



# NORTHEAST CANNABIS BUSINESS CONFERENCE

BOSTON, MA | EDUCATION & EXHIBITS: FEBRUARY 19-20, 2020

## **Hynes Convention Center Regulations**

### **Exhibit Related Regulations**

#### **Affixing to the Facility**

The Massachusetts Convention Center Authority does not allow exhibitors to:

- Rig cable/hanging devices or affix any materials to the ceiling, electrical bus ducts and conduits, sprinkler pipes, ventilation equipment, windows, columns or any other physical structure at the Hynes
- Cause or permit any nails, staples, hooks, tacks, screws, or the like to be driven into the facility structure (including, but not limited to, any wall, ceiling, column, stone, window, drape, painted, carpeted or concrete surfaces of the premises)
- Erect any decorations or use adhesive materials, including tape that can deface the walls, ceilings, floors, facilities, and equipment contained on the premises
- Paint or permanently cover walls, floors, ceilings, or other areas of the facility or its furnishings or fixture

#### **Booth Set-Up and Dismantle**

The unpacking, assembling, dismantling and packing of displays and equipment may be done by full-time employees of an exhibiting company. Exhibitors are allowed to set-up and/ or dismantle their own booths, provided that they use their own bona fide, full-time employees.

No one under the age of 18 is permitted on the loading docks, in truck bays or in the loading dockyard. Additionally, no one under the age of 18 is permitted in the exhibit halls during move-in or move-out operations.

#### **Flame Retardant Treatment**

The following rules apply regarding flame-retardant treatments:

- All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, and similar decorative materials shall be flame-retardant to the satisfaction of the Boston Fire Department and State Fire Marshal.
- Combustible materials, inch or more in thickness, glass or asbestos cloth may be used without flame-retardant treatment.
- The use of oilcloth, tarpaper, sisal paper, nylon, Orlon®, and certain other plastic materials that are not flame-retardant, is prohibited.
- Table coverings used in exhibit halls must be flame-retardant treated, unless they lie flat, and have an overhang of no more than six (6) inches.
- All materials must be certified by the Boston Fire Department within six (6) months of the event. The Boston
- Fire Department does not accept certificates from other jurisdictions. Materials may be sent directly to the Boston Fire Department for testing.
- The City of Boston Fire Code prohibits the use of:
  - Fabric attached to a ceiling or used to cover any portion of an exhibit
  - Carpet on ceilings, walls, seating products, or as decorative material



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## Guardrails and Stairs

Any platforms exceeding 30" in height will require a Massachusetts-State-building-code-compliant guardrail system. The guardrail shall be 42" in height, with balusters or solid material such that a sphere with a four-inch (4") diameter cannot pass through any opening. The guardrail system shall be capable of withstanding a load of 200 pounds (minimum).

Stair construction shall meet Massachusetts State building code for riser height of 7" maximum and a tread depth of 11" minimum. These stairs shall have a handrail that shall be continuous, without interruption by newel posts, other structural elements or obstructions. Handrails shall not be less than 34" or more than 38". The handrail ends shall be returned to a wall or post. All stairway handrails shall have a circular cross-section with an outside diameter of at least 1-1/4" and not greater than 2".

Stair width shall be a minimum of 36". Many multi-level displays are designed without risers, which is not permitted by the Massachusetts State building code as the stairway is part of a means of egress.

## Hazardous Materials

The following items are fire hazards and are prohibited for use in the Hynes:

- Compressed flammable gases
- Pyrotechnics
- Flammable/Combustible liquids
- Hazardous chemicals/materials
- Blasting agents and explosives
- Cut Evergreens and similar trees, Spanish moss, untreated mulch, untreated hay, straw or similar materials
- Charcoal, Fireplace logs or similar materials

## Lights

Only Underwriters Laboratories (UL) approved, clamp-on types of portable spotlights are allowed. All display lights must be turned off when the exhibitor leaves for the day. Only UL approved extension cords 12 gauge or greater, rated for 20 amp, are allowed. Note: Household extension cords are not permitted. These are generally 14 or 16 gauge and only rated at 15 amp.

## General Regulations

### Animals

For non-service animals, the Massachusetts Convention Center Authority requires written permission and proper controls and precautions prior to admission of any type of animal into the Hynes. If not a service animal, you must obtain approval no later than **60-days from the Event** from Exposition Management and Hynes Convention Center.

### Adhesive-Backed Decals

Adhesive-backed decals may not be given away or utilized. Any costs incurred by the Hynes for the removal of these items will be charged to the exhibitor.



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## **Balloons**

The Massachusetts Convention Center Authority allows the Licensee to bring helium balloons into Ballroom and meeting rooms. At no time are exhibitors allowed to bring helium balloons into the facility. Helium tanks cannot be brought into the Hynes. All air and gases must be ordered through the Massachusetts Convention Center Authority.

## **Candles**

Candles and/or open flames are prohibited.

## **Cannabis**

Cannabis use at the Event is prohibited. State and local laws regarding medical and adult-use/recreational cannabis notwithstanding, all participants of the Event understand the use, possession, and/or distribution of THC products at the Event are strictly prohibited due to local, state and venue regulations.

