

Revised 9/18/18

## EXHIBITOR INFORMATION AND MANUAL



**Show Date: 11/13/2018**

**Show location: Westin waterfront**

425 Summer Street

Boston, MA 02210

## SHOW INFORMATION

**Show name:** Boston Lights Exposition and Conference 2018

**Show Presenter:** Designers Lighting Forum of New England, Inc.

**Date:** Tuesday Nov. 13<sup>th</sup>, 2018

**Time:** 9am to 7pm

**Setup Time:** November 12<sup>th</sup> 8pm-11pm or day of show at 6am  
(must be set up completely by 9am)

**DLF-NE Show Contacts:**

Mariam Andrews, Co-Chair  
508-246-3715  
[bostonlights@dlf-ne.org](mailto:bostonlights@dlf-ne.org)

Sara Grossman, Co-Chair  
508-561-7262  
[bostonlights@dlf-ne.org](mailto:bostonlights@dlf-ne.org)

**Show Location:** Westin Waterfront Hotel  
425 Summer Street  
Boston, MA 02110

**Show Web site:** [www.bostonlights.org](http://www.bostonlights.org)

## Show Schedule

Show schedule to be posted on <http://bostonlights.org>

### November 12, 2018

8pm-11pm Set-up – manufacturer are allowed to come into the hall and set up tables  
11pm-6am DLF will have security overlooking the hall to make sure show materials are safe

### November 13, 2018

6am Hall will re-open for manufacturer who did not set up the night before. All set up needs to be complete by 9am for press walk thru at 9:30.  
8am Registration Opens  
9am Seminar 1 “IBC Major Changes and Existing Building requirements”  
Don E. Contois  
9:30AM Press walkthrough and breakfast  
10:00AM Show opens to the public  
10:30PM Seminar 2 “The Future of the Lighting Industry”- Jack Curran  
11:30AM Lunch  
1:30PM Seminar 3 – Well”: Implementing the WELL Building Standard and its Challenges”- Panel Discussion  
2:30 PM Coffee hour and sweet treats  
4:30PM Seminar 4 – “The Future of Design”- Karim Rashid  
5:30PM Cocktail party  
7pm Show Closes. No manufacturer will be allowed to break down display until after 7pm  
7pm-11pm Manufacturers prepare material for shipping logistics

## EXHIBITOR INFORMATION

All tables are sold out for 2018.

### **CANCELLATIONS: ALL TABLE SALES ARE FINAL.**

**We don't offer refunds if you unable to attend the show.**

### **INCLUDED SERVICES**

1. Each table will have access to one receptacle (5 amps, 600 watts maximum). Exhibitors are expected to provide their own power strips.
2. Tables are 8 feet long x 30 inches wide.
3. Your floor space (including table) is approximately **5' deep x 8' long x 8' high.**  
**Loading dock has a height limit of 8'. Any item that cannot fit the 8 ft height limit of the loading dock will NOT make it on to the show floor.**
4. Tables will have a black tablecloth on them ready for your table cloths and displays.
5. If you do not want a table, please let us know in advance of the show we will arrange for it to be removed prior to setup date.

### **ADDITIONAL (OPTIONAL) SERVICES**

- **WIRELESS INTERNET**

Form for wireless is on our website please fill out and email to Christine Duncan. Link to form- <http://bostonlights.org/wp-content/uploads/2018/09/Exhibitor-Form-2018-1.pdf>

Wireless Internet access can be ordered through PSAV. Please contact Westin for more information: [Christine.Duncan@westin.com](mailto:Christine.Duncan@westin.com)

- **LEAD RETRIEVAL**

Barcode readers (scanners) prior to show

Exhibitor Pricing \$ 200.00 for the scanner (CONEXSYS Hand Held Scanning Unit); includes end of event lead retrieval electronic file containing the leads' addresses as supplied in a comma delimited format e-mailed within 24 hours of close of show. Data to be provided in a .csv format with sufficient contact information for lead retrieval.

### **TABLE ASSIGNMENTS**

Table assignments and show floor map will be emailed to you and posted on <http://bostonlights.org/>. – **Will be assigned by Oct 8, 2018**

### **TABLE STAFFING**

There can be no more than two people working each table at one time. Please be sure that all personnel who will be in attendance are [registered](#). Each manufacture can register an unlimited number of people to attend the show but only two to work the table at a time.

### **LABOR**

The hotel does not provide any labor to assist with setup. Exhibitors are responsible to bring in, set up, take down, and remove their displays.

## **DECORATIONS, BANNERS, SIGNS, ETC.**

Please contact us for any questions regarding these or similar display items.

You may not encroach on your neighbor's floor space with your banners or signs.

