liability Insurance. If you do not currently have insurance, please contact Rainprotection Insurance at (800) 528-7975 indicate you are exhibiting at Abilities Expo.
Liability Exhibitors are liable for any damages to floors, walls, or columns of the exhibit hall. No cement or paste is to be used for fastening floor coverings. Tape used to secure carpets, linoleum or tile should have a cloth rather than a paper binding to facilitate its complete removal from the floor. Show Management will hold the exhibitor responsible for removal of all tape or adhesives placed on the exhibit floor.	Literature Distribution Distributing Literature in any part of the exhibit hall, lobbies or corridor is prohibited. Printed or product promotion materials may be distributed only at the Exhibitor’s booth. Exhibitors must restrict their activities to the space for which they have contracted. Any unauthorized solicitation, whether by an Exhibitor or Attendee, should be brought to the attention of Show Management.

Offensive Materials Show Management reserves the right to require Exhibitors to remove from their exhibits any materials that we determine, in our discretion, to be inappropriate. Including, for example, materials that may be offensive, disparaging, or discriminatory.	Photography & Video Tapings Unauthorized photography or video taping of exhibits is prohibited. Exhibitors may photograph their own exhibits only. See Show Management for any exceptions to this policy. Show Management will have an official photographer and videographer on site with appropriate release forms.
Privately Owned Vehicle (POV) & Cart Services This service is available only for small pieces of freight and other material that is brought to the show floor in a privately owned car, SUV or pickup. • Each cart will handle a load comprising of a surface area of no more than 3'x4', a height of no more than 3' and a maximum weight of 200lbs. per cart load; otherwise material handling fees will apply.	Product Demos All demonstrations of your products must take place within your booth space, or in the case of wheelchairs, scooters, bikes and the like, demos are permitted within reasonable proximity to your booth provided they do not block the aisles, or cause harm to any attendee or exhibitor. Insurance regulations prohibit non-show areas (behind drapes, the parking lot) from being used for product demos.
Security/Exhibit Hall Guard Service Show Management provides perimeter guard service on a 24-hour basis to include move-in, show days and move-out. While Show Management will implement security measures to safeguard the exhibit halls, neither Show Management, the Convention Center, security contractor, decorator, nor any of their officers, agents or employees assumes any responsibility for such property, loss or theft.	Security/Property Passes/Receipts For your protection, Property Passes will be required when any exhibitor needs to remove any product from their booth prior to 4pm on Sunday. Please ask for a Property Pass at the Exhibitor Registration counter. They will be required to show this receipt to the guard as they exit the exhibit floor.

Show Site Shipping / Freight Options Advance Shipments: Freight shipped to Total Expo's designated warehouse will be placed in the Exhibit Hall first. All freight that has been prepaid in advance upon arrival will be placed in your booth Show Site Shipments: Shipments to show site may not arrive until the first day of move in. Anything shipped to arrive prior to that date will be turned away and returned as the Convention Center will not accept and does not store freight	Sound Level Exhibitors sound level shall not intrude or violate the rights of any adjacent exhibit areas. Exhibitors shall not be permitted to operate audio amplification systems at levels that are greater than the ambient noise level when measured in any neighboring display area. This also applies to product demonstration if you are demonstrating a product that creates noise above the ambient noise level. Sound Pressure level measurements will be made during the show by Show Management. Show Management will inform the exhibitor of the violation. The exhibitor shall correct the violation immediately upon notice. If the exhibitor fails to correct the violation, Show Management is authorized to cut-off the supply of electricity without any liability. The use of sound systems or equipment producing sound is an exception to the rule, but not a right
Storage Per order of the Fire Marshall, there shall be no storage behind an exhibitor's booth drape. Please design your booth so that there is adequate storage area for your product. If it is not possible to store your product in your booth, please arrange for storage space with the general contractor, Total Expo.	Traffic Show Management encourages promotional plans/demonstrations but asks that you do not interfere with normal traffic flow in the aisles or traffic into any neighboring exhibits. Demonstration areas must be organized within the exhibitor's space so as not to interfere with any aisle traffic.
Vehicle Placement (Spotting) The following requirements must be met: 1. The gas cap must be taped shut or locked. 2. The gas tank should be no more than 1/8 full (or 3 gallons, whichever is less). 4. Batteries must remain disconnected while on the show floor, after being placed in the booth. (120v/12v power inverters are acceptable). 5. Refueling, or removal of fuel from the vehicles, while on the premises is prohibited. 6. Vehicle cannot be turned on, operated or moved during event hours.	Vehicle Placement (Spotting) Continued 7. Key's should be available to Security and the facility at all times. 8. These vehicles will not be brought on the show floor to unload exhibits and/or booth materials. 9. When carpeting has been ordered visqueen is required in the booth to protect flooring. 10. Exhibitors must be present during the spotting process. 11. Vehicles may be guided out of the show floor immediately upon closing or when the aisles are cleared by Total Expo staff.

Exhibitor Service Information Quick Facts

TotalExpo, Inc. has been appointed as the official General Service Contractor for The Abilities Expo Boston 2019. This exhibitor kit contains important information and order forms to help you further equip your booth. Please direct this kit to the person in charge of your booth and those who will be on-site. **It's important that your on-site team is aware of our material handling information, labor requirements, and all rules and regulations.** If you have any questions please contact Exhibitor Services at (310) 320-4203 or email csr@totalexpo.com.

Booth Package

Each numbered booth includes:

- 8' high back wall draping in purple, silver, purple (island booths excluded)
- 3' high side rail draping in purple (island booths excluded)
- One 44"x7" ID sign with your company name and booth number

Additional items such as tables and chairs can be ordered through this exhibitor kit.

Facility information

Boston Convention & Exhibition Center
Hall C
415 Summer Street
Boston, MA 02210
<http://massconvention.com/>

Show Schedule

Exhibitor Move-In:	Wednesday, September 11 th	12:00pm - 5:00pm	Vehicle Placement and 20'x20' or larger booths only.
	Thursday, September 12 th	8:00am - 5:00pm	Exhibitors utilizing our labor will be permitted to stay past 5:00pm.
	Friday, September 13 th	8:00am - 10:00am	
Show Hours:	Friday, September 13 th	11:00am - 5:00pm	
	Saturday, September 14 th	11:00am - 5:00pm	
	Sunday, September 15 th	11:00am - 4:00pm	
Dismantle:	Sunday, September 15 th	4:00pm - 10:00pm	
Carrier Check In:	Sunday, September 15 th	4:00pm - 6:00pm	Shipments without carriers checked in by 6pm or shipments not picked up by 8pm will be rerouted through the show carrier at the exhibitors expense.

Important Dates and Reminders

- **Discounted rates are available through Mon, August 26th by 4:30pm.** Orders and payments received after this date will be billed at the regular rates.
- **Online ordering is available through Mon, September 2nd by 4:30pm.** Orders can be faxed or emailed after this date. Please see the following page for more information.
- All exhibitors must begin packing their exhibits as soon as possible after the show closes and empty containers have been returned. Any exhibits and materials that are left unattended for more than 2 hours after show close, will be dismantled and packaged by TotalExpo, Inc. at its sole discretion, to effectively clear the exhibit hall space in the time allotted by the facility. Labor charges for this service would be at the exhibitors expense.
- Any exhibitor materials or freight left on the show floor, where no shipping document or Bill of Lading has been turned in at the TotalExpo, Inc. Service Desk, may incur additional expense, such as labor charges, for verification and delay shipping of said materials.
- **Please make sure your on-site team has all of your outbound shipping information including carrier name, pick up time, ship to address, billing address and other important information.**
- For questions regarding services provided by other vendors please contact that vendor directly.

Shipping and Freight Deadlines Material Handling charges will apply to all shipments sent to the Abilities Expo and must be paid in advance.

- **Advance Warehouse Receiving:** Shipments will be received between Wed, August 7th through Wed, September 4th, 2019 from 9:00am - 3:30pm.
- **Direct to Show-Site Receiving:** Shipments will only be received on Wed, September 11th and Thu, September 12th, from 8:00am - 4:30pm.
- **Driver Check-in deadline:** is 6:00pm on Sun, September 15th. If drivers have not picked up by this time shipments will be rerouted through the show carrier at the exhibitors expense.

Advance Warehouse Address

[Exhibiting Company and booth #]
Abilities Expo Boston 2019
C/O TotalExpo/YRC
95 Concord St.
North Reading, MA 01864

Please see the receiving dates listed above. The labels provided in this exhibitor kit should be used for all shipments.

Direct to Show-Site Address

[Exhibiting Company and booth #]
Abilities Expo Boston 2019
C/O TotalExpo
Boston Convention & Exhibition Center, Hall C
415 Summer Street
Boston, MA 02210

Please see the receiving dates listed above. The labels provided in this exhibitor kit should be used for all shipments.

Outbound Shipping

A completed TotalExpo bill of lading is required for all shipments in addition to any paperwork provided by your carrier or company. Exhibitors using outside freight carriers should make arrangements to have their carrier arrive by 6pm on Sunday, Sept. 15th. Any shipments not picked up by 8pm will be rerouted via the show carrier at the exhibitor's expense. **Please note that FedEx and UPS will not pick up shipments on Sunday.**

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Company Name

Booth Number

Discounted Rate Deadline: Mon, August 26th, 2019 by 4:30pm, after this date all orders and payments will be processed at the regular rates.
Online Ordering Ends: Mon, September 2nd, 2019 by 4:30pm, after this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> AE Boston Show Code: **19AEBO**

How to Submit Your Order

Place your order online!

As an exhibitor, we understand your time is valuable as you face a list of overwhelming deadlines and decisions. Below are instructions to access [TotalExpo's online marketplace](#), which provides an easy way for you to order all of your TotalExpo show services. This new system is user friendly and visually driven, making it easy to navigate. **Online ordering is available through the date listed above. After that day orders can be sent it via email or fax. Please see below for more information.**

For New Exhibitors: How to create an account.

1. [Click here to access TotalExpo, Inc.'s online marketplace](#)
2. Enter the show code **19AEBO**.
3. Enter the email address that should be associated with your account.
4. Choose a password for your account.
5. Enter your **exhibiting company name**.
6. If you're a third party company ordering for one or more exhibitors be sure to check Third-Party Ordering.
7. Click Create Account.
8. You'll be taken to the My Events page. Click on your event.
9. On the next page click **+Start New Order** to begin your ordering process. If you have not already entered in your contact information you will be prompted to do so before you can add items to your order.

For Returning Exhibitors: How to log in and access your current order.

1. [Click here to access TotalExpo, Inc.'s online marketplace](#)
2. Enter the email address and password associated with your account and click Login.
3. If you have forgotten your password, click Forgot Password to have a recovery code emailed to you. With this code you can reset your password.
4. Once you're logged in you'll be taken to the My Events page. Click the event name to view your Orders page.
5. From your Orders page you can view current orders to print invoices.
6. You can add items to your current order, or to create a new order click **+Start New Order**.

For Returning Exhibitors: How to add a new event to your current account.

1. [Click here to access TotalExpo, Inc.'s online marketplace](#)
2. Log in using the email address and password associated with your account.
3. You will be taken to the My Events page. Here you will see your previous event's listed.
4. Click the link **+Join Event** listed on the right of My Events.
5. On the next page enter in your new show code **19AEBO** and click next.
6. Enter in the requested exhibitor contact information and click save.
7. You can begin ordering for you new event right away.

Please Note: Only one account is needed per exhibiting company, although third parties and EAC's must create a separate account. Accounts may be used for all future shows. If you have any questions or need any assistance with online ordering please contact us at (310) 320-4203 or send an email to orders@totalexpo.com.

Email Your Order (Include the Payment Authorization form without your credit card number)

After the online ordering period ends you can submit you order via email to orders@totalexpo.com. Your order should be included as a PDF attachment. **The Payment Authorization form should be included, however for your security please do not fill in your credit card number when emailing this form.** Once we receive your order we will contact you for your credit card information to complete your order.

Fax Your Order

Orders can also be faxed to (310) 320-4265. Please be sure that each page has your company name and booth number completed.

Need Further Assistance?

If you need further assistance or have any questions regarding your order please contact Exhibitor Services at (310) 320-4203.