## **Cooking Demonstrations/Open Flames**

No open flame cooking is permitted. All cooking demonstrations must receive approval from Exposition Management and Levy Restaurants no later than **60-days prior to the Event**. A health permit through Levy must also be obtained. Contact Exposition Management for additional details and requirements.

## **Copyrighted Music**

Copyrighted Music Public performances of copyrighted musical works, including performances during conventions, trade shows, and meetings require a license from the copyright owners. Generally, these are arranged through the American Society of Composers, Authors and Publishers (ASCAP, telephone 800-627-9805) or through Broadcast Music Inc. (BMI telephone 800-669-4264). It is your responsibility to make these arrangements. The Center offers "piped in" music from Peavy through our PA system. The use of Peavy covers all licensing requirements under U.S. copyright law. Team San Jose does not have a licensing agreement with ASCAP, BMI or SESAC. Therefore, it is important that you obtain your own licensing agreements prior to the use of music during your event.

## **Docks/Ramps**

Loading docks are for loading and unloading only. No one under the age of 18 is permitted on the loading docks, in truck bays or in the loading dockyard. All vehicles left in loading areas will be towed away at the owner's expense. When loading and unloading items you must enter and exit through loading dock areas only.

## **Food and Beverage**

The Massachusetts Convention Center Authority prohibits any food or beverages from being brought into the building, except by Levy Restaurants, the exclusive food & beverage service provider. The distribution of food and beverages, regardless of the type and/or quantity, is the sole responsibility of Levy Restaurants and must be requested **30-days prior to the Event**.

Levy Restaurants is the official caterer for all food and beverage services within the Hynes. All arrangements for the service of food and/or beverages must be made through the catering office. Food and beverage sampling in conjunction with specific exhibits may be permitted, but only to the extent approved in writing, in advance, by a Levy Restaurants Catering Sales Manager.

In order to obtain authorization from your Catering Sales Manager to distribute food and beverage items, one of the following conditions must exist:



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- The party interested in distributing food and/or beverage must be the manufacturer, processor, or distributor of said product. The interested party must only distribute sample sizes (max 2-ounce portion or pre-packaged food items or max 4 ounces of non-alcoholic beverages) of his/her product and cannot participate in cash sales of said product during the show.

-OR-

- The party interested in distributing food and/or beverage items must pay a fee, which is based on a percentage of retail pricing for the item and is subject to all applicable administrative fees and taxes, in order to waive its right to exclusivity under the Massachusetts Convention Center Authority License Agreement.

If a party brings unauthorized food and/or beverage items into the Hynes and does not subsequently meet one of the conditions listed above, the party must immediately remove the unauthorized item(s) from their exhibit or meeting space.

Additionally, the City of Boston Inspectional Services Division requires a temporary food service permit for any food & beverage served at the Hynes that is not sourced through Levy Restaurants. Permit fees begin at \$30.00 for a one-day permit, with \$5.00 for each additional day of sampling (example: a 3-day permit costs \$40.00). All forms to be provided by Levy Restaurants Catering Sales Manager and submitted back to said manager.

#### **Glitter, Confetti, Popcorn, and Other Materials**

The use of glitter, confetti, sand, or simulated snow types of material is not permitted. Popcorn is not permitted without prior written approval from the Massachusetts Convention Center Authority and Exposition Management. Additional cleaning charges may apply.

#### **Hazer/Fogger Equipment**

The Massachusetts Convention Center Authority and Exposition Management must approve the use of a hazer/fogger or similar equipment. Use is limited to event-related activities. Authorized areas are the ballroom(s), and exhibit hall(s) utilized for general sessions and special events. The use of hazer/fogger equipment by an individual within the exhibit hall display area or meeting rooms is prohibited.

#### **Lasers**

The use of lasers for exhibit demonstrations or visual effects for entertainment must be approved by the Licensee and the Massachusetts Convention Center Authority Public Safety Department. All lasers must comply with the Code of Massachusetts Regulations 105 CMR 120.000 and be registered and approved by the Massachusetts Department of Public Health. Regulations and applications are available from the Massachusetts Department of Public Health.

#### **Mobility Devices**

No Segway's, hoverboards, skateboards, bikes, scooters (non-ADA), are not allowed in the facility.

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301, and from the ADA website at [www.ada.gov](http://www.ada.gov). Some examples of how to design an exhibit for ADA compliance:



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- Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches (12") of run (change in length)
- Ramp the entry or use hydraulic lifts to trailer exhibits
- Avoid double-padded plush carpet to ease mobility device navigation
- Provide the same attendee experience on both levels of a two-story exhibit
- Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available
- Run an audio presentation for people with sight problems
- Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair

To avoid heavy fines by the U. S. Department of Justice, exhibitors must adhere to the ADA rules. Exhibits are not exempt from ADA compliance.

## **Multi-Level Booths & Ceilings/Canopies**

### *Less than Three Hundred Covered Square Feet*

- All materials used in the construction of covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. Certification of flame-retardant treatment, along with samples of said materials, must be submitted, if requested by the Massachusetts Convention Center Authority Public Safety Department or the Massachusetts Department of Public Safety. It is strongly recommended that certifications of flame retardant treatments be available at show site to avoid on-site testing of materials.
- Fabric must pass the NFPA-701 Code for flame spread and smoke development – Class A, Flame Spread less than or equal to 25, Smoke Developed less than or equal to 450. Canopies and tