

Exhibitor Information

Items Provided

- (1) 6' x 30" Skirted Table
- (2) Black (2) Side Chairs
- (3) 8' High back wall drape, 3' side wall drape
- (4) Electricity
- (5) Wastebasket
- (6) Facility is carpeted

Vendor Load-In & Move-Out Schedule

General Exhibitor Move-in:

Tuesday, January 30, 2018 1:00 PM - 5:30 PM

(This is a move-in day only, BCC will not be open)

Wednesday, January 31, 2018 7:00 AM – 9:00 AM

(Set-up must be completed by 10:00 AM)

Overall Building Hours – Wednesday, January 31 & Thursday, February 1, 2018.

The Convention Center doors will be open 8:00AM – 7:30PM. (All doors open)

Exhibit Hours:

Wednesday, January 31, 2018 10:00 AM – 11:30 AM

Wednesday, January 31, 2018 1:30 PM – 2:00 PM

Wednesday, January 31, 2018 3:00 PM – 3:30 PM

Thursday, February 1, 2018 8:00 AM – 9:00 AM

Thursday, February 1, 2018 10:30 AM – 11:00 AM

Thursday, February 1, 2018 1:45 PM – 2:15 PM

Exhibitor Move-out:

Thursday, February 1, 2018 3:00 PM – 8:00 PM

Freight Re-route Time:

Thursday, February 1, 2018 6:00 PM

Overall Building Hours

The Convention Center doors will be open 8:00 AM – 7:30 PM. (All doors open)

The Hilton and Pratt Street doors open starting at 7 AM on Wednesday, January 31.

Vendor Move-In & Move-Out Instructions

ALL load-in must be done through the loading dock. All exhibitors must have their ID's to enter the building.

Doors will not be open on Tuesday, January 30 as this is a complete move-in day. All exhibitors will need to walk through and check-in at the **Public Safety Entrance on Charles Street. Exhibitor move-ins are not allowed through any of the Convention Center lobbies.**

Once you arrive at the gate, a BCC officer will check you in and direct you to an employee of Shepard Exposition Services, the show management company for the conference. Exhibitors and/or company representatives will be sent to a dock that has been assigned to our show. Once you are on the dock, you may unload your items and head straight to the freight elevator which will take you directly to the back of Ballroom III-IV (Level 400). Once you are finished unloading, you will remove your vehicle from the dock and park at a local garage. It is recommended for exhibitors to park at a garage on the West side of the building (closer to the Hilton and Pratt Street Entrance).

Vendors Food, Beverage Giveaways & Decorations

Important Note: All food and beverages must be purchased through Centerplate as they are the exclusive caterer. (Includes samples of candy, etc., anything edible and drinkable. Some small wrapped candy is appropriate.

Balloon Tanks

No helium tanks are allowed inside the building. They may coordinate with the decorator to use it on the dock. The tank must be used and stored correctly for safety.

Helium Balloons

Helium balloons are allowed but if there are any left after the show that must be retrieved from the ceiling, show management will be charged for the labor and lift use to get down those balloons.

Mylar Balloons

These are **NOT** allowed in the Center especially in the ballroom. If these balloons are accidentally set free, they will set the alarms as soon as the material reaches the ceiling/sprinkler.

Flammables

Anything flammable needs to be approved by the Fire Marshal. **No open flames.**

Drones

Any drone ultimately needs to be approved by the Center. Contact shelly@mtbma.org with questions. Exhibitors could be approved to fly their drones in the contracted space (Ballrooms I, II, III & IV) with certain restrictions.