

Boston Convention Center & Exhibition Center

Labor Jurisdictions and Non-Official (EAC) Contractor Rules

Exhibitors have the option of either performing their own material handling or booth installation work with the following stipulations:

Installation and Dismantle of Exhibit

- Exhibitors, categorized as bonafide, full-time company employees of the exhibiting company can unpack, assemble and dismantle their own booth display. The hiring of outside labor is not permitted.
- Please refer to the move-in schedule. It is the responsibility of the exhibiting company and the EAC to adhere to the appropriate move-in day and times.

Exhibitor Move-In will take place as follows:

Thursday, March 10	8:00 a.m. - 5:00 p.m. 600 Square Feet and larger ONLY
Friday, March 11	8:00 a.m. - 5:00 p.m. All Exhibitors
Saturday, March 12	8:00 a.m. - 5:00 p.m. All Exhibitors

Unloading of exhibit material at the Convention Center loading docks

- Exhibitors, categorized as bonafide, full-time company employees of the exhibiting company can off-load their own freight at the loading dock from a company owned truck or from a car, van or truck owned by personnel of the exhibiting company. Exhibitor may bring in and use their own 4 wheeled dollies.
- Exhibitors are only allowed to use hand operated, non-motorized mechanical devices.
- The use of a lift gate is not allowed
- No fork truck or pallet jacks may be used by anyone other than the official drayage contractor.
- All trucks, including co-owned or rental vehicles, over 24' in length will be off-loaded or loaded by the official material handling contractor and charges will be incurred.

Hiring Labor

Exhibitors that require labor to perform booth work can do so through Freeman or any EAC approved to work in the Boston Convention & Exhibition Center. Labor will be provided through Local 25 Teamster who have jurisdiction to perform work in this facility.

Using an Exhibitor Appointed Contractor (EAC)

Exhibitors who employ display houses or exhibit manufacturers to design, erect or dismantle their booths may have supervision sent in from their supplier. Supervisors of this type cannot physically erect the booth unless they are members in good standing with the Teamster Local 25.

Exhibitor Appointed Contractors

The Boston Convention & Exhibition Center (BCEC) is an independent exhibit hall allowing exhibitor to bring in their own labor supervisors. The BCEC and Seafood Expo North America and Seafood Processing North America Event Management welcome exhibitors to use the services of an Exhibitor Appointed Contractor (EAC).

The Exhibitor must provide the following no later than January 31, 2022:

- A completed [EAC approval form](#) (forms received from the EAC will not be accepted)

The EAC Contractor must provide the following no later than January 31, 2022:

- A certificate of liability insurance of no less than \$1,000,000 property damage, loss or theft, and personal injury. The certificate must name Diversified Communications, Freeman Companies and the Boston Convention & Exhibition Center as additionally insured
- A complete list of exhibitors they intend to serve

The EAC Contractor must also be able to provide the following upon request:

- Current workmen's compensation insurance certificates from the State of Massachusetts
- Current labor contracts

The EAC Contractor must use Local 25 Teamsters to install and dismantle the exhibit.

No permission will be given to use an EAC to perform the following: Plumbing, electrical, telephone and internet connections, material handling/drayage, rigging, booth cleaning, or catering.

The **Exhibiting Company** is responsible for informing their specific EAC of the above requirements and for ensuring their compliance.