1161 Sandhill Ave, Carson, Unit A, CA 90746
Phone: (310) 320-4203 Fax: (310) 320-4265
www.totalexpo.com orders@totalexpo.com



Abilities Expo Boston 2019
Boston Convention & Exhibition Center, Hall C
September 13th-15th, 2019
<http://www.abilities.com/boston/>

Company Name

Booth Number

Discounted Rate Deadline: Mon, August 26th, 2019 by 4:30pm, after this date all orders and payments will be processed at the regular rates.
Online Ordering Ends: Mon, September 2nd, 2019 by 4:30pm, after this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> AE Boston Show Code: 19AEBO

Payment Authorization

This form must be included with all orders

Payment Policy

Full payment is required at the time services are ordered. A credit card authorization must accompany all orders, regardless of payment method. For your convenience we will use this debit/credit card authorization for amounts or balances due as a result of: advance orders; orders placed at show-site; services rendered including but not limited to material handling and labor; charges that TotalExpo may have to pay on behalf of the exhibitor, including but not limited to shipping/drayage charges. **Advanced discounted rates** will only apply to those orders received with full payment on or before the listed discounted rate deadline. Orders and payments received after this date will be subject to the regular rates without exception.

Cancellation Policy

No adjustments will be made to invoices after the close of show. All cancellations must be received in writing at least 5 business days or more prior to the first move in date. Any discrepancies or issues with your order or rental items should be brought to the attention of the onsite Exhibitor Service Desk personnel immediately. Orders cancelled within 5 business days prior to first move-in date by the exhibitor will receive 50% refund, or no refund depending on order status and costs incurred by TotalExpo. Orders cancelled during set up or on-site will not be refunded. For all other items such as booth cleaning and freight please see that specific order form for that item's cancellation policy.

Payment Methods

TotalExpo will accept Visa, MasterCard, Discover, American Express, and checks drawn on US banks. **Checks should be made payable to TotalExpo, Inc. and must include a completed credit card authorization form.**

Submitting Your Order

Orders can be submitted online (prior to the date listed above), faxed to 310-320-4265, or mailed to TotalExpo, Inc. 1161 Sandhill Ave., Unit A, Carson, CA 90746. Orders can also be sent in via email, but do not include your credit card number.

How to properly submit an order via email: Although orders can be submitted via email, your credit card information should not be included. Please fill out and sign this Payment Authorization, **but leave the credit card number blank**. Once we receive your order we will call you for the missing information to complete your order. Orders can be emailed to orders@totalexpo.com.

Credit Card Number:	Expiration Date	Security Code
FOR YOUR SECURITY DO NOT SEND YOUR CREDIT CARD NUMBER VIA EMAIL. If you are emailing your order leave the above portion blank.		

Billing Information

Company Name

Cardholder Name

Billing Address

City

State

Zip

Phone

Fax

Invoice Email Address

Required Authorized/Cardholders Signature

I agree in submitting this credit card authorization that I have accepted TotalExpo, Inc.'s Payment Policy and Terms and Conditions listed above. Authorization signature for credit card required below.

Authorized Signature/ Cardholder's Signature

Authorized Name (Please print)



1161 Sandhill Ave, Carson, Unit A, CA 90746
Phone: (310) 320-4203 Fax: (310) 320-4265
www.totalexpo.com orders@totalexpo.com



Abilities Expo Boston 2019
Boston Convention & Exhibition Center, Hall C
September 13th-15th, 2019
<http://www.abilities.com/boston/>

Company Name

Booth Number

Discounted Rate Deadline: Mon, August 26th, 2019 by 4:30pm, after this date all orders and payments will be processed at the regular rates.
Online Ordering Ends: Mon, September 2nd, 2019 by 4:30pm, after this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> AE Boston Show Code: 19AEBO

Contact Information and Order Recap

Contact Information

Company Name

Contact Name

Cell Phone

Contact Email Address

Billing Address

City

State

Zip Code

Phone

Fax

Order Recap

Category	Total
Rental Items: Table, Chairs, and Accessories	\$
Rental Items: Carpet, Padding, and Visqueen	\$
Booth Cleaning	\$
Cartload Service	\$
Advance Warehouse Receiving	\$
Direct to Show-Site Receiving	\$
Vehicle Spotting	\$
Install and Dismantle Labor	\$
Electrical Accessories	\$
Total	\$

Payment Policy

Full payment is required at the time services are ordered. A credit card authorization must accompany all orders, regardless of payment method. For your convenience we will use this debit/credit card authorization for amounts or balances due as a result of: advance orders; orders placed at show-site; services rendered including but not limited to material handling and labor; charges that TotalExpo may have to pay on behalf of the exhibitor, including but not limited to shipping/drayage charges. **Advanced discounted rates** will only apply to those orders received with full payment on or before the listed discounted rate deadline. Orders and payments received after this date will be subject to the regular rates without exception.

Cancellation Policy

No adjustments will be made to invoices after the close of show. All cancellations must be received in writing at least 5 business days or more prior to the first move in date. Any discrepancies or issues with your order or rental items should be brought to the attention of the onsite Exhibitor Service Desk personnel immediately. Orders cancelled within 5 business days prior to first move-in date by the exhibitor will receive 50% refund, or no refund depending on order status and costs incurred by TotalExpo. Orders cancelled during set up or on-site will not be refunded. For all other items such as booth cleaning and freight please see that specific order form for that item's cancellation policy.

Payment Methods

TotalExpo will accept Visa, MasterCard, Discover, American Express, and checks drawn on US banks. **Checks should be made payable to TotalExpo, Inc. and must include a completed credit card authorization form.**

Submitting Your Order

Orders can be submitted online (prior to the date listed above), faxed to 310-320-4265, or mailed to TotalExpo, Inc. 1161 Sandhill Ave., Unit A, Carson, CA 90746. Orders can also be sent in via email, but do not include your credit card number.

How to properly submit an order via email: Although orders can be submitted via email, your credit card information should not be included. Please fill out and sign this Payment Authorization, **but leave the credit card number blank**. Once we receive your order we will call you for the missing information to complete your order. Orders can be emailed to orders@totalexpo.com.

Need additional assistance? Contact our Exhibitor Services at (310) 320-4203 or email us at csr@totalexpo.com

Company Name

Booth Number

Discounted Rate Deadline: Mon, August 26th, 2019 by 4:30pm, after this date all orders and payments will be processed at the regular rates.
Online Ordering Ends: Mon, September 2nd, 2019 by 4:30pm, after this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> AE Boston Show Code: 19AEBO

Rental Items: Furniture, Carpet and Accessories

30" High Tables with Skirting Tables are 24" across						
Qty		Item	Color	Advance	Regular	Total
	2000	4ft Skirted Table		\$ 163.00	\$ 196.00	\$
	2001	6ft Skirted Table		\$ 199.00	\$ 239.00	\$
	2002	8ft Skirted Table		\$ 231.00	\$ 277.00	\$
	2300	Skirting on all four sides		\$ 81.00	\$ 98.00	\$
42" High Counter Tables with Skirting Counter Tables are 24" across						
Qty		Item	Color	Advance	Regular	Total
	2003	4ft Skirted Counter Table		\$ 221.00	\$ 265.00	\$
	2004	6ft Skirted Counter Table		\$ 250.00	\$ 299.00	\$
	2005	8ft Skirted Counter Table		\$ 287.00	\$ 344.00	\$
	2301	Skirting on all four sides		\$ 91.00	\$ 110.00	\$
Available colors: Blue, Red, Grey, Teal, Black, Plum, Hunter Green, Burgundy, White.						

Standard Carpet					
For Inline Booths only, not Island Booths or Bulk Space					
Qty		Item	Advance	Regular	Total
	3001	10'x10' Inline Booths	\$ 239.00	\$ 286.00	\$
	3002	10'X20' Inline Booths	\$ 477.00	\$ 573.00	\$
	3003	10'X30' Inline Booths	\$ 713.00	\$ 856.00	\$
	3004	10'X40' Inline Booths	\$ 950.00	\$ 1,141.00	\$
Island Booth and Bulk Space Carpet					
Pre-show orders only.					
Qty		Item	Advance	Regular	Total
	3010	Island Booth/Bulk Carpet per sq.ft.	\$ 3.27	\$ 3.92	\$
Plush Carpet					
Pre-show orders only, there will be no refunds on custom carpet.					
Qty		Item	Regular	Total	
	3011	Plush Carpet per sq.ft.	\$ 4.99	\$	
INDICATE YOUR CARPET COLOR					
Carpet Color:			Your booth size:		
Available carpet colors : Blue, Red, Grey, Teal, Black, Plum, Hunter Green, Burgundy. Please call for Custom Plush Carpet colors.					
Carpet Padding and Visqueen					
Qty		Item	Advance	Regular	Total
	3300	Carpet Padding, per sq.ft.	\$ 1.20	\$ 1.44	\$
	3400	Visqueen, per sq.ft.	\$ 0.66	\$ 0.79	\$

30" High Tables - Unskirted Tables are 24" across					
Qty		Item	Advance	Regular	Total
	2100	4ft Unskirted Table	\$ 98.00	\$ 118.00	\$
	2101	6ft Unskirted Table	\$ 118.00	\$ 141.00	\$
	2102	8ft Unskirted Table	\$ 139.00	\$ 166.00	\$
42" High Counter Tables - Unskirted Counter Tables are 24" across					
Qty		Item	Advance	Regular	Total
	2103	4ft Unskirted Counter	\$ 138.00	\$ 165.00	\$
	2104	6ft Unskirted Counter	\$ 158.00	\$ 190.00	\$
	2105	8ft Unskirted Counter	\$ 180.00	\$ 217.00	\$

Pedestal Tables					
Qty		Item	Advance	Regular	Total
	2201	30" round x 30" high	\$ 132.00	\$ 158.00	\$
	2202	30" round x 42" high	\$ 166.00	\$ 199.00	\$

Chairs					
Qty		Item	Advance	Regular	Total
	1000	Padded Side	\$ 88.00	\$ 106.00	\$
	1001	Padded Arm	\$ 128.00	\$ 153.00	\$
	1002	Padded Stool w/ back	\$ 143.00	\$ 172.00	\$
	1003	Folding Chair	\$ 52.00	\$ 62.00	\$

Booth Accessories					
Qty		Item	Advance	Regular	Total
	4000	Wastebasket	\$ 29.00	\$ 34.00	\$
	4001	Chrome Easel	\$ 55.00	\$ 66.00	\$
	4002	Chrome 22"x28" Sign Holder	\$ 92.00	\$ 111.00	\$
	4003	Bag Rack	\$ 166.00	\$ 199.00	\$
	4004	Literature Rack	\$ 186.00	\$ 223.00	\$
	4005	Garment Rack	\$ 166.00	\$ 199.00	\$
	4006	Stanchion	\$ 70.00	\$ 85.00	\$
	4007	8' long Velour Rope	\$ 54.00	\$ 65.00	\$
	4011	4'x8' Msg. Board	\$ 341.00	\$ 409.00	\$
	4013	2'x8' Grid Wall w/ Feet	\$ 131.00	\$ 157.00	\$
	4015	Glass Showcase	\$ 617.00	\$ 740.00	\$
	4100	3' H Side Drape, per ft.	\$ 9.00	\$ 11.00	\$
	4101	8' H Back Drape per ft.	\$ 15.00	\$ 19.00	\$

Rental Drape Color: _____
Available drape colors: Blue, Red, Grey, Teal, Black, Plum, Green, White.

Please note that carpet rentals are installed clean and without damage. Additional booth cleaning/vacuuming is not included with the booth space. (If excessive debris has accumulated during set up, then **booth vacuuming should be ordered**). If you find debris or damage to the carpet prior to setup please notify the TotalExpo service desk **immediately**. **Furniture, carpet, and accessories should only be used for their intended purpose with reasonable care. Chairs should not be stood on, tables should not be stood or sat on. TotalExpo, Inc. assumes no responsibility for damage or bodily injury arising from improper use of furniture, carpet, and accessories.**

Company Name

Booth Number

Discounted Rate Deadline: Mon, August 26th, 2019 by 4:30pm, after this date all orders and payments will be processed at the regular rates.
Online Ordering Ends: Mon, September 2nd, 2019 by 4:30pm, after this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> AE Boston Show Code: 19AEBO

Booth Cleaning and Vacuuming

Carpet rentals are installed clean and without damage. Additional booth cleaning/vacuuming is not included with the booth space. **If excessive debris has accumulated during set up, then booth vacuuming should be ordered.** If you find debris or damage to your booth carpet prior to setup, please notify the TotalExpo service desk **immediately before you begin setting up.**

Invoices will not be adjusted after the close of show. Please inform us of any discrepancies at the Exhibitor Service Desk.

If you require special cleaning services please contact us at csr@totalexpo.com or 310-320-4203.

Confirm your booth size _____ x _____

Booth Cleaning

This service includes carpet vacuuming or sweeping of other flooring types, and emptying of booth wastebaskets. Rates listed are per square foot, with a minimum charge 100 square feet. Wastebasket is emptied at the time of vacuuming/sweeping. To avoid accidental disposal, any trash outside of the wastebasket will not be removed.

Service	Advance	Regular	Rate	Total Sq.Ft.	Total:
One Time Booth Cleaning Prior to show opening on the first day of the event. (Rate is per sq.ft.)	\$0.58	\$0.69	\$ _____	X _____ =	\$ _____
Daily Booth Cleaning Prior to show opening on each day of the event. (Rate is per sq.ft.)	\$1.56	\$1.89	\$ _____	X _____ =	\$ _____

Booth Porter Service

Porter Service includes emptying of wastebaskets, and wiping down booth area at 2 hour intervals during the show hours for the duration of the event. To avoid accidental disposal, any trash outside of the wastebasket will not be removed. Rate is per booth.

Service	Advance	Regular	Rate	Total:
Daily Porter Service (For booths up to 400 sq.ft., each day of the event)	\$600.00	\$720.00	\$ _____	\$ _____
Daily Porter Service 401 sq.ft. and larger (For booths 401 sq.ft. and larger, each day of the event)	Please Call for Pricing		\$ _____	\$ _____

Booth Cleaning Cancellation Policy

Cancelled cleaning orders must be received in writing at least 5 business days prior to the first move in date. After that time cleaning orders will be refunded 50%.

Discounted Rate Deadline: Mon, August 26th, 2019 by 4:30pm, after this date all orders and payments will be processed at the regular rates.
Online Ordering Ends: Mon, September 2nd, 2019 by 4:30pm, after this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> AE Boston Show Code: 19AEBO

Special Concession for the Abilities Expo: Cartload Service

Cartload Service

- This service is available only for small pieces of freight and other material that is brought to the show floor in a privately owned car, SUV or pickup.
- Each cart will handle a load comprising of a surface area of no more than 3'x4', a height of no more than 3' and a maximum weight of 200lbs per cart load; otherwise material handling fees will apply.
- For safety reasons the freight supervisors will determine the load capacity & number of pieces carried per trip.
- Crates, palletized freight and heavy material, as well as any material delivered by common carriers are to be handled as standard drayage as indicated in the following pages.
- Cartload service must be paid in advanced.
- Please proceed to the TotalExpo Service Desk for this service.
- This service does not include storage of your empties.
- This service is not for cargo vans, rental trucks, trailers, bobtails, semi-trucks, or flatbeds.

Service	Number of Trips	x	Rate Per Trip	Total
Cartload Service per trip, Inbound			\$75.00	
Cartload Service per trip, Outbound			\$75.00	
Estimated arrival of inbound cartloads: Date _____ Time _____				

Special for the Abilities Expo: Exhibitor Unloading

An exhibitor may transport from the dock area, across the exhibit floor, any amount that can be hand carried in ONE TRIP. Exhibitors may also use their own 2 wheel luggage type carriers to wheel items to their booth and will be limited to ONE TRIP.

Exhibitors MAY NOT USE their own hand trucks, pallet jacks, wagons nor any other wheeled device to transport exhibit materials from the dock area across the exhibit floor.

As a special concession to show management, the following are the only items that may be rolled into the exhibit area by exhibitors on their own:

- Wheel Chairs
- Bicycles
- Tricycles

This concession does not apply to crates, pallets or other receptacles loaded with wheel chairs, bicycles or tricycles, which will be handled as drayage or cart load if applicable. It also does not apply to any furniture, displays, shelving or other items that may be on wheels. The consented items are themselves not to be used as dollies to transport boxes, etc.

Company Name

Booth Number

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Online Ordering Ends: Mon, September 2nd, 2019 by 4:30pm, after this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> AE Boston Show Code: 19AEBO

Material Handling and Drayage Information

Please order these services on the following page

Material Handling and Drayage: General Information

Material handling includes unloading materials from your carrier, storage at the advance warehouse for up to 30 days prior to the show, delivering the materials to your booth space, storage of empty containers during the show, and loading your materials from your booth onto the outbound carrier during move-out. Shipments received without documentation will be delivered without guarantee of piece count or condition.

We require that a credit card authorization form be on file for all shipments. To avoid a delay in receiving your shipment at your booth these services should be paid for in advance. Shipments may be held until payment is received. As the official service contractor TotalExpo is the exclusive provider for material handling and drayage services. **Please see the following page for material handling rates and ordering.**

TotalExpo is not a carrier and does not provide shipping of materials. Our material handling and drayage services are separate from the actual shipping services provided by your carrier. The actual shipping cost should be paid in advance, and handled between you and your carrier directly. Shipments sent collect will not be accepted.

For additional clarification on Material Handling and Drayage please contact exhibitor services at (310) 320-4203.

Calculating your Material Handling Charges

Shipments are billed per cwt; **1 cwt is equal to 100 lbs.**; if your weight exceeds 10 lbs. above the previous 100 lbs. it will be rounded up to the next 100 lbs. (ex. 211 lbs. is billed at 300 lbs. or 3cwt, 350 lbs. is billed at 400 lbs. or 4 cwt). A 200 lbs. minimum charge will apply to all shipments, except those that qualify for small package rates. To calculate your material handling fees multiply you cwt by the rate listed on the following page. It is understood that your calculated weight is only an estimate and final billing will be based off actual weight. Each shipment received will be billed separately, including shipments split by the carrier.

Advance Warehouse Receiving (2 cwt minimum charge per shipment received)

This service includes: unloading shipments at designated advance warehouse during dates and times listed; storage up to 30 days; reloading onto our trucks for delivery to show-site; unloading shipments and delivery to the booth; retrieving, storing, and returning empty containers; loading outbound shipments from the booth to the indicated carrier. Any additional services or materials will be provided at an additional cost.

The advance warehouse will receive shipments that are: boxed, crated; skidded; carpet and pad only.

The advance warehouse will **not** receive shipments that are: uncrated; loose; pad-wrapped; unskidded machinery without proper lifting bars or hooks.

Direct to Show-Site Shipping (2 cwt minimum charge per shipment received)

This service includes: unloading shipments at the show-site during dates and times listed and delivery to the booth; retrieving, storing, and returning empty containers; loading outbound shipments from the booth to the indicated carrier. Any additional services or materials will be provided at an additional cost.

Regular Handling and Special Handling

Regular Handling applies to any shipment delivered in such a manner that does not require additional labor or special equipment to unload and deliver such as crated and skidded materials. Crated Materials are those packed in any type of shipping container that can be unloaded/loaded without additional labor or equipment.

Special Handling applies to any shipment delivered in such a manner that requires additional labor, additional or special equipment to unload and deliver. This applies to: shipments delivered without documentation (such as FedEx, UPS, DHL, and USPS shipments); mixed load shipments that include crated and uncrated pieces; designated piece unloading/loading that requires the crew to unload or rearrange other pieces; shipments that require ground or sided unloading/loading; stacked shipments; carpet and pad only shipments; shipments unload/load by cubic foot; shipments delivered via van lines.

Small Packages

Small package rates apply to shipments weighing 30 lbs. or less in total weight. This does not mean 30lbs per piece. Rate is charged per piece. Shipments delivered via FedEx, UPS and similar carriers qualify for this rate, however if the total weight exceeds 30lbs these shipments will be billed at special handling rates.

Early/Late Shipments and Additional Surcharges

Shipments received outside of the listed receiving dates and time frames will incur a 35% surcharge. Shipments attempting delivery outside of the listed dates and times are not guaranteed to be accepted. In some instances where additional labor and/or additional or special equipment is required there may be an additional surcharge on top of the special handling rate.

Outbound Shipping

A TotalExpo Bill of Lading (BOL) is required for all outbound shipments. The BOL can be obtained from the service desk. The TotalExpo BOL is required in addition to any other documentation provided by the exhibiting company or the carrier. The BOL and other documentation must be turned in at the service desk, not left in the booth. Shipments must be picked up within the listed time frame. If you are using a carrier other than our preferred show carrier you will be responsible to schedule a pick up within the listed timeframe. Shipments not picked up within that timeframe will be rerouted via our preferred show carrier, our carrier will bill the exhibitor directly for shipping charges. The exhibitor will be responsible for all charges related to rerouting, including additional labor and or material charges. If the outbound carrier requires their own documentation be available with the shipment or affixed to the shipment (such as UPS and FedEx) the exhibitor will be responsible for providing and properly completing those documents. FedEx and UPS may not be able to pick up within limited move out times or on weekends.

Back to Warehouse or Return to Warehouse Service (Subject to availability, 4 cwt minimum charge)

For an additional fee, shipments will be brought back to TotalExpo designated warehouse and will be available in the following days for pick up by your preferred carrier. This service includes transportation back to the designated warehouse, unloading, storage for 5 business days, and loading on to your carrier. Storage fees will be charged after 5 business days. A BOL must be provided in advance. Exhibitors are responsible for scheduling a pick up from the warehouse. Please contact exhibitor services at (310) 320-4203 to confirm pick up address and availability times. The pickup address may **not** be the same as the advance warehouse address. This service may not be available at all events, please call our exhibitor services at 310-320-4203 to confirm.

Company Name

Booth Number

Discounted Rate Deadline: Mon, August 26th, 2019 by 4:30pm, after this date all orders and payments will be processed at the regular rates.
Online Ordering Ends: Mon, September 2nd, 2019 by 4:30pm, after this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> AE Boston Show Code: 19AEBO

Material Handling Services Order Form

Before submitting your material handling order please review the Material Handling Information on the previous page

The Material Handling Information page includes a detail of our services, explanation of regular/special handling, and instructions on calculating your material handling fees. For additional clarification on Material Handling please contact exhibitor services at (310) 320-4203.

We require that a credit card authorization form be on file for all shipments. If you are paying by check you must also include a credit card authorization form with your order. To avoid a delay in receiving your shipment at your booth these services should be paid for in advance. Shipments may be held until payment is received. As the official service contractor TotalExpo is the exclusive provider for material handling and drayage services.

Receiving Dates Shipments will be received during the following dates at the listed location:

Advance warehouse shipments will be received during the following dates only: **Wed, August 7th, 2019 through Wed, September 4th, 2019 from 9:00am-3:30pm. Please note the advance warehouse will be closed on September 2nd.**

Direct to show-site shipments will be received on the following dates only: **Wed, September 11th, 2019 and Thu, September 12th, 2019 from 8:00am-4:30pm.**

Shipments received outside of the listed dates will incur a 35% surcharge if accepted, however they are not guaranteed to be accepted.

Advance Warehouse Receiving 2 cwt minimum charge

Rate is per cwt., 1 cwt is equal to 100 lbs. Shipments will be received at the advance warehouse during the dates listed, storage is included up to 30 days prior to move in. Shipments will be transported to the show-site and delivered to the booth. Shipments received outside of the listed dates and times will incur a 35% surcharge. Each shipment received will be billed separately. The advance warehouse will receive shipments that are: crated; skidded; carpet and pad only and will **not** receive shipments that are: uncrated; pad-wrapped; unskidded machinery without proper lifting bars or hooks.

	Shipment Cwt	x	Rate	Total	Piece Count
Regular		x	\$240.00	\$	
Special Handling		x	\$301.00	\$	

Please see the previous page for an explanation of regular and special handling shipments. FedEx, UPS, DHL, and van lines will be billed as special handling.

Direct to Show-Site Receiving 2 cwt minimum charge

Rate is per cwt., 1 cwt is equal to 100 lbs. Shipments will be received at the show-site during the dates listed and delivered to the booth. If a shipment received outside of the listed dates and times it will incur a 35% surcharge. Each shipment received will be billed separately

	Shipment Cwt	x	Rate	Total	Piece Count
Regular		x	\$240.00	\$	
Special Handling		x	\$301.00	\$	

Please see the previous page for an explanation of regular and special handling shipments. FedEx, UPS, DHL, and van lines will be billed as special handling.

Small Package Shipments 30lbs maximum per shipment

Small package rates apply to shipments weighing 30lbs. or less in total weight. This does not mean 30lbs. per piece. Rate is charged per piece. If the total weight of the shipment exceeds 30lbs. normal rates will apply by cwt. Shipments received outside of the listed dates and times will incur a 35% surcharge.

Number of pieces	x	Rate	Total	Shipment is being Delivered to:	
	x	\$50.00	\$	___ Advance Warehouse	___ Direct to Show-Site
	x	\$50.00	\$	___ Advance Warehouse	___ Direct to Show-Site

Return to TotalExpo Warehouse - 4 cwt minimum charge

Shipments are brought back to designated warehouse (address may differ from Advance Warehouse) to be picked up within 5 business days by your carrier. Please call exhibitor Services at (310) 320-4203 to check service availability.

