

The Boston Globe travel show

January 18-20, 2019 / Seaport World Trade Center / Boston, MA

Dear Exhibitor,

Welcome to the 2019 Boston Globe Travel Show. This event will take place January 18-20, 2019 in the Exhibition Hall of the Seaport World Trade Center, located in Boston, Massachusetts.

Freeman is the official show contractor for the 2019 Show. Included in this packet are exhibitor setup and shipping instructions, certificate of insurance information, booth ID signage and exhibitor badge forms, as well as, deadline checklists that are designed to save you, the exhibitor, as much time and money as possible. ***Please take the time to read this information thoroughly.*** You will also need to download the Freeman Exhibitor Services Manual for additional shipping, material handling, special furniture and signage order forms – please pay particular attention to the facility rules and regulations, labor rules, shipping instructions and upcoming deadlines within this packet. **The discounted pricing deadline is December 27th.**

If you have any questions concerning the contents of this Manual, please contact the Freeman Exhibitor Services department at 508-894-5100.

The entire Boston Globe Travel Show Staff and I look forward to assisting you and wish you a most successful show. We will do everything we can to make your Expo experience a pleasant and rewarding one. We will strive to exceed your expectations when it comes to customer service from the planning stages through the move-out process. Please do not hesitate to contact us directly. Toll Free at (888) 210-8895 and our fax number is (717) 650-3832.

Sincerely,

Liesl Robinson, CEM
Director, Events & Exhibit Sales
liesl@j2levents.com

Shelley Carter
Event Manager
shelley@j2levents.com



SHIPPING INSTRUCTIONS

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Enclosed you will find important order forms and information regarding your operational needs at the Expo. To view the complete exhibitor manual, including forms for: booth furniture rental, special carpeting, booth labor, drayage (freight handling), booth cleaning, floral decorations, electrical needs, audio/visual equipment, internet & phone, catering and instructions dealing with advance freight shipping, please click the following link - http://bostonglobetravelshow.com/exhibitor_kit.htm

We strongly recommend shipping your booth materials to Freeman in advance of the Expo. This will result in smoother handling of your booth materials and can alleviate many on-site frustrations and delays. Freeman will accept crated, boxed or skidded materials beginning **Wednesday, January 2, 2019**. To avoid additional deadline charges, materials must arrive by **Thursday, January 10, 2019**. The warehouse will receive shipments Monday through Friday during the hours of 8AM -4PM. **PLEASE NOTE: The warehouse will be closed on Monday, December 10, 2018 through Tuesday, January 1, 2019 in observance of Christmas and New Year's Day.** Shipments will not be accepted on this date. To check on the arrival of freight, please call (508) 894-5100.

Shipments consigned to the warehouse should be addressed as follows:

The Boston Globe Travel Show 2019
Exhibiting Company Name
Booth #
C/O Freeman
25 Doherty Ave
Avon, MA 02322

If you are shipping freight directly to the Seaport World Trade Center, please be advised that deliveries will only be accepted on Thursday, January 17th starting at 8:00AM. **Shipments arriving before this date may be refused by the facility.**

Shipments consigned to the Seaport World Trade Center should be addressed as follows:

The Boston Globe Travel Show 2019
Exhibiting Company Name
Booth #
C/O Freeman
Seaport World Trade Center
200 Seaport Boulevard, Commonwealth Pier
Boston, MA 02210



GENERAL INFORMATION & EXHIBITOR BADGES

January 18-20, 2019 / Seaport World Trade Center / Boston, MA

BOOTH DECORATION INFORMATION

All Expo booths receive the following as part of their booth space package: Booth carpeting (Midnight Blue), one company identification sign (7" X 44"), three foot high side rail drape (blue), and eight foot high back wall drape (blue), one six foot draped table (white top/white drape), two chairs and one wastebasket.

HOTEL INFORMATION

We currently have a room block with the **Seaport Hotel of \$174/night plus taxes. Call - 877-SEAPORT or 617-385-4000** and mention the show when booking. **Reservations must be made by December 17, 2018** to receive this special rate. To book your reservations online, go to <http://www.bostonglobetravelshow.com/accommodations> and click the CLICK HERE button under RESERVATIONS.

Please note: If you are solicited by a company called GLOBAL HOUSING SERVICES, we have **NO affiliation** through this housing service and they cannot guarantee your room at the Seaport Hotel under our group rate. All reservations must be made direct with the Seaport Hotel to receive our special discounted rate.

GENERAL INFORMATION

Location of Exhibition - Seaport World Trade Center, 200 Seaport Boulevard,
Boston, MA 02210

Trade Conference Location - Harbor & Plaza Levels in Conference Center at
Seaport World Trade Center

Exhibitor Check-In Registration Location - Lobby outside of Exhibition Hall

SHOW OFFICE

There is a Show Office for exhibitors located in the lobby across the hall from registration. It is located immediately to the right as you enter the Seaport World Trade Center lobby. It will be available during move-in and move-out hours, as well as, show hours to assist you with any needs you may have. There will also be complimentary coffee, tea and water available in the show office.

EXHIBITOR BADGES

All exhibitor badging will now be done online. Forms will no longer be accepted. Exhibitors will receive a separate email with the online link to complete onsite staff badge names. Please contact us at info@bostonglobetravelshow.com if you do not receive this email.



KEY CONTACTS

January 18-20, 2019 / Seaport World Trade Center / Boston, MA

KEY CONTACTS

- Show Director – Liesl Robinson, CEM, J2L Events LLC
P: (845) 309-5440; F: (717) 650-3832
E-Mail: liesl@j2levents.com
- Sales Department/General Inquires – Shelley Carter, J2L Events LLC
T: (888) 210-8895; F: (717) 650-3832
E-Mail: info@bostonglobetravelshow.com; shelley@j2levents.com
- Trade Conference/Consumer Stage Manager – Jeremy Garrett, J2L Events LLC
T: (802) 244-8994; F: (717) 650-3832
E-Mail: Jeremy@j2levents.com
- Registration Manager – Joe Pymm, J2L Events LLC
T: (203) 659-6628; F: (717) 650-3832
E-Mail: joe@j2levents.com
- Catering Services – Sophia Strong, Seaport World Trade Center
T: (617) 385-4363; F: (617) 385-2840
E-Mail: Sophia.strong@seaportboston.com
- Audio/Visual Services – Projection AV
T: (617) 385-4405; F: (617) 385-5093
E-Mail: swtc@projection.com
- Electrical – Seaport Energy.
T: (617) 439-5425; F: (617) 439-5433
E-Mail: info@seaportenergyboston.com
Order Online: www.seaportenergyboston.com
- Booth & Furniture Rental/Shipping/Material Handling – Freeman
T: (508) 894-5100; F: (469) 621-5608
E-Mail: FreemanBostonES@freemanco.com



MOVE-IN, MOVE-OUT & SHOW SCHEDULE

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Exhibitor Move In Schedule:

Thursday, January 17, 2019 – 8:00am – 4:30pm
Friday, January 18, 2019 – 8:00am – 3:00pm

Show Dates and Hours:

Friday, January 18, 2019 – 4:00pm – 5:30pm (open to trade only)
Friday, January 18, 2019 – 5:30pm – 8:00pm (opens to general public)
Saturday, January 19, 2019 – 10:00am – 6:00pm
Sunday, January 20, 2019 – 10:00am – 4:00pm

Exhibitor Move Out Dates and Hours:

Sunday, January 20, 2019 – 4:00pm – 8:00pm
Monday, January 21, 2019 – 8:00am – 10:00am

Daily Schedule:

THURSDAY, JANUARY 17, 2019

8:00 am - 4:30 pm	Exhibit booth set-up
12:00 pm - 4:00 pm	Exhibitor Badge Pick Up, (Located in lobby outside Exhibition Hall)

FRIDAY, JANUARY 18, 2019

8:00 am – 3:30 pm	Exhibit booth set-up
8:00 am - 7:30 pm	Exhibitor Badge Pick Up, (Located in lobby outside Exhibition Hall)
7:30 am	Trade Conference Registration Open
8:30 am – 4:00 pm	Trade Roundtables – for details, please go to http://www.bostonglobetravelshow.com/trade
4:00 pm – 5:30 pm	SHOW FLOOR OPENS for travel industry professionals only
4:30 pm – 5:30 pm	Reception for Travel Industry
5:30 pm – 8:00 pm	SHOW FLOOR OPENS to general public



SHOW SCHEDULE

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6:00 pm – 8:00 pm	Culinary Presentations
6:00 pm – 8:30 pm	Craft Beer Pavilion opens – Session A (separate ticketed event)
<i>SATURDAY, JANUARY 19, 2019</i>	
8:00 am	Exhibitors allowed into Hall
10:00 am – 6:00 pm	Exhibition – Open to Public and Trade
11:00 am – 5:00 pm	Cultural Performances & Seminars on Stage
11:00 am – 5:00 pm	Culinary Presentations
12:00 pm – 2:30 pm	Craft Beer Pavilion opens – Session B (separate ticketed event)
3:30 pm – 6:00 pm	Craft Beer Pavilion opens – Session C (separate ticketed event)
<i>SUNDAY, JANUARY 20, 2019</i>	
8:00 am	Exhibitors allowed into Hall
10:00 am - 4:00 pm	Exhibition – Open to Public and Trade
11:00 am – 3:00 pm	Cultural Performances & Seminars
11:00 am – 3:00 pm	Culinary Presentations
4:00 pm - 8:00 pm	Exhibitor Teardown – return of crates begins
For the courtesy of show attendees, please do not teardown prior to 4:00pm	

MONDAY, JANUARY 21, 2019

8:00 am – 10:00 am	Exhibitor move-out complete
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EXHIBITOR CHECKLIST

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Use this checklist to help you prepare for the show!

