

# Show Logistics: From Set Up to Tear Down

## To Be Covered:

- Important Dates
- Targeted Move-In
- Freeman Exhibitor Service Kit
- Turnkey Booths
- Insurance / Exhibitor-Appointed Contractors
- Local Rules
- Inline Booths
- Island Booth Approvals Needed

## Important Dates:

*(We'll show this again at the end of the presentation)*

- July 16<sup>th</sup> – August 6<sup>th</sup>: Delivery Window for Advance Freight
- July 17<sup>th</sup>: EAC Notifications and Insurance Deadline
- July 18<sup>th</sup>: NACDS Housing Deadline
- July 18<sup>th</sup>: Freeman Early Pricing Deadline
- July 26: BCEC Early Pricing Deadline (Electrical, Catering, etc)
- August 15<sup>th</sup>: Targeted Move-In (400sqft+ booths)
- August 16<sup>th</sup> – 17<sup>th</sup> : Move-in, All Exhibitors
- August 17<sup>th</sup>: Meet The Market (Off the show floor)
- August 17<sup>th</sup> (afternoon): Product Showcase Setup Inside Exhibit Hall Entrance

## What You Can Bring Into The Building (How to reduce or avoid material handling costs)

“Hand Carry” rules in Boston: One person, one trip, hand-carried items only. All else through loading dock.

POV (private vehicle) unloading:

- Must be done by “bona fide full-time employees” of exhibiting company
- Hand trucks and dollies (excluding motorized) permitted – you must provide your own
- Maximum vehicle size is 24 feet

## Booth Setup: What Can You Do?

- Full-time employees of exhibiting companies permitted to set up their booth
- Power tools permitted
- Includes island booths

## Products on Display

- Pre-show and overnight: For your IP and products' security, we recommend covering products on display, locking them in a cabinet/meeting room or taking with you at the end of the day.
- Multiple vendors have access after hours (cleaning, catering) – never can be too safe.
- NACDS provides perimeter security.
- BCEC has cameras throughout the hall.

## Products on Display

Leftover products at the end of the show? Three options:

- Ship them back to your office
- Donation bins in exhibit hall – distributed to local charities, shelters, etc.
- Give them to attendees – no selling, TSE is not a cash & carry event

## Inline Booths (10 feet deep x 10/20/30/40 feet long)

- Carpet: “Tuxedo” (black/gray speckle) carpet included for all inline booths
  - Color change, add padding etc: order through Freeman (at your cost)
- Line Of Sight setback – front 5 feet of booth
- Maximum rear height is 10 feet, signage facing into booth. No unfinished backs.
- No hanging signage, truss, lighting



## Island Booth Approvals

- Hanging Signs / Truss, booths over 16' high: Send to [exhibits@nacds.org](mailto:exhibits@nacds.org) for approval.

### BCEC Fire Safety Rules

- All covered areas including storage closets: smoke detector and 10lb ABC fire extinguisher required
- 2-story booths and all covered areas over 300sqft: Sprinkler system required. Send required stamped engineering drawings **ASAP** to [exhibits@nacds.org](mailto:exhibits@nacds.org) for fire marshal approval

## Private Meeting Spaces

- Turnkey 13' x 13' meeting space on exhibit floor, 10'h walls
- Carpet, 4'x5' conference table, 6 chairs included
- Locking door with programmable access code and privacy blind
- Supplement by ordering A/V, electricity, catering or additional furniture if needed

## Any Questions?

<https://tse.nacds.org/booth-logistics/>

Contact us at [Exhibits@nacds.org](mailto:Exhibits@nacds.org) or  
703-837-4320

Freeman Exhibitor Support:  
888-508-5054

Live Chat & Email available in the Exhibitor  
Manual website

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