



Exhibitor Information

Updated 5/1/26

Conference:
December 10th 8am-5pm

Thomas M. Menino Convention Center
**Formerly the Boston Convention Center
Hall A
415 Summer Street
Boston, MA 02210

Questions? Email us
exhibitors@maconferenceforwomen.org

General Information

Move in:

December 10, 10:00am - 5:00pm

- All booths should be show ready on the 9th. Minimal handheld items can be brought in with you on show day.
- Check in at EXHIBITOR CHECK IN DESK by 2:00pm. Desk will be located in Hall A below the escalators.
- Children under 18 are not allowed in the exhibit hall during set up, tear down or during show hours.

Show times:

December 9, 8:00am – 5:00pm

Staffing hours:

- Exhibitors can access the floor starting at 7:00am on 12/9
- Booth **MUST** be staffed from 7:45am – 5pm. Reminder that you will go through security on show day, so arrive to the convention center early.
- Exhibit hall will be slow during general session from 10:15-1:15, but the hall will not close. See full agenda here:
<https://www.maconferenceforwomen.org/conference/agenda/>

Move out:

December 10, 5:30pm – 7:00pm

DO NOT TEAR DOWN EARLY

General Information (con't)

Exhibit Hall Passes:

- Each 10'x10' booth comes with up to (3) exhibit hall only passes. These are for your workers to staff your booth and do **NOT** give access to sessions.
- Names are **NOT** needed in advance, you will simply pick up the passes when you check in on 12/9.
- During check-in you can also decide to leave badge(s) for your workers to pick up on show day. Simply send them to the HELP DESK located in the North Lobby.

Security:

Overnight security will be provided in the hall, but all items left overnight are at the discretion of the exhibitor. Many exhibitors bring a tarp or cloth to put over their items overnight. Items of value can be left in boxes under tables or brought in by hand day of show.

Inclusions / Exclusions

Your 10'x10' booth space is set up in standard exhibitor aisles (unlike last year).

Your booth space includes:

- (1) 6' table draped in black spandex
- (2) chairs
- 10'x10' space
- 8' black back drape and 3' side drape
- ID sign (small sign with your company name)
- Up to (3) EXHIBIT HALL ONLY badges to work the booth.
We do NOT need the names in advance – just pick up what you need on set up day.

Your booth space does NOT include:

- Flooring
- Electrical
- Internet
- Any additional furniture or signage
- Conference passes to the event itself
- Food

Move in & Set up: December 9th 10:00am-5:00pm

***Sponsors and booths 20'x10' or larger can begin at 8am**

- **Arrive before 2pm** on set up day, or you may be considered a no-show. During check in you will be given final instructions, your booth location and your badges.
- When you arrive, you CAN unload your own vehicle at the dock as long as it is done by **FULL TIME EMPLOYEES** of your company and your vehicle does not exceed 24 feet in length.
- You will be given 15 minutes to unload and then you will be required to move your vehicle. It's best if you have one person to stay with the booth, while the other parks. You may unload your own materials with your own non-mechanized dolly or cart. There are **NO** carts available to rent or borrow. If you wish to use the main entrance, you may hand-carry items into the building, without the use of dollies or carts.
- Smaller exhibitors can take advantage of the Cart services offered by AEX. They will unload your car and bring your items to your booth on a cart. You must arrive in a private vehicle and all items must fit on the cart. See AEX kit for more information (link is on the last page of this document).
- If you, or your booth items, arrive in vehicle over 24 feet in length you **must** use AEX's union labor to unload and there will be a charge calculated on the material handling fees. See AEX kit for more information.

Move in & Set up continued

- Bring photo ID with you, you might be asked by the convention center when driving to the docks.
- **Directions to the dock:**

When accessing the docks use West Service Drive. Use the docks for Hall A. Specific directions can be found here:
Commercial vehicles:
<https://s3.amazonaws.com/signatureboston/documents/BCECTruckDirectionsCom.pdf>
Non-commercial vehicles
<https://s3.amazonaws.com/signatureboston/documents/BCECToLoadingDockNonCom.pdf>

You will check in at the marshaling trailer before proceeding to the docks. Do **NOT** go into the parking lot, you will access this trailer on the outside of the building.
- Parking information: There is a fee for parking on set up day and show day. Parking is \$35 a day and cars may **NOT** be left overnight.
- **Empty** boxes that you need for move out *can* be stored with AEX. **HOWEVER**, it often takes time to return those boxes. It's best if you bring them back to your vehicle or store them in your booth. The service is free IF you used AEX to unload your vehicle, otherwise there is a fee.
- You **can** hang your own signage from the pipe and banner behind your booth. 2 "S" hooks will be provided with your ID sign that you can reuse. If you need more please purchase them prior to arriving. If you plan to hang your sign yourself bring a small step or step ladder to use – there will be **none** available onsite to use.
- **Prohibited items:** Helium balloons, tents, tent frames, food or beverage distribution, confetti, glitter and open flame are strictly prohibited. You can have a small jar of pre-wrapped mints or candies on your table, if you wish.
- Food is **NOT** included with the booth. You can bring your own, purchase items at the concession stand, or take breaks with colleagues to go out for lunch.

Electric, Internet, Union Labor and Rental Orders

Electric, internet, union labor and additional furniture are NOT included with your booth, but you **can** order them if you wish.

Electric and Internet are ordered with the convention center online here: <https://mcca.ungerboeck.com/prod/app85.cshtml?AppCode=COE&CC=1&OrgCode=10>

*You will be able to order **after** your booth is assigned in October. We will email you your booth assignment and ordering information as soon as they are available.

**If your booth is a 20x20 or larger you will need to order electrical labor to place the outlets in your booth. That is done through AEX, but copy us on the layout so we can double check the installation prior to your arrival.

Internet: There is free, unsupported wi-fi in the hall. We have found it to be strong enough to check emails and run transactions. However, you should plan to have a backup hot spot just in case, usually your phone is sufficient.

Furniture, electrical labor and union labor can be ordered with AEX online. You can see the full AEX kit here, but you will also receive an email from AEX with a link for online ordering.

Additional furniture is expensive to rent. You can bring your own to cut down on those expenses.

Shipping: shipping items to the warehouse, or onsite will result in “material handling” charges that can be VERY expensive. It is best to bring the items yourself and unload your vehicle yourself. If that is not possible, contact us ASAP for more information.