## **BANNER LOGOS**

Please feel free to use the official 2018 Boston Light Banner Logos, which you can download here:

<http://bostonlights.org/web-banners/>

## **SHIPPING INFORMATION (IN AND OUT)- via Freeman**

Please see the link for shipping Instructions at [www.freemanco.com/store](http://www.freemanco.com/store) to arrange shipping in advance of the event or to speak with Freeman direct at (800)995-3579.

**EXHIBITOR MOVE-IN** For more information and helpful hints on pre-show procedures and move-in, please go to Pre-Show FAQ Monday November 12, 2018 8:00 p.m. - 10:00 p.m.

**EXHIBITOR MOVE-OUT** For more information and helpful hints on post-show procedures and move-out, please go to Post-Show FAQ Tuesday November 13, 2018 7:00 p.m. - 11:00 p.m.

## **DISMANTLE AND MOVE-OUT INFORMATION**

- Freeman will begin returning empty containers at the close of the show.
- All exhibitor materials must be removed from the exhibit facility by 11:00 p.m. on Tuesday, November 13, 2018.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by 9:00 p.m. on Tuesday, November 13, 2018.

**POST SHOW PAPERWORK AND LABELS** Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

**EXCESSIVE TRASH AND BOOTH ABANDONMENT** Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (508) 894-5100 for a quote

## **SERVICE CONTRACTOR CONTACTS/INFORMATION:**

FREEMAN

275 Bodwell Street

Avon, MA 02322

(508) 894-5100 • Fax: (469) 621-5608

## **FREEMAN EXHIBIT TRANSPORTATION**

(800) 995-3579 US & Canada or +1 (512) 982-4187 Outside the US or +1 (817) 607-5183

International Shipping Services or fax (469) 621-5810 or email [exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)

## **FREEMAN ONLINE®**

Take advantage of discount pricing by ordering online at [www.freeman.com](http://www.freeman.com) by Monday, October 22,

**2018.** Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — before, during and after your show. Additionally, you can now access FreemanOnline from any device — desktop, laptop, tablet or via our new FreemanOnline Mobile App.

To place online orders, you will be required to enter your unique Username and Password. If this is your first time to use FreemanOnline, click on the "Create an Account" link. To access FreemanOnline without using the email link, visit [www.freeman.com](http://www.freeman.com). You can also download and use the FOL Mobile App from the Apple or Android store, or here: [folmobile.freemanco.com](http://folmobile.freemanco.com). A mobile web version of the FreemanOnline Mobile App is available to extend mobile use for those users that do not have an Apple or Android device or who do not want to download the app.

If you need assistance with FreemanOnline, please call our Customer Support Center at (888) 508-5054 Toll Free US and Canada or +1 (512) 982-4186 Local and International.

**SHIPPING INFORMATION**

**Warehouse Shipping Address:**

Exhibiting Company Name / Booth #  
BOSTON LIGHT EXPO 2018  
C/O Freeman  
25 Doherty Ave  
Avon, MA 02322

PLEASE NOTE: The warehouse is open from 8:00 a.m. - 4:00 p.m. Monday -

Freeman will accept crated, boxed or skidded material beginning Monday, October 15, 2018 at the above address. Material arriving after Monday, November 5, 2018 will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 a.m. - 4:00 p.m. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (508) 894-5100.

**Show Site Shipping Address:**

Exhibiting Company Name / Booth #  
BOSTON LIGHT EXPO 2018  
C/O Freeman  
Westin Boston Waterfront Hotel  
425 Summer Street  
Boston MA 02210

Freeman will receive shipments at the exhibit facility beginning at 8:00 p.m. on Monday, November 12, 2018. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (508) 894-5100.

PLEASE NOTE: Any materials received by Freeman are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for charges for the service. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

**LABOR INFORMATION**

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk. Refer to the order form under Display Labor for Straight time and Overtime hours.

**LOADING DOCK DIRECTIONS**

Turn onto Fargo Street from D Street. You will drive ‘under’ the hotel. It is a dead end road. Loading dock will be on the left once you turn onto Fargo Street.

If your display items do not fit through the loading dock you may not exhibit at the show.

**QUESTIONS, PROBLEMS, ETC.**

**Before the show floor opens:** please see any DLF-NE volunteer.

**During the show:** See any DLF-NE board member with an orange ribbon, or go to registration desk.

**FREIGHT FEES**

<b>MATERIAL HANDLING SERVICES</b>	
<b>CRATED:</b>	Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
<b>SPECIAL HANDLING:</b>	Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. <b>Federal Express, UPS &amp; DHL</b> are included in this category due to their delivery procedures.
<b>UNCRATED:</b>	Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.
<b>CARPET AND/OR PAD ONLY:</b>	Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.
<b>STRAIGHT TIME:</b>	8:00 A.M. to 4:30 P.M. Monday through Friday
<b>OVERTIME:</b>	4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays
<i>NOTE: ALL INBOUND AND ALL OUTBOUND MATERIAL HANDLING SERVICES WILL HAVE OVERTIME CHARGES APPLIED.</i>	
Union Holidays: New Years Day, Martin Luther King Day, President's Day, Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day	