Outbound Shipping - A bill of lading is required for all outbound shipments

A completed TotalExpo bill of lading is required for all shipments in addition to any paperwork provided by your carrier or company. Exhibitors using outside freight carriers should make arrangements to have their **carrier arrive by the driver check-in time**. Any shipments not picked up by then will be rerouted via the show carrier at the exhibitor's expense. **Please note that FedEx and UPS will not pick up shipments on Sunday.**

Shrink Wrap and Banding for Outbound Shipments

When requested TotalExpo will shrink wrap and/or band pallets and crates. The fee will be labor at the listed rates plus cost of materials. Shrink wrap for standard pallets/crates is \$25.00 per pallet. Banding is provided at \$0.50 per foot plus labor. This service can be ordered on-site. If necessary outbound shipments left on the show floor, or shipments reroute via the show carrier will be shrink wrapped and/or banded for stability at the exhibitors expense.

Advance Warehouse Shipping Labels

To ensure your shipments are handled in a timely manner please use the below labels.

Please keep in mind all shipments sent to either the Advance Warehouse or Directly to the Show-Site will incur Material Handling charges. These Material Handling charges should be paid in advance prior to delivery of the shipment. Please see the Material Handling Order Form for more information.

ADVANCE WAREHOUSE EXHIBITION MATERIAL	
SHIP TO:	
Full Exhibiting Company Name	
Booth Number	
Abilities Expo Boston 2019	
C/O TotalExpo/YRC	
95 Concord St.	
North Reading, MA 01864	
	
SHIPMENT MUST ARRIVE BETWEEN: Wed, August 7 th through Wed, September 4 th , 2019 9:00am-3:30pm	
Carrier _____ Piece number _____ of _____ total pieces.	

ADVANCE WAREHOUSE EXHIBITION MATERIAL	
SHIP TO:	
Full Exhibiting Company Name	
Booth Number	
Abilities Expo Boston 2019	
C/O TotalExpo/YRC	
95 Concord St.	
North Reading, MA 01864	
	
SHIPMENT MUST ARRIVE BETWEEN: Wed, August 7 th through Wed, September 4 th , 2019 9:00am-3:30pm	
Carrier _____ Piece number _____ of _____ total pieces.	

Direct to Show-Site Shipping Labels

To ensure your shipments are handled in a timely manner please use the below labels.

Please keep in mind all shipments sent to either the Advance Warehouse or Directly to the Show-Site will incur Material Handling charges. These Material Handling charges should be paid in advance prior to delivery of the shipment. Please see the Material Handling Order Form for more information.

DIRECT TO SHOW-SITE EXHIBITION MATERIAL

SHIP TO:

Full Exhibiting Company Name

Booth Number

Abilities Expo Boston 2019
C/O TotalExpo
Boston Convention & Exhibition Center, Hall C
415 Summer Street
Boston, MA 02210



SHIPMENT MUST ARRIVE ON :

Wed, Sept. 11th and Thu, Sept. 12th 2019 from 8:00am-4:30pm

Carrier _____ Piece number _____ of _____ total pieces.

DIRECT TO SHOW-SITE EXHIBITION MATERIAL

SHIP TO:

Full Exhibiting Company Name

Booth Number

Abilities Expo Boston 2019
C/O TotalExpo
Boston Convention & Exhibition Center, Hall C
415 Summer Street
Boston, MA 02210



SHIPMENT MUST ARRIVE ON :

Wed, Sept. 11th and Thu, Sept. 12th 2019 from 8:00am-4:30pm

Carrier _____ Piece number _____ of _____ total pieces.

Company Name

Booth Number

Discounted Rate Deadline: Mon, August 26th, 2019 by 4:30pm, after this date all orders and payments will be processed at the regular rates.
Online Ordering Ends: Mon, September 2nd, 2019 by 4:30pm, after this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> AE Boston Show Code: 19AEBO

Vehicle Spotting/Placement

Required for all vehicles brought on to the show floor

This form must be completed and returned to TotalExpo no later than **Mon, September 2nd from 8:00am - 4:30pm**.

All vehicles, trailers, rolling stock, and vehicles or machinery that are self-propelled, towed or pushed that will be used in displays on the show floor must be moved in and out with the assistance of the TotalExpo staff/spotter. **Do not attempt to move your vehicle on or off the show floor without a spotter from TotalExpo's Staff.** All rules and guidance provided by TotalExpo staff must be complied with.

The following requirements must be met:

1. The gas cap must be taped shut or locked.
2. The gas tank should be no more than 1/8 full (or 3 gallons, whichever is less).
4. Batteries must remain disconnected while on the show floor, after being placed in the booth. (120v/12v power inverters are acceptable).
5. Refueling, or removal of fuel from the vehicles, while on the premises is prohibited.
6. Vehicle cannot be turned on, operated or moved during event hours.
7. Key's should be available to Security or facility personnel, in case of emergency, at all times.
8. These vehicles will not be brought on the show floor to unload exhibits and/or booth materials.
9. When carpeting has been ordered visqueen is required in the booth to protect flooring.
10. Exhibitors must be present during the spotting process.
11. Vehicles may be guided out of the show floor immediately upon closing or when the aisles are cleared by TotalExpo staff.

Additional requirements, such as towing, will be charged on time and materials basis. TotalExpo, Inc. assumes no liability for loss, damage or bodily injury arising out of the placement of exhibitor's vehicle. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under the exhibitors supervision.

Roundtrip Vehicle Spotting please complete this form in its entirety

This service includes spotting or guiding vehicle on to the show floor, into position in your booth space and guiding the vehicle off the show floor during the move-out. This service is require for all vehicles and trailers.

Type of Vehicle	Qty	Advance Rate	Regular Rate	Total
Regular Vehicles - Cars, vans, and pick up trucks		\$ 150.00	\$ 150.00	\$
Oversized Vehicles - Over 10,000lbs gross weight, busses, RV's, etc.		\$ 175.00	\$ 200.00	\$

Require Vehicle Information

Vehicle Description	Arrival Time (After 12:00pm)	Vehicle Dimensions	Vehicle Weight
1.	Wed, Sep.11 th at:	_____ L x _____ W x _____ H	
2.	Wed, Sep. 11 th at:	_____ L x _____ W x _____ H	
3.	Wed, Sep.11 th at:	_____ L x _____ W x _____ H	
4.	Wed, Sep.11 th at:	_____ L x _____ W x _____ H	
5.	Wed, Sep.11 th at:	_____ L x _____ W x _____ H	
6.	Wed, Sep.11 th at:	_____ L x _____ W x _____ H	

Company Name

Booth Number

Discounted Rate Deadline: Mon, August 26th, 2019 by 4:30pm, after this date all orders and payments will be processed at the regular rates.
Online Ordering Ends: Mon, September 2nd, 2019 by 4:30pm, after this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> AE Boston Show Code: 19AEBO

Installation and Dismantle Labor

If the below requirements cannot be met then all work must be done in conjunction with proper TotalExpo personnel. Labor should be ordered through this form. Exhibitors shall be permitted to work with a TotalExpo worker on a one-to-one basis, provided that person is a permanent full time employee of the exhibiting company. See the Worksite Rules and Regulations page for more information.

Exhibitors may install or dismantle their own exhibit if it meets the following requirements: Tools and/or ladders are not required; The work can be completed by NO MORE than exhibitor and (1) one full time employee of exhibiting company; The work can be completed within (1) one hour total. The work may **NOT** be split between more people to meet the time limit; These rules do not apply to the exhibiting company's product/merchandise, literature, stocking shelves, unpacking, and packing, etc. as long as the workers are full time permanent employees of the exhibiting company. This exemption does not apply if the exhibitor's product is part of the exhibit or is used in the construction of the exhibit

Labor Order Information

- The listed rates are per person, per hour.
- Labor is billed at a one hour minimum per person, and half hour increments thereafter.
- Start time is only guaranteed in those instances where workers are requested at the start of the work day. In those cases workers will be sent to the booth immediately.
- For other start times, exhibitor labor supervisor must check in at the Service Desk to pick up their labor, and must return to the Service Desk when the work is completed to release their labor.
- TotalExpo supervised orders will be started at our discretion and completed before show opening or before the hall must be cleared. Whenever possible work will be done on straight time.
- Please provide set up instructions/drawings, and pictures of your booth with this order.
- Gratuity in any form is prohibited.

Rates for Installation and Dismantle Labor rates are subject to change

Labor	Advance Rate	Regular Rate	Schedule
Straight Time	\$ 139.00	\$ 166.00	Monday through Friday from 8:00am to 4:30pm. Install from 8:00am-4:30pm
Overtime	\$ 209.00	\$ 251.00	Monday through Friday all other times. Install from 4:31pm-5:00pm
Double Time	\$ 277.00	\$ 332.00	All day Saturday, Sunday, and Holidays. All Dismantle

Supervision of Labor Please indicate the supervision of your labor

☐ **TOTALEXPO SUPERVISION** Work will begin at TotalExpos discretion and will be completed before the show opens for install and before the hall has to be cleared for dismantle. Whenever possible work will be done on straight time. Please include detailed instructions and drawings of your booth with your order. A supervision fee of 10% will be added to your order. On a case by case basis for more extensive exhibit builds a supervision fee of 30% may be added to labor orders in place of the 10% fee.

Emergency Contact: _____ Cell Number: _____

☐ **EXHIBITOR SUPERVISION** Exhibitor will be responsible for supervision. Start time is only guaranteed in those instances where workers are requested at the start of the work day. In those cases workers will be sent to the booth immediately. For other start times labor supervisor must check in at the Service Desk to pick up their labor, and must return to the Service Desk when the work is completed to release their labor.

Exhibitor Supervisor: _____ Cell Number: _____

How is your booth Being Shipped? Whenever possible please ship to the advance warehouse.

☐ **Advance Warehouse** ☐ **Direct to Show Site** Carrier: _____ # of pieces: _____ ETA: _____

Order and Schedule Labor (All dismantle labor will be done on DOUBLE TIME)

Install/Dismantle	ST/OT/DT	Date	Start Time	End Time	Total Hours	x	# of Workers	x	Rate	Total
						x		x	\$	\$
						x		x	\$	\$
						x		x	\$	\$
						x		x	\$	\$
If necessary please provide a detailed labor schedule separately with your order. For all labor orders please provide drawings and instructions.							10% Supervision Fee		\$	
							Labor total		\$	

Labor Cancellation Policy

Cancelled labor orders must be received in writing with a 48 hour notice. Installation orders cancelled without a 48 hour notice will be refunded all but 1 hour per worker or crew in case of forklift/hanging/rigging. Dismantle orders cancelled without a 48 hour notice will not be refunded. No show and rescheduled labor will be charged 1 hour per worker or crew in case of forklift/hanging/rigging.

Company Name

Booth Number

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Electrical Accessories and Electrical Labor

(Electrical is provided by the Boston Convention & Exposition Center)

Please Note:

- The Boston Convention and Exposition Center's exclusive electrical provider only has round extensions cords available and they do not provide labor to run the cord. They do not have power strips available either. The electrical provider will only drop the electrical to your booth.
- Exhibitors may provide their own extension cords and power strips as long as they meet the standards listed in MCCA's Exhibitor Guidelines. Exhibitors may also run/place their own extensions cords and power strips.
- Exhibitors who rent electrical equipment from TotalExpo must use TotalExpo labor to run the extensions as needed.
- If an extension cord is needed to be run underneath carpet a minimum of one (1) hour electrical labor for the install, and minimum half (1/2) hour electrical dismantle labor will be required.
- Extension cords may be run on top of carpet but it is required to be **taped down using only low tack gaffers tape, no other tape will be allowed**. If any other tape is used exhibitors will be responsible for any damage or residue left on the carpet.
- If requested, TotalExpo will tape the extension cord to the carpet. This will require a minimum of one (1) hour for the install and half (1/2) hour for dismantle electrical labor, and gaffers tape in increments of 1/4 a roll.
- No refunds will be provided on electrical accessories or electrical labor.**

Electrical Accessories

QTY		ITEM	PRICE	TOTAL
	9103	Power Strip	\$ 28.00	\$
	9104	15ft Flat Extension Cord	\$ 26.00	\$
	9105	25ft Flat Extension Cord	\$ 38.00	\$
	9106	50ft Flat Extension Cord	\$ 64.00	\$
	9108	Gaffers Tape, Per 1/4 Roll (Only available in addition to Electrical Labor)	\$ 12.00	\$
			Total	\$

Electrical Labor (1hr min charge for install, 1/2hr min charge for dismantle)

Labor	Rate	Schedule
Straight Time	\$162.00	Monday through Friday from 8:00am to 4:30pm.
Overtime	\$204.00	Monday through Friday all other times.
Double Time	\$248.00	All day Saturday, Sunday, and Holidays.