Exhibitors benefit by ordering services or materials by the discounted deadline dates. You will save money, last minute delays will be avoided and a smoother running show will be the result. It is recommended that all orders be in writing and that you keep copies and bring them to show site.

ITEM / SERVICE	DATE	SUBMIT TO
Hotel Reservations	Monday, December 17	• Seaport Hotel
Special Signs	Thursday, December 27	• Freeman Exhibitor Services Dept.
Special Carpet & Furniture	Thursday, December 27	• Freeman Exhibitor Services Dept.
Display Labor	Thursday, December 27	• Freeman Exhibitor Services Dept.
Temp Food Service Form & Sampling Form	Friday, December 28	• Show Management
Telecommunication Services	Wednesday, January 2	• Seaport World Trade Center
Electrical Orders	Thursday, January 3	• Exhibition Electrical Company
Booth ID Sign Order	Monday, January 7	• Show Management
Advance Shipment to Warehouse	Thursday, January 10	• Freeman Exhibitor Services Dept.
Exhibitor Badges	Friday, January 11	• Show Management
Floral Rentals	Friday, January 11	• Coady Florist
Certificate of Insurance	Friday, January 11	• Show Management
Catering Services	Friday, January 11	• Seaport World Trade Center
A/V & Computer Rentals	Friday, January 11	• Projection AV



CERTIFICATE OF INSURANCE

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CERTIFICATE OF INSURANCE

DEADLINE DATE: January 11

All exhibitors participating at The Boston Globe Travel Show 2019 are required by contract to submit a certificate of insurance to show management prior to setting up their exhibit.

You can obtain this “broad form of endorsement” from your insurance carrier. The amount shall be no less than \$1 million of comprehensive general liability insurance. Such insurance shall name The Boston Globe, J2L Events LLC, Seaport World Trade Center & Fidelity and its officers, directors, and employees as additional insureds.

Show management must have this certificate of insurance on file prior to set up of the exhibit at the Seaport World Trade Center. For further details, see your application and exhibit space contract.

If you do not currently have this type of insurance, we recommend you purchase this service through our business associate, Total Event Insurance/Wells Fargo. The cost is \$75. The Exhibitor Liability Insurance Application can be completed online. Please contact us at info@bostonglobetravelshow.com if you wish to receive the unique web link to purchase this insurance through the show.

Please mail, fax or email your Certificate of Insurance by Friday, January 11 to:

The Boston Globe Travel Show
J2L Events LLC
22 Chester Drive
Manchester, CT 06040

Phone: (888) 210-8895
Fax to: (717) 650-3832
Email: info@bostonglobetravelshow.com



EXHIBITOR BOOTH ID SIGN

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Exhibit Booth Identification Signage Form

Deadline Date: January 7

Your booth comes with a complimentary Booth Identification Sign (7" X 44") that will show your Company Name and Booth Number. **To alleviate any errors, please print below how you want your Company Name to appear on that sign.**

COMPANY NAME (as it should read on the 7" X 44" sign):

(Please print)

BOOTH #(s) _____

Fax back this form immediately to Show Management at:

**The Boston Globe Travel Show
c/o: J2L Events LLC
22 Chester Drive
Manchester, CT 06040**

Fax: (717) 650-3832

Email: info@bostonglobetravelshow.com



EXPO RULES & REGULATIONS

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EXPO RULES AND REGULATIONS

- * Exhibitors are expected to have personnel attending their booths at all times during Expo Hall hours. **If an exhibitor breaks down early, before the close of the show, that exhibitor will be fined a \$500 fee, no exceptions. We received many negative comments from attendees in regards to exhibitors leaving early.** Please be respectful of the attendees that have gone out of their way to attend the show to see you, the exhibitor, by not leaving the event before the published end time. We understand flights need to be caught, but please note the show times listed on page 5, and make sure your travel plans are made with enough time to stay until the end of the event. Breaking down early does not only reflect badly on the show, but on your company as well.
- * To ensure visibility of adjacent booths, you must comply with the following booth dimensions: 8 feet high back drop, unless your booth is against a permanent wall, then you may go higher than 8 feet, but no higher than 12 feet. Side rails: The five feet from the rear of the booth going forward may be no higher than eight feet. The first five feet from the front of the booth going toward the back may be no higher than three feet.
- * Fire and safety regulations require that aisles be kept clear at all times. Please be sure that your tables and other booth furnishings remain within the limits of your booth; display materials cannot be placed past the edge of your carpet. We recommend that you place your table further back in your booth. This invites attendees to enter your booth and avoids the appearance of overcrowding, which discourages additional visitors. Special fire regulations are being enforced at the Seaport World Trade Center. Please carefully **READ** over the **FIRE REGULATIONS** document included with this kit to determine which booth materials are permitted and which are not.
- * Leafleting and other promotional activities must take place within the confines of your booth, not in the aisles or doorways.
- * No hand-written signs may be used at the Expo. Also, taping or pinning of display materials to the walls of the Seaport World Trade Center or to the booth draping is strictly forbidden.
- * Banners to be hung above inline booths (any booth with other booths next to or behind it) can be no larger than 9' x 3', must be hung within the confines of your booth space only and no part may hang over into the booth space next to or behind your space. Show management reserves the right to remove or move any banners that violate this rule.



FREQUENTLY ASKED QUESTIONS

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THE FOLLOWING INFORMATION ANSWERS QUESTIONS FREQUENTLY ASKED BY EXHIBITORS:

LABOR:

Located inside the exhibitor service manual are the labor union regulations at the Seaport World Trade Center. Please review the section entitled, Installation and Dismantle Labor.

FREIGHT:

Freight shipped to Freeman's warehouse will be delivered directly to your booth prior to set-up hours on Thursday, January 17th. Using this service avoids long lines at the loading area and ensures earlier placement of your freight in your booth, so we encourage you to consider this option. If you are shipping freight directly to the Seaport World Trade Center, please note that deliveries will only be accepted beginning 8am on January 17th. *Lastly, we strongly discourage sending freight via any overnight delivery service (Fed Ex, UPS, etc.) due to the logistical challenges inherent within the Seaport World Trade Center. Shipping via this method also incurs higher material handling charges!*

For return shipping, please notify Freeman ahead of time. Freeman will deliver your empty crates to your booth shortly after the close of the Expo. A Freeman representative will be on site Sunday afternoon to assist exhibitors with return freight.

CARPET:

If you require a different color (your booth comes with midnight blue carpet) for your booth carpet, you may order this by filling out the enclosed form through Freeman. Additional charges will be incurred.

NOISE:

The use of sound systems is permissible, **provided that they are not audible more than 3 feet into the aisle or into neighboring exhibit spaces, and that the sound is directed into the Exhibitor's exhibit space or vertically.** Show Management shall have absolute control over the implementation of this regulation, the intent of which is that sound system shall not be audibly objectionable to neighboring Exhibitors. Show Management reserves the right to restrict exhibits which, because of noise, method of operation, materials or for any other reason become objectionable, and also to prohibit or to remove any exhibit which, in the sole opinion of Show Management, may detract from the general character of the Exhibition as a whole.



FREQUENTLY ASKED QUESTIONS

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STORAGE OF FREIGHT AND EXHIBIT MATERIALS:

DURING THE EXPO your exhibit materials should be stored within your booth. If you should require accessible storage during the expo you **MUST** make arrangements at the Freeman Service Center. There will be an additional fee for this service.

MOVE OUT

AT THE CLOSE OF THE SHOW at 4:00 pm on Sunday, January 20: Please make arrangements with your carrier to have your exhibit material picked up either that evening or on Monday, January 21 prior to 10am. **Overtime charges will be incurred for both Sunday and Monday move-out due to Monday's holiday.** You must have everything packed and a bill of lading turned into Freeman before your material will be allowed to leave the building. The Seaport World Trade Center must be cleared of all exhibit material by 10:00am, Monday, January 21. The Seaport World Trade Center does not have storage facilities for exhibitors' freight after that time. Freeman reserves the right to change designated carriers, if such carriers fail to pickup or refuse to accept shipments. Where no disposition is made, materials will be returned to the warehouse awaiting shipping instructions from exhibiting company. Charges will be billed accordingly.

SECURITY:

Twenty-four hour perimeter security service is provided inside the Expo hall. However, the hall is available to some Seaport World Trade Center personnel during the night, so we cannot guarantee full security of articles left in your booth overnight. We suggest that you take items that are of value to you when you leave at night.

We hope you have found this information helpful!

Thanks for your support of our event and we look forward to seeing you at the Show.

The Boston Globe Travel Show Staff