Description	Price Per CWT	200 lb. Minimum
<b>RATE CLASSIFICATIONS:</b>		
<b>Warehouse Shipment (200 lb. minimum) - Includes inbound and outbound overtime charges</b>		
Crated or Skidded Shipment .....	\$ 317.75	635.50
Special Handling Shipment .....	\$ 413.25	826.50
Carpet and/or Pad Only Shipment .....	\$ 476.75	953.50
<b>Show Site Shipment (200 lb. minimum) - Includes inbound and outbound overtime charges</b>		
Crated or Skidded Shipment .....	\$ 307.20	614.50
Special Handling Shipment .....	\$ 399.50	799.00
Uncrated or Pad Wrapped Shipment .....	\$ 461.00	922.00
Carpet and/or Pad Only Shipment .....	\$ 461.00	922.00
<b>Small Package - Maximum weight is 30 lbs per shipment</b>		
Per Shipment .....	\$ 45.00	
*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.		

**ADDITIONAL SURCHARGES:**

<b>Shipment Delivered after Deadline Date (in addition to above rates)</b>		
Warehouse Shipment after <b>November 05</b> .....	\$ 40.50	81.00
Show site Shipment after <b>Show Opening</b> .....	\$ 37.75	75.50
All rates quoted above are straight time rates. All freight received at the warehouse that must be moved into or out of the booth before 1:00 am or after 4:30 pm on weekdays will be charged overtime rates. Show site overtime hours are before 8:00 am and after 4:30 pm on weekdays. Any time on Saturday, Sunday or holidays will be charged overtime each way in addition to the above rates.		
<b>Overtime Charge - Warehouse (in addition to above rates)</b>		
Crated or Skidded Shipment .....	\$ 80.75	161.50
Special Handling Shipment .....	\$ 105.00	210.00
Carpet and/or Pad Only Shipment .....	\$ 121.25	242.50
<b>Overtime Charge - Show Site (in addition to above rates)</b>		
Crated or Skidded Shipment .....	\$ 75.50	151.00
Special Handling Shipment .....	\$ 98.25	196.50
Uncrated or Pad Wrapped Shipment .....	\$ 113.25	226.50
Carpet and/or Pad Only Shipment .....	\$ 113.25	226.50
<b>Off-target Charge (in addition to above rates)</b> .....	25% additional	

PLEASE USE FREEMAN ONLINE TOOL TO REGISTER FREIGHT. Shipping labels can be found on [http://bostonlights.org/wp-content/uploads/2018/09/0-Email-Kit\\_478649\\_Boston-Light-Expo.pdf](http://bostonlights.org/wp-content/uploads/2018/09/0-Email-Kit_478649_Boston-Light-Expo.pdf)

## REGISTERING FOR THE SHOW AND SEMINARS

Registration for the show will be available online <http://bostonlights.org/>

Registration will open April 1<sup>st</sup>, 2018 through November 9<sup>th</sup> 2018

### All Exhibitors must register in advance online

<https://myprereg.com/Events/Blights18> to facilitate badge printing and an accurate estimate for our food and drink ordering.

### SEMINAR TICKETS

Please purchase seminar tickets online at <http://bostonlights.org/>  
You may Pre-Purchase Cocktail party Drink tickets  
<http://bostonlights.org/>

### PHOTOGRAPHY/Video

**NO PERSONAL CAMERAS, PLEASE.** The DLF-NE has hired a professional photographer to photograph the event. The photos will be available to download on the DLF website after the event.

**Please no video equipment allowed on the floor.**

**If you intend to use your cell phone to make a little movie to up load to the web please be respectful of your neighbors and ask them if they mind.**

### PARKING

Please see this link for information regarding parking at the Westin Boston Waterfront:  
<http://www.westinbostonwaterfront.com/parking>

## HOTEL ACCOMODATIONS:

Please see this to hotel accommodations  
<https://aws.passkey.com/go/bostonlights>.

For those requiring overnight accommodations for ***Boston Lights Exposition and Conference 2018 for the night before the show 11/12/2018 or the night of the show 11/13/2018*** we have negotiated a special rate at Westin Waterfront space is limited so please don't wait.

Rates:

Rooms	Single Rate	Double Rate	Triple Rate	Quad Rate
Traditional W/King Bed (TKB)	\$309	\$309	\$349	\$389

Rates do not include applicable state and local taxes, currently 14.45%, or the following automatic or mandatory charges (e.g., resort charges): . No automatic or mandatory charges are tips, gratuities, or services charges for employees, unless otherwise expressly stated

## THANK YOU FOR PARTICIPATING IN BOSTON LIGHTS!

Keep an eye out for a post-Boston Lights survey- help us make it even better for 2020!