Order and Schedule Labor (1hr min charge for install, 1/2hr min charge for dismantle)

Install/Dismantle	ST/OT/DT	Date	Start Time	End Time	Total Hours	x	# men	x	Rate	Total
						x		x	\$	\$
						x		x	\$	\$
If necessary please provide a detail labor schedule separately with your order.								10% Supervision Fee		\$
								Labor total		\$

Description of electrical labor needs:

Company Name

Booth Number

Discounted Rate Deadline: Mon, August 26th, 2019 by 4:30pm, after this date all orders and payments will be processed at the regular rates.
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Submit your order online! Visit <https://orders.totalexpo.com/> AE Boston Show Code: 19AEBO

Intent to Use EAC (Exhibitor Appointed Contractor)

An Exhibitor Appointed Contractor (EAC) is a third party company, other than designated general or official service contractor, selected by an exhibiting company that will require access to the exhibiting company's booth during installation and dismantle. An EAC may also be another third party company ordering services from TotalExpo Inc., on behalf of the exhibitor, but not requiring access to the booth.

The required forms must be completed and received by TotalExpo Inc. **two weeks prior to the first move-in date**. If these forms are not received by that date the EAC will not be allowed to work in an exhibitor's booth.

The following required forms **MUST BE RECEIVED TOGETHER**:

- Intent to Use an Exhibitor Appointed Contractor
- Valid Certificate of Insurance
- The EAC Rules and Regulations

TotalExpo, Inc. shall have no liability to any party for damages or injuries caused by Exhibitor or its third party agents. It is the Exhibitor's responsibility to provide its EACs with all show rules and regulations as set forth in the Exhibitor space lease and the Exhibitor Kit/Service Manual. Exhibitor agrees to indemnify and defend TotalExpo, Inc. for the actions of its agents and exhibitor appointed contractors. The Exhibitor agrees that it is ultimately responsible for all services in connection with the exhibit, including freight, rentals and labor. Exhibitor agrees to be responsible for any losses, damages or injuries that are caused by or attributed to EACs that are not covered or provided by EAC's insurance.

Exhibitor Appointed Contractor:	
Contact Name:	
Email Address:	Cell Phone:
Office Phone:	Fax Number:
Street Address:	City, State ZIP:

This form will only be accepted if it is executed by an authorized representative of the exhibiting company, and must include a valid certificate of insurance prepared by the EAC's insurance agent with the minimum coverages as set forth in the EAC Rules and Regulations, and completed EAC Rules and Regulations.

Authorized representative Agrees to all TotalExpo Inc., rules and regulations as stated.

Authorized Signature BY EXHIBITING COMPANY

Authorized Name (Print)

Date

Company Name

Booth Number

Discounted Rate Deadline: Mon, August 26th, 2019 by 4:30pm, after this date all order and payments will be processed at the regular rates.
Online Ordering Ends: Mon, September 2nd, 2019 by 4:30pm, after this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> AE Boston Show Code: 19AEBO

EAC Rules and Regulations

The EAC has been selected by the above listed exhibitor to provide services at the above listed event. The EAC agrees to follow TotalExpo, Inc.'s Rules and Regulations. This form must be completed by an authorized representative of the EAC.

- EAC agrees to comply with all rules and regulations of the show as outlined in this agreement, the exhibitor kit, including all union rules and regulations, and accept liability for any negligent actions.
- EAC agrees that it must ascertain and comply with all rules and regulations of the venue, Show Management, and/or the Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue work if the condition cannot be corrected.
- EAC must have all business licenses and permits required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance naming TotalExpo, Inc. as an additional insured with appropriate insurance limits prepared by the EAC's insurance agent must be submitted to TotalExpo Inc. at least **two weeks prior to the first move-in date**.
- If the EAC fails to provide the documentation required the Exhibitor will be required to use TotalExpo Inc., Inc. for such services at the prevailing rates set forth in the Exhibitor Kit/Services Manual.
- EAC shall provide, if requested, evidence to TotalExpo Inc. that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
- EAC agrees to indemnify, defend and hold the Show Management, the Facility and TotalExpo Inc. harmless from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, arising out of EAC's operations, including supervision of TotalExpo Inc. provided labor. EAC also agrees to reimburse TotalExpo Inc. for all attorney's fees and costs incurred in connection with any and all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
- Solicitation of business on the show floor is strictly prohibited. If EAC attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor including the distribution of official company literature, or otherwise does not comply with the rules, the company may be removed from the show floor, and the Exhibitor will not be able to use that company for the remainder of the event.
- EAC has attached herewith certificates of insurance confirming the following required insurance:
 - Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
 - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
 - Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
 - Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
 - It is the EACs responsibility to obtain the proper language needed on the COI:** The Commercial General and Automobile Liability Policies shall, name the certificate holder as Total Expo Inc. (Official Service Provider). Total Expo, Show Management, The Show Name, and the Facility must be listed as additional insureds on a primary and non-contributory basis. **The following required forms MUST BE RECEIVED TOGETHER:**
 - Intent to Use an Exhibitor Appointed Contractor
 - Valid Certificate of Insurance
 - The EAC Rules and Regulations

Authorized Representative Signature BY EAC COMPANY

Authorized Name (Print)

Title

Date

Company:

Shows-site Contact Name:

Cell Phone:

Office Phone:

Email Address:

Street Address:

City, State Zip:

Union Rules and Regulations

Decoration: Exhibits and Displays

Union Jurisdictions prevail over the erection, clean up, dismantling, repairing and building of all exhibits and displays. These exhibits can go from floor to ceiling, and include headers; floor covering of all kinds; aisle covering; hanging of decorative material from the ceiling; painting and hanging of all types of signs; pictorial and scenic paintings; changing electric light bulbs in exhibits; repairing of all animation; hanging and mounting all electrical fixtures. Use of ladders is exclusive to the union workers.

If the below requirements cannot be met then all work must be done in conjunction with proper union personnel. Labor should be ordered per the Install and Dismantle Labor Order form. Exhibitors shall be permitted to work with a union worker on a one-to-one basis, provided that person is a permanent employee of the exhibiting company. This rule does not mean casual workers, a worker hired from an employment agency (temporary workers), a non-union display or decorating company.

Exhibitors may install or dismantle their own exhibit if it meets the following requirements:

1. Tools and/or ladders are not required.
2. The work can be completed by exhibitor and NO MORE than (1) full time employee of the exhibiting company.
3. The work can be completed within (1) one hour total. (The work may **NOT** be split between (2) two or more people to meet the time limit).

The above worker and time limits do not apply to the exhibiting company's merchandise, literature, stocking shelves, packing, etc. as long as the workers are full-time permanent employees of the exhibiting company. This exemption does not apply if the exhibitor's product is part of the exhibit or is used in the construction of the exhibit.

Freight: Material Handling, Loading and Unloading

Teamsters have jurisdiction over and are responsible for the loading and unloading of all trucks or trailers of common and contract carriers, as well as the handling of empty crates and the operations of material handling equipment including forklifts, pallet jacks, electric carts, flat carts and other industrial and commercial equipment. TotalExpo and Teamsters also have jurisdiction of the loading and unloading of individual company vehicles, including any outside contractors.

Exhibitors are permitted to bring in their materials either by: (The below is per exhibiting company, one trip total, not per person)

1. Transport from the dock area, across the exhibit floor any amount that can be hand carried in (1) ONE TRIP per exhibiting company
- OR
2. Transport from the dock area, across the exhibit floor any amount that can be brought in on their own (2) two wheeled luggage type carriers in (1) ONE TRIP per exhibiting company.

Exhibitors MAY NOT USE: hand trucks, (4) four wheeled carriers, pallet jacks, wagons nor any other wheeled device to transport exhibit materials from the dock or other areas across the exhibit floor.

Riggers: Heavy Machinery

The riggers have the responsibility for unloading, uncrating, un-skidding, leveling, cleaning, and assembly of heavy machinery and equipment. Their jurisdiction also covers the reverse operations as outlined above for the removal of equipment.

Labor Schedule: Whenever applicable, labor charges will be billed per the following schedule:

- **Straight Time:** Monday through Friday, between 8:00am and 4:30pm.
- **Overtime:** Monday through Friday, prior to 8:00am and after 4:30pm.
- **Double Time:** All day on Saturday, Sundays, and Holidays.

Tipping

Our service contractor policy expressly forbids soliciting or accepting tips of any kind. If a worker attempts to solicit a tip please report it to the TotalExpo, Inc. Service Desk immediately. If you feel a worker has done an exception job, a great way to thank them is letting their supervisor at the Service Desk know.

Representatives or stewards of the union will be on the floor during move-in and will be checking to see that all exhibitors comply with the above rules. Your cooperation in complying with the above guidelines created by the Convention Services Division of the Local Union is appreciated.

**LIMITS OF LIABILITY AND RESPONSIBILITY
FOR MATERIAL HANDLING SERVICES
PROVIDED BY TOTALEXPO, INC.**

Insurance — It is understood that TotalExpo Inc., is not an insurer. That insurance, if required, it is to be obtained by the exhibitor. Exhibit materials should be insured for the duration of the event, including point to point shipping. Endorsements to existing policies can usually be obtained for this purpose.

TotalExpo Inc., shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.

TotalExpo Inc. shall not be responsible for loss, theft, or disappearance of exhibit materials after the same has been delivered to designated booth location.

TotalExpo Inc. shall not be responsible for loss, theft, or disappearance of exhibit materials during or after the close of a show. An Outbound Shipping Form or Bill of Lading must be turned in at the TotalExpo service desk for outbound shipments at close of the show. The Outbound Shipping Form or Bill of Lading will be checked at time of actual pick up from booth. Any discrepancies in piece counts with Outbound Shipping Form or Bill of Lading will be noted at this time.

TotalExpo Inc. shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits, revenues or collateral costs, which may result from any loss or damage to any exhibit properties that are unable to be displayed.

TotalExpo Inc. liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. And in any event the maximum liability shall be limited to \$0.30 per pound per article, with a maximum liability of \$500.00 per item, or \$1,000 per shipment, whichever is less. Claims for the loss or damage must be submitted to TotalExpo Inc. prior to the close of the show.

TotalExpo Inc. shall not be responsible for any loss, damage or delay due to Acts Of God, strikes, lockouts or work stoppages of any kind, or to any cause beyond its control.

Acceptance — The consignment or delivery of a shipment to TotalExpo Inc. and/or its affiliates, by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as acceptance by such exhibitor and/or shipper of the terms and conditions set forth.

Fire Department Rules and Regulations

INHERENTLY FIRE RETARDANT OR FLAME RETARDANT TREATMENT:

1. All exhibit decorations, drapes, signs, banners, plastic displays, hay, straw, moss, split bamboo and other similar materials **MUST BE FLAME RETARDANT** to the satisfaction of the Fire Department and the State Fire Marshal.
2. Table/skirt coverings must be flame retardant treated unless they lay flat, with an overhang of no greater than 6".
3. Oilcloth, tarpaper, sisal paper, nylon, orlon and certain other plastic materials cannot be made flame retardant and their use is prohibited.
4. A certificate of Flame Resistance, provided by the exhibiting company or third party, shall be available for review by the Fire Marshal or on file with the Fire Marshal for all decorative materials.

VEHICLES/INTERNAL COMBUSTION ENGINES ON DISPLAY:

1. All autos, trucks and vehicles of any kind must show the location on the Fire Department approved floor plan 14 days prior to the show move-in date.
2. Any autos, trucks, motorcycles or other motorized vehicles displayed shall have their batteries disconnected and terminals taped.
3. All motor vehicle tanks containing fuel or which have ever contained fuel, shall be furnished with locking-type gas caps or sealed with tape. The level of gas in tanks cannot exceed three gallons or one-eighth tank, whichever amount is less.
4. Garden tractors, chainsaws, power plants and other gasoline-powered equipment shall be safeguarded in a similar manner.

COMBUSTIBLES:

1. Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact matter.
2. No cardboard boxes or any combustible materials may be stored on top of or near any electrical wiring in the spaces behind the back-wall drapery (booth) or behind any display.

OBSTRUCTIONS:

Aisles designated on approved show floor plans shall be kept clean, clear and free of obstructions. Booth construction shall be substantial and fixed into position in specified areas for the duration of the show. Chairs, easels, signs and demonstration areas shall not be placed beyond booth area into aisles.

ELECTRICAL EXTENSION CORDS AND MULTI-PLUG ADAPTERS:

1. Extension cords shall service one appliance only and shall be a three wire approved type (with ground). The extension cord cannot exceed the capacity of the circuit breaker and cannot exceed fifteen amps.
2. Multi-plug adapters must be UL approved and have a current (electricity) overload safety device. Cube adapters and other devices with increase outlets are not acceptable unless equipped with an internal circuit breaker.
3. All spliced wires are prohibited.

COMPRESSED CYLINDERS:

1. Compressed cylinders must be attached to a stand if used upright or laid flat on the floor.
2. Compressed flammable gases are prohibited inside a building. This includes acetylene, hydrogen, propane, butane and L.P.G.

COOKING AND/OR WARMING DEVICES:

1. Cooking and/or warming devices shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory; e.g., U.L., F.M., CSA.
2. Cooking, warming devices and/or heated products shall be isolated from the public either placing the device a minimum of four feet back from the front of the booth or provide a plexiglass shield 18 inches high, ¼ inch thick across the front, and down both sides of the demonstration area.
3. Decorative candles are NOT permitted.

HEAT PRODUCING EQUIPMENT:

Welding, soldering or any open flame devices are prohibited.

Introduction

On behalf of the Massachusetts Convention Center Authority, welcome to Boston!

We are excited to have you exhibit at our state-of-the-art facilities and look forward to working together to help you achieve your most ambitious goals. We are proud to offer the service, technology, and resources that will help you bring your vision to life. Our Exhibitor Services Team is an invaluable resource to assist you with transforming your ideas into an unforgettable event for your guests.

World-class customer service has become our signature as a meetings destination, which is why we have given our meetings and conventions experience a new name: Signature Boston. Unique and personal, a signature represents a promise that defines who we are and what we stand for. It speaks to our unwavering commitment to making every event we host in our city a success beyond your expectations.

This Ordering Guide is designed to make planning and ordering easy for all exhibitors. Each service section contains the following:

- Description of Services & Equipment and Pricing;
- Installation & Connection Information;
- Terms & Conditions, and;
- Frequently Asked Questions.

In addition to the orderable services listed in this guide, the MCCA also offers the following services for you to take advantage of on-site:

- Exhibitor Service Desk with assigned Event Associate
- Internet Support Services
- Free Wireless Internet Service
- FedEx Business Center

If you have any unanswered questions, please contact Exhibitor Services at 1.617.954.2230 or exhibitorservices@SignatureBoston.com, and we will be happy to assist you!

General Information

ORDERING POLICIES & PROCEDURES

Pricing

Discount, Standard and On-Site rates are available for most services. To qualify for the discount rate, order requests and payment must be received 21 days prior to the show opening. Standard rates will apply to orders received after this discount cut-off date and be effective through the before move-in begins. On-site rates will apply to orders received once move in has begun.

Ordering

Exhibitors are encouraged to submit orders online at our secure and easy-to-use website, www.SignatureBoston.com. Credit card payment is required for all online orders. Exhibitors who prefer to mail in their orders and pay by check will find our Service Order Forms in the Appendix of this guide. No telephone orders will be accepted.

Exhibitors should be aware of the following when placing orders:

- All payments must be in US currency;
- The date payment is received determines the applicable rate (see Pricing above);
- Incomplete order or payment information will delay processing;
- Booth number(s) must be identified on all order forms.

Payments

Payment for services must be received in advance. Service will be delivered only after payment is received. All outstanding charges must be paid before the close of the show. Please note that there will be no additional taxes added to service charges.

Refunds

Claims for refunds must be submitted by the exhibitor to Exhibitor Services prior to event close. Credit will not be given for services installed and not used. Refunds are issued in the same manner in which payment was received.

General Terms & Conditions

- All booth number changes must be communicated by the exhibitor to Exhibitor Services prior to exhibitor move-in. Additional charges may result, if services must be moved after initial set-up.
- All equipment and material furnished by the MCCA shall remain the property of the MCCA and shall be removed only by MCCA personnel.
- Standard wall outlets and other permanent building outlets (e.g., electrical, telephone, plumbing, etc.) are not part of the booth space and may not be used by anyone other than MCCA personnel or designated service provider.
- Service connections must be made by MCCA personnel or designated service provider.
- Connection services generally cover the installation of service to the booth area in the most convenient manner to the MCCA.
- All equipment must comply with state and local safety codes. MCCA will refuse connection to any equipment that constitutes a safety hazard.
- Unless otherwise directed, MCCA personnel are authorized to cut floor coverings to permit installation of services.

Electrical Services

The MCCA offers a variety of electrical services through our experienced in-house team of electricians.

SPECIAL CONNECTIONS (208 VOLT & 480 VOLT POWER)	DISCOUNT	STANDARD	ON-SITE
Unless otherwise indicated in parentheses (), all special power connections will be hard-wire connected. To order Three Phase 100 amp service and higher, please contact MCCA exhibitor services for availability.			
208v single phase 30 amp (nema l21-30p)	\$360.00	\$450.00	\$540.00
208v single phase 60 amp	\$685.00	\$855.00	\$1,025.00
208v single phase 100 amp	\$1,050.00	\$1,310.00	\$1,575.00
208v three phase 30 amp (nema l21-30p)	\$650.00	\$810.00	\$975.00
208v three phase 60 amp	\$980.00	\$1,225.00	\$1,470.00
Note: Any 100+ amp connection must be approved by MCCA Exhibitor Services. Please call 617.954.2230.			
208v three phase 100 amp	\$1,555.00	\$1,945.00	\$2,330.00
208v three phase 200 amp	\$2,965.00	\$3,710.00	\$4,450.00
208v three phase 400 amp	\$5,240.00	\$6,550.00	\$7,860.00
480v three phase 30 amp	\$990.00	\$1,235.00	\$1,485.00
480v three phase 60 amp	\$1,715.00	\$2,145.00	\$2,570.00
480v three phase 100 amp	\$3,165.00	\$3,960.00	\$4,750.00
480v three phase 200 amp	\$6,290.00	\$7,865.00	\$9,440.00

STANDARD CONNECTIONS (120 VOLT POWER)	DISCOUNT	STANDARD	ON-SITE
500 watt box One 5 amp circuit and one receptacle or plug point	\$125.00	\$155.00	\$190.00
1000 watt box One 10 amp circuit and two receptacles or plug points	\$165.00	\$205.00	\$245.00
2000 watt box One 20 amp circuit and a minimum of three receptacles or plug points	\$205.00	\$255.00	\$310.00
4000 watt box Two 20 amp circuits and a minimum of three receptacles or plug points	\$240.00	\$295.00	\$355.00

ADDITIONAL ELECTRICAL SERVICES & EQUIPMENT	DISCOUNT	STANDARD	ON-SITE
25' round extension cords 25' round, yellow extension cords for use in exhibit booths. Each cord has three, three-prong receptacles on the end. <i>*Please Note: These extension cords cannot be used to run underneath booth carpeting.</i>	\$36.00	\$45.00	\$55.00
6 Port Power Strip	\$25.00	\$25.00	\$25.00
24 hour power If booth equipment requires electricity 24 hrs a day (for example, a Refrigerator), then the exhibitor should order 24 hr power. In general, electrical service begins half an hour before the show and ends one hour after the show closes.	Add 50% to Initial Connection Rate		

OVERHEAD POWER

Overhead power is available upon approval by the MCCA:

- At the Boston Convention & Exhibition Center, overhead 120v electrical is limited due to the ceiling heights. Overhead service is available under the low mechanical roof on the East and West sides of the Halls.
- If an overhead sign, truss, banner or other rigged item requires overhead 120v power, the MCCA can provide this service in any area of the BCEC.
- If an overhead sign, truss, banner or other rigged item requires overhead 208v or 480v power, the MCCA can provide this service in limited areas of the BCEC. Please contact the MCCA Exhibitor Services team for availability.
- Overhead power must accompany a rigging order.

Installation & Distribution

- MCCA Electricians will provide the initial electrical power source.
- Electrical Service is brought from the nearest column or floor port into the booth. The electrical outlets or boxes are placed in the rear of the booth along the pipe & drape line.
- Electrical boxes are left accessible inside floor ports for island booths with no pipe and drape lines and no columns in their booth space.
- For 208V & 480V connections, we require floor plans so that we may provide the electrical service in a convenient location within the booth.
- Exhibitors are responsible for distributing their own 120V electrical cords and plugging in their booth equipment. Exhibitors may choose to:
 - » Hire labor from the General Service Contractor;
 - » Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work;
 - » Bring their own company electrician to perform distribution and hardwire connections as long as he/she is a full time employee of the exhibiting company.

Terms & Conditions

- The MCCA is the exclusive provider of electrical service. All electrical equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA personnel.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional electrical labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
 - » Hourly Rate (All times) \$90.00
- The use of open clip sockets, duplex or triplex attachment plugs, latex or lamp cord is prohibited. All cords must be of the 3 wire grounded type and UL approved. Cords can be no smaller than 12 wire or 12 gauge. Any exposed non-current carrying metal parts of fixed equipment must be grounded.
- Electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
- The MCCA cannot be responsible for voltage variations of the power company.

FREQUENTLY ASKED QUESTIONS

If the MCCA doesn't run my electrical cords, and I can't do it myself, who should I send my electrical layout plan to?

If you have booth floor plans that include electrical layouts, you should share that information with your preferred setup personnel. If you are working with a third-party exhibit company, they may run the cords for you. If you need to hire labor to run cords for you, the show's General Service Contractor can help you. Typically, the General Service Contractor will include an Electrical Cord Labor Form in the Exhibitor Kit. The MCCA is happy to keep any floor plans on file for reference. In fact, we recommend that you forward your electrical layouts to Exhibitor Services for all 208V and 480V connections so that we may place the initial drop in the most convenient location possible.

How do I know if I need a 208V or 480V connection?

Most exhibitors do not require special connections like a 208V or 480V connection. Many times, these types of electrical services are required for heavy equipment and/or specialized machinery. Kindly consult with the equipment manufacturer, name plate rating or installation technician for specific details. Exhibitors who bring their own distribution panels may need one of these special connections.

How do I know how much power I need to order?

When determining how much power to order for a booth, it is helpful to know how much total power is required for the equipment in your booth space. Below, we have outlined some standard electrical requirements (requirements may vary).

- Standard Laptop 250-550 watts
- Lead Retrieval 300-500 watts
- Standard Plasma TV 300-400 watts

Items like laptops, standard booth lights, and televisions may be grouped together on one circuit provided they do not exceed the overall limit of the circuit or the surge protection device. There is some equipment that requires its own circuit to run properly. For example, a microwave or refrigerator requires its own dedicated circuit, so a laptop and refrigerator should not use the same power source.

I am an International Exhibitor and my equipment requires a converter to step down from 220V to 208V. Can I rent a converter from the MCCA?

The MCCA does not rent or supply power conversion equipment. Exhibitors are required to bring their own to the show.

I can't find 208V or 480V overhead service listed on your online ordering site. How can I order this service?

208V & 480V overhead services are limited in our convention centers. All requests for such connections must be approved by an MCCA electrician; please contact MCCA Exhibitor Services for more information.

Internet & Technical Services

The MCCA offers a variety of Internet and Technical services through our experienced in-house team of technicians.

Wired Internet Connections

Exhibitors who order wired internet drops are provided with one internet connection and assistance, as needed, from our internal IT Support Services staff. All MCCA Internet services include one initial line regardless of how many IPs are ordered with the service. To have more than one computer connected at one time, exhibitors may bring their own switch or hub device and cables, or they may purchase a switch from the MCCA. Exhibitors are asked to read through the following service descriptions closely to ensure that the purchased service level is sufficient to meet their bandwidth requirements during the entirety of the show. Below are basic guidelines for ordering wired Internet services.

All services are delivered DHCP. Public IP addresses are available upon request with all of our managed services listed below. Public IP addresses are not available with our Basic Service Package. Managed Services requesting public IP addresses require manual configuration to each machine.

Custom orders for bandwidth above listed service levels below can be ordered on a case-by-case basis through the MCCA's Exhibitor Services Department at **617-954-2230** or **exhibitorservices@signatureboston.com**.

MANAGED SERVICES Manually configured services require entry of IP addresses into the device before the device may access the internet.	DISCOUNT	STANDARD	ON-SITE
Basic Service Package The Basic Service Package includes a private VLAN and subnet. This level is sufficient if the main use is for a basic internet connection, such as for e-mail or internet browsing. The Basic Service package may not be fast enough for streaming video or multi-purpose use. Public IP addresses are not available with this service.	\$955.00	\$1,020.00	\$1,225.00
1.54 Mbps Managed Service The 1.54 Mbps Managed Service Package includes a private VLAN and subnet. This level is sufficient if the main use is for a basic internet connection, such as e-mail, internet browsing, or standard definition video streaming. It may not be fast enough for multi-purpose use. Public IP addresses available upon request.	\$1,935.00	\$2,295.00	\$2,755.00
3 Mbps Managed Service The 3 Mbps has more bandwidth than the 1.54 Mbps service and includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for basic e-mail and web browsing, standard definition video streaming, or can accommodate multiple Internet connections.	\$4,710.00	\$5,405.00	\$6,485.00
6 Mbps Managed Service The 6 Mbps has more bandwidth than the 3 Mbps service and includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 4 standard definition video streams, or a single HD video stream, or can accommodate multiple Internet connections.	\$7,965.00	\$9,180.00	\$11,015.00
10 Mbps Managed Service The 10 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 6 standard definition video streams, a single HD video stream, or can accommodate multiple Internet connections.	\$10,660.00	\$12,240.00	\$14,690.00

15 Mbps Managed Service The 15 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 2 HD video streams, or a single 4K stream, or can accommodate multiple Internet connections.	\$15,710.00	\$18,055.00	\$21,665.00
20 Mbps Managed Service The 20 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 3 HD video streams, or a single 4K stream, or can accommodate multiple Internet connections.	\$20,870.00	\$24,000.00	\$28,800.00
25 Mbps Managed Service The 25 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 4 HD video streams, or a single 4K stream, or can accommodate multiple Internet connections.	\$25,920.00	\$29,835.00	\$35,800.00
30 Mbps Managed Service The 30 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 5 HD video streams, or up to two 4K video streams, or can accommodate multiple Internet connections.	\$30,855.00	\$35,495.00	\$42,595.00
35 Mbps Managed Service The 35 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 5 HD video streams, or up to two 4K video streams, or can accommodate multiple Internet connections.	\$35,905.00	\$41,310.00	\$49,570.00
40 Mbps Managed Service The 40 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 6 HD video streams, or up to two 4K video streams, or can accommodate multiple Internet connections.	\$40,615.00	\$46,715.00	\$56,060.00

ADDITIONAL INTERNET SERVICES & EQUIPMENT	DISCOUNT	STANDARD	ON-SITE
Additional Public IP Address	\$150.00	\$190.00	\$225.00
Copper Patch/ Booth to Booth Connection Copper Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Copper patches can transmit data, audio, and video. This is not available with the shared service.	\$345.00	\$430.00	\$515.00
Fiber Patch/ Booth to Booth Connection Fiber Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Fiber patches can transmit data, audio, and video.	\$480.00	\$600.00	\$720.00
Switch-8 Port This switch can connect up to 7 computers or devices together, giving all access to the internet service ordered.	\$105.00	\$135.00	\$160.00
Switch-24 Port This switch can connect up to 23 computers or devices together, giving all access to the internet service ordered.	\$360.00	\$455.00	\$545.00
25' CAT 5e Cable	\$46.00	\$57.00	\$70.00
50' CAT 5e Cable	\$62.00	\$80.00	\$95.00
100' CAT 5e Cable	\$100.00	\$120.00	\$145.00
Coupler	\$15.00	\$20.00	\$25.00

TECHNICAL SERVICES	DISCOUNT	STANDARD	ON-SITE
Cable TV Service Cable TV service is basic business cable service provided by Comcast Cable. Service is provided to booths from floor boxes or columns.	\$250.00	\$315.00	\$375.00
CATV Tuner (Only available at the BCEC) For TVs that are not cable-ready (including some plasmas), the CATV tuner interprets the signal and allows you to tune the signal. It functions similar to your cable box at home.	\$57.00	\$72.00	\$85.00
CATV Tap Box A distribution box which allows up to 16 CATV feeds from a single cable tap.	\$205.00	\$255.00	\$305.00

* For advanced Technical Service offerings, consult the online ordering site or contact MCCA Exhibitor Services.

INSTALLATION & CONNECTIONS

- MCCA technicians will provide one initial network cable.
- Internet Service is brought from the nearest column or floor port into the booth.
- All MCCA internet services come with one initial line regardless of how many IPs are ordered with the service. To have more than one computer connected at one time, exhibitors may bring their own routing device and cables or may purchase a switch and purchase cables from the MCCA.
- Exhibitors are required to distribute their own internet cables.
- Exhibitors may choose to:
 - » Hire labor from the General Service Contractor or;
 - » Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work.

Terms & Conditions

- The MCCA is the exclusive provider of internet services.
- All services listed include labor to install and remove said service. Services do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional internet labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
 - » Tech Rep (All times) \$120.00
 - » Network Engineer (All times) \$150.00
- The MCCA will provide an Ethernet connection to a shared data network attachment for the use of Exhibitor's directors, officers, employees and guests during the official dates of specified show.
- Exhibitor will be responsible for providing all hardware, software and other equipment and facilities needed to connect to the Ethernet and to use network attachment.
- The network attachment provided by the MCCA may be used only by the Exhibitor's directors, officers, employees and guest, agents, or consultants. The MCCA network

will facilitate communications between the company's authorized users and entities reachable through the national internet.

- The Exhibitor will promote efficient use of provided networks to minimize and avoid unnecessary network traffic and interference with the work of other users on interconnected networks.
- Users of MCCA networks shall not disrupt any of the MCCA networks or any other MCCA associated networks.
- MCCA networks shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution, would violate any applicable law or regulation or would be highly offensive to the recipient or recipients thereof. Mass distribution of any message, including advertising, may not be broadcast or otherwise sent on an intrusive basis to any user of the MCCA network or any directly or indirectly attached network. When requested by a user of the networks, product information and other commercial messages are permitted to be transmitted. Discussion of a product's relative advantages and disadvantages by users of the product and vendors' response to those who pose questions about their products may be made available over the MCCA networks. Interpretation application and possible modification shall be within the sole discretion of MCCA.
- MCCA does not make any express or implied warranty of any kind specifically. There is no express or implied warranty of merchantability or fitness for a particular purpose for the services to be provided. The protocol used on the MCCA network call for end to end verification of the accuracy of any message and such verification is the sole responsibility of the purchasing company. Similarly, these protocols provide for end to end verification of the receipt of all the data that is transmitted. MCCA will not be responsible for any loss of data from delays, non-deliveries, incorrect deliveries, service interruptions, including those caused by the negligence, errors or omissions of the MCCA, or other losses or damages. Use of information obtained via the services provided hereunder is at purchasing company's own risk. Exhibitor is responsible for (a) the accuracy and/or quality of the information obtained or data transmitted through the MCCA network and (b) assuring that each message purchasing company sends or receives has been received.

- MCCA shall not be liable to Exhibitor for any damage arising from any event that is out of the control of the MCCA. Neither shall the MCCA be liable to Exhibitor for indirect, special, incidental, exemplary, consequential or any other form of money damage, including, but not limited to, lost profits, or of the loss of data or information of any kind, however caused, and arising out of or in connection with the performance of MCCA, or the provision of services or performance hereunder, whether based in contract, tort, or any other legal theory, and whether or not MCCA has been made aware of the possibility of such damages.
- In no event shall liability exceed a refund of amounts actually paid to MCCA by Exhibitor for this network attachment.
- The network attachment shall be made available to Exhibitor by MCCA before the beginning through the end of the specified conference.
- The MCCA will provide a network attachment via an Ethernet connection at the Exhibitor's booth. At its own expense, the Exhibitor is responsible for providing the computer, attachment to Ethernet, electric power and all other hardware and software required to use the network attachment.

FREQUENTLY ASKED QUESTIONS

I ordered a Managed Service that required IP Addresses.

How and when do I receive this information?

When you are onsite and ready to configure your computers, please visit the Exhibitor Services desk to retrieve your IP Information.

Do you have wireless internet?

The MCCA offers free wireless internet service throughout meeting rooms, lobbies, and expo halls; just open your internet browser and look for the BCEC Wireless Network. This service is designed for casual users and not guaranteed. If you are relying on the internet to showcase your product or services we strongly recommend a wired internet connection for guaranteed service.

I see that you don't offer hubs for sale. What is the difference between a hub and a switch? Can I bring my own hub or switch?

The MCCA offers switch devices for sale instead of hubs because switches are known to provide better performance with a lower failure rate. Exhibitors are welcome to provide their own hub or switch for all internet services.

What is bandwidth and how do I know how much I need?

Bandwidth is the "size of the pipe" that data can traverse. The bigger the bandwidth, the faster data can be transferred. To find out how much bandwidth you require, please consult with a technical representative in your company or look for program specifications listed with any demonstrations or downloads you plan to run.

I need to access my company's network while I'm exhibiting at your facility. Which service will allow me to do this?

Exhibitors who need to connect remotely to their company's network using a VPN (Virtual Private Network) with authentication information like passwords, certificates, or "tokens" can do so with any of our services, however they should confirm with their IT department for the use of DHCP or public IP address requirements.

What is a VLAN?

A VLAN (Virtual Local Area Network) allows a network of computers to behave as if they are connected to the same service even though they may actually be physically located in different areas around the facility. One of the biggest advantages of a VLAN is that when a computer is physically moved to a different location, it can stay on the same VLAN without any hardware reconfiguration.

I ordered a switch and cables, how and when do I get them?

When you are ready for your switch and internet cables, please visit the Exhibitor Services Desk.



Exhibitor Order Form Electrical Services

Effective January 1, 2019

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <http://www.signatureboston.com/bcec/bcec-ordering-guide.aspx>.

To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.

***Overhead electrical services must accompany a rigging order.**

Incomplete information will delay processing.

Event or Show:		Booth no. (s)		
Event or show date(s):		Exhibiting firm:		
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by/title:		Show site contact:		
Date:		Contact phone:		

STANDARD ELECTRICAL CONNECTIONS: 120 VOLT

Description	Regular Service			Additional Services Available as Add-Ons						Total Due: \$
	QTY	Discount Rate	Standard Rate	QTY	24-Hour Service	QTY	Overhead Service*	QTY	Combined 24-hour & Overhead*	
500 Watt Box (5 amps)		\$125.00	\$155.00		+50% rate		\$145.00		\$220.00	
1000 Watt Box (10 amps)		\$165.00	\$205.00		+50% rate		\$210.00		\$315.00	
2000 Watt Box (20 amps)		\$205.00	\$255.00		+50% rate		\$265.00		\$395.00	
4000 Watt Box (20 amps x 2)		\$240.00	\$295.00		+50% rate		\$305.00		\$455.00	

STANDARD ELECTRICAL CONNECTIONS: 208 VOLT & 480 VOLT

Description	Regular Service			Additional Services Available as Add-Ons						Total Due: \$
	QTY	Discount Rate	Standard Rate	QTY	24-Hour Service	QTY	Overhead Service*	QTY	Combined 24-hour & Overhead*	
208V Single Phase 30 Amp		\$360.00	\$450.00		+50% rate		\$460.00		\$690.00	
208V Single Phase 60 Amp		\$685.00	\$855.00		+50% rate		\$875.00		\$1,315.00	
208V Single Phase 100 Amp		\$1,050.00	\$1,310.00		+50% rate		\$1,345.00		\$2,015.00	
208V Three Phase 30 Amp		\$650.00	\$810.00		+50% rate		\$830.00		\$1,250.00	
208V Three Phase 60 Amp		\$980.00	\$1,225.00		+50% rate		\$1,255.00		\$1,885.00	
208V Three Phase 100 Amp		\$1,555.00	\$1,945.00		+50% rate		\$1,990.00		\$2,990.00	
208V Three Phase 200 Amp		\$2,965.00	\$3,710.00		+50% rate		\$3,800.00		\$5,700.00	
208V Three Phase 400 Amp		\$5,240.00	\$6,550.00		+50% rate		\$6,715.00		\$10,070.00	
480V Three Phase 30 Amp		\$990.00	\$1,235.00		+50% rate		\$1,265.00		\$1,900.00	
480V Three Phase 60 Amp		\$1,715.00	\$2,145.00		+50% rate		\$2,195.00		\$3,295.00	
480V Three Phase 100 Amp		\$3,165.00	\$3,960.00		+50% rate		\$4,055.00		\$6,085.00	
480V Three Phase 200 Amp		\$6,290.00	\$7,865.00		+50% rate		\$8,060.00		\$12,095.00	
25' Round Extension Cord		\$36.00	\$45.00							
6 Port Power Strip			\$25.00							

Total Due: \$

SIGNATURE _____

To pay with a Discover, MasterCard, Visa or American Express, you may order online at www.signatureboston.com.

To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

EXHIBITOR SERVICE CENTER | MASSACHUSETTS CONVENTION CENTER AUTHORITY | 415 SUMMER STREET | BOSTON, MASSACHUSETTS 02210
617.954.2230 EXHIBITORSERVICES@SIGNATUREBOSTON.COM TAX ID#: 042768982

FOR MCCA USE ONLY

Date Received:	Received by:	Check Number:	Discover/MC/Visa/Amex:
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Exhibitor Order Form Internet & Technical Services

Effective January 1, 2019

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <http://www.signatureboston.com/bcec/bcec-ordering-guide.aspx>.
To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.

Incomplete information will delay processing.

Event or Show:		Booth no. (s)		
Event or show date(s):		Exhibiting firm:		
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by/title:		Show site contact:		
Date:		Contact phone:		

WIRED INTERNET CONNECTIONS: MANUAL CONFIGURATION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Basic Service Package (includes a private VLAN and subnet, public IP addresses not available)		\$955.00	\$1,020.00	
1.54 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$1,935.00	\$2,295.00	
3 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$4,710.00	\$5,405.00	
6 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$7,965.00	\$9,180.00	
10 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$10,660.00	\$12,240.00	
15 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$15,710.00	\$18,055.00	
20 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$20,870.00	\$24,000.00	
25 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$25,920.00	\$29,835.00	
30 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$30,855.00	\$35,495.00	
35 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$35,905.00	\$41,310.00	
40 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$40,615.00	\$46,715.00	

CONTINUED ON PAGE 25

ADDITIONAL SERVICES & EQUIPMENT		QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Additional Public IP Address			\$150.00	\$190.00	
Copper Patch / Booth to Booth Connection			\$345.00	\$430.00	
Fiber Patch/ Booth to Booth Connection			\$480.00	\$600.00	
Switch	8 port		\$105.00	\$135.00	
	24 port		\$360.00	\$455.00	
25' CAT 5e Cable			\$46.00	\$57.00	
50' CAT 5e Cable			\$62.00	\$80.00	
100' CAT 5e Cable			\$100.00	\$120.00	
Coupler			\$15.00	\$20.00	

TECHNICAL SERVICES		QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Cable TV Service			\$250.00	\$315.00	
CATV Tuner Rental (Only available at the BCEC)			\$57.00	\$72.00	
CATV Tap Box			\$205.00	\$255.00	
					Total Due: \$

SIGNATURE

To pay with a Discover, MasterCard, Visa or American Express, you may order online at www.signatureboston.com.

To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

EXHIBITOR SERVICE CENTER | MASSACHUSETTS CONVENTION CENTER AUTHORITY | 415 SUMMER STREET | BOSTON, MASSACHUSETTS 02210
617.954.2230 EXHIBITORSERVICES@SIGNATUREBOSTON.COM TAX ID#: 042768982

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Exhibiting Company:		Booth #:	
Onsite Contact:		Onsite Cell:	
Delivery Date:	Time Frame:	Pickup Date:	Time Frame:
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Credit Card:	Expiration Date:	Security Code:	
Billing Address:	City:	State:	Zip:

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Audio Visual Equipment				Computer Technology				
	Show Price	Qty	Total		Show Price	Qty	Total	
Large LED Displays	90" LED Display with Speakers*	\$1,895	\$0	PCs/Laptops	HP Touch Smart 23" Quad Core i7 (Desktop)	\$235	\$0	
	80" LED Display with Speakers*	\$1,389	\$0		Dell 7040 SFF i7 (Desktop)	\$165	\$0	
	65" LED Display with Speakers*	\$995	\$0		Dell E6520 i7 (Laptop)	\$145	\$0	
	55" LED Display with Speakers*	\$675	\$0		HP Probook 650 (Laptop)	\$190	\$0	
	46" LED Display with Speakers*	\$545	\$0		27" Thunderbolt Display	\$215	\$0	
	40" LED Display with Speakers*	\$425	\$0	21.5" iMAC i5 QC 16/1TB	\$250	\$0		
Touch Screens	32" LED Display with Speakers*	\$285	\$0	Apple Products	27" iMAC i5 QC 8/1TB	\$295	\$0	
	65" LED Touch Screen*	\$1,890	\$0		21.5" iMAC i7 QC 16/1TB	\$325	\$0	
	55" LED Touch Screen*	\$1,195	\$0		27" iMAC i7 QC 16/1TB	\$425	\$0	
	48" LED Touch Screen*	\$1,090	\$0		Mac Mini i5 (4GB, 500GB)	\$120	\$0	
	42" LED Touch Screen*	\$795	\$0		15.4" MacBook Pro i7 QuadCore (8GB, 750GB)	\$225	\$0	
	40" LED Touch Screen*	\$920	\$0		iPad 5 Air WiFi 16GB	\$105	\$0	
Monitors	32" LED Touch Screen*	\$580	\$0		iPad Pro 128GB	\$205	\$0	
	27" LCD Widescreen Display*	\$170	\$0					
	24" LCD Widescreen Display*	\$90	\$0					
	20" LCD Display (4:3)*	\$35	\$0					
Video Walls	19" LCD Display (4:3)*	\$25	\$0	Kiosks & Charging Stations				
	LED Tiles	Call For Pricing			Products	Lililab Floor iPad Stand (stand only)	\$210	\$0
	NEC 46" LCD Video Wall Panel*	\$1,100	\$0	21.5" Podium Kiosk		\$685	\$0	
	NEC 55" LCD Video Wall Panel*	\$1,450	\$0	Hightop Table Charging Station		\$795	\$0	
	2X2 46" LCD Video Wall**	\$4,125	\$0	Lockable Charging Station		\$995	\$0	
	3X3 46" LCD Video Wall**	\$9,100	\$0	Classic Charging Station (Includes Branding)		\$1,295	\$0	
Projection	2X2 55" LCD Video Wall**	\$6,525	\$0	Branding	Branding options are available for all Kiosks and Charging Stations. Call for more details. Prices vary per unit.			
	3X3 55" LCD Video Wall**	\$14,500	\$0					
	Sound	5000 Lumen Projector	\$625	\$0	Copiers & Printers			
		8' x 8' Tripod Projection Screen	\$195	\$0	Office Tools	HP Black & White Laser Printer	\$210	\$0
7.5' x 10' FastFold Screen w/Dress Kit		\$595	\$0	HP Color Laser Printer		\$320	\$0	
Meyer Self-Powered Mini Speaker		\$175	\$0	HP Black & White Copier		\$695	\$0	
JBL Pro 10" Powered Speaker Includes Stand	\$155	\$0	HP Color Copier	\$695		\$0		
Display Stands & Accessories	Booth Sound System (2) MM Meyers Speakers w/Stands, Mixer & Wireless Mic	\$710	\$0	For assistance with your order, and for questions about other technology solutions, please contact Roger Campbell at (480) 829-6336 , or via email at rcampbell@smartsourcerentals.com				
	Wireless Mic Kit (1) Lav, (1) HH, (1) Receiver	\$300	\$0	Equipment Subtotal \$0				
	Wall Bracket For SmartSource Displays between 19" and 24"	\$25	\$0	Delivery, Set-up, and Pick-up 28% or Minimum Charge of \$175 \$175				
	72" Single Post Floor Stand For SmartSource Displays from 19" and 24"	\$85	\$0	Damage & Loss Waiver 10.5% \$0.00				
	72" Dual Post Floor Stand For SmartSource Displays of 32" and larger	\$85	\$0	To decline waiver, type No in the orange box.				
	Spandex Wrap for Dual Post Stand	\$35	\$0	Sales Tax of 6.3% \$0.00				
	Accessory Shelf for Dual Post Stand	\$30	\$0	Grand Total \$175.00				
	Mifi Hotspot Device Activation Fee Included	\$150	\$0					

*Includes Wall Mount and Table Top Stand, **Includes Floor Stand or Wall Mount

Customer is responsible for the coordination of required union labor and drayage, along with any associated fees.

Equipment Subtotal	\$0
Delivery, Set-up, and Pick-up 28% or Minimum Charge of \$175	\$175
Damage & Loss Waiver 10.5%	\$0.00
To decline waiver, type No in the orange box.	
Sales Tax of 6.3%	\$0.00
Grand Total	\$175.00

OTHER ITEMS AVAILABLE UPON REQUEST

Show Name: Abilities Expo Boston	Show Dates: September 13-15, 2019	Show Code: ABIL0919
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For specific details regarding your rental order, please refer to our [Terms & Conditions](#).



Exhibit Services

Reliable trade show shipping services





The show must go on!

YRC Freight is ready to customize transportation solutions for any exhibit shipment, any size load, delivering great service, savings and simplicity.

After the show, specify YRC Freight for the move out on the materials handling agreement (MHA), then give us a call. We'll take it from there.

And if others handle your trade show shipping, remember to tell them about YRC Freight savings and service.

Delivering confidence at the show

- 100% inbound service guarantee* at no additional cost
- On-site Exhibit managers monitor your inbound shipments for on-time, smooth move ins
- Time-Critical expedited
- Comprehensive North American coverage and online visibility

Giving you more for your money

- Lowest trade show shipping fees in the industry
- 30 days free storage prior to the show; a great way to save when moving from show to show
- No detention fees at trade shows
- No extra fees for weekend/after-hour pickups

Keeping it simple for you

- Exhibit customer service representatives available 24/7; call 1-800-531-EXPO (3976)
- Around-the-clock assistance with quotes, bookings, tracking or expediting
- Single-shipment transportation for your entire display
- Online shipment visibility throughout the move on my.yrcfreight.com
- Specialized Brokerage services designed specifically for cross-border trade show shipping needs

* Subject to applicable Tariffs and Rules and Conditions publications.

yrcfreight.com | 800.531.EXPO (3976) |  Live Chat





RAINPROTECTION.INSURANCE.

WHERE YOUR EVENT GETS INSURED

Rainprotection is an Authorized Official
Insurance Provider for Abilities Expo.

Abilities
EXPO

Abilities
EXPO | **Boston**
September 13-15, 2019

Exhibitor Liability Insurance Program

As a standard requirement for all of our show exhibitors, it is necessary for you to carry general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate.

This insurance must be in force during the lease dates of the event, September 11-16, 2019, naming The Abilities Expo (16501 Ventura Blvd., Suite 510, Encino, CA 91436) as the certificate holder. The following must be named as additional insured: 5Net4Productions dba Abilities Expo, Total Expo, and the Boston Convention & Exhibition Center.

Please keep a copy of your insurance certificate with you in your booth in case it is required on show site.

Purchase your Insurance Now

Simply purchase your insurance, which is already pre-filled with all of the proper show information, directly online using a credit card.

Click the link below to Purchase your Liability Insurance for just \$84:

<https://securevendorinsurance.com/Rainprotection/ApplicantInformation?GroupEventKey=75e6ae1f19dc>

After clicking the link above, please choose the following from the drop down list on the second page of the online application:

"Product or Service Display Exhibits"

NON USA EXHIBITORS - Address and Phone Number instructions:

When filling in your company information it will ask for a phone number and address. Please use the following:

Address - 415 Summer St, Boston, MA 02210

Phone Number - (800) 528-7975.

This program is valuable for:

- *Exhibitors who do not have any insurance.
- *International Exhibitors whose liability insurance will not cover them at a U.S Show.
- *Companies who do not have the time to deal with all of the certificate arrangements, and need coverage now.
- *Exhibitors who find it easier or advantageous to use this program, rather than their corporate insurance; Similar to when you rent a car and do not want to use your own auto insurance.
- *Should there be a claim, it will not tarnish your policy and rates. And, unlike most corporate policies, there is no deductible.

Are you worried about lost, stolen or damaged merchandise?

We also offer affordable short term Equipment/Merchandise/Display Insurance

All exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the exposition

Please complete and return the Enrollment Form below:

[Click Here for the Instant Equipment Insurance Enrollment Form](#)



Sample

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/29/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Rainprotection Insurance 39 Ryder Avenue Dix Hills, NY 11746 www.Rainprotection.net		CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	
		NAIC #	
INSURED SPORTS AND RECREATION PROVIDERS ASSOCIATION (PURCHASING GROUP) AND ITS PARTICIPATING MEMBERS: Exhibitor Name Street City, State, Zip Code		INSURER A : Insurance Company Name	
		INSURER B :	
		INSURER C :	
		INSURER D :	
		INSURER E :	
		INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	X		Policy Number	09/11/2019 12:00 AM	09/16/2019 12:01 AM	GENERAL AGGREGATE \$ 2,000,000
	☒ COMMERCIAL GENERAL LIABILITY						PRODUCTS - COMP/OP AGG \$ 2,000,000
	☐ CLAIMS-MADE ☒ OCCUR						PERSONAL & ADV INJURY \$ 1,000,000
							EACH OCCURRENCE \$ 1,000,000
							FIRE DAMAGE (Any one fire) \$ 300,000
							MED EXP (Any one person) \$ 5,000
							GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	☐ ANY AUTO						BODILY INJURY (Per person) \$
	☐ ALL OWNED AUTOS	☐ SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	☐ HIRED AUTO	☐ NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED	RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y / N					OTH - ER \$
	If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
							AD&D MAXIMUM MEDICAL DEDUCTIBLE TERMS OF PAYMENT

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Additional Insured: 5Net4Productions dba Abilities Expo, Total Expo and the Boston Convention & Exhibition Center. As respects to claims arising out of the operations of Exhibiting Company at the Abilities Expo – Boston – September 13-15, 2019.

CERTIFICATE HOLDER

CANCELLATION

5Net4Productions dba Abilities Expo
16501 Ventura Blvd., Suite 510
Encino, CA 91436

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Rainprotection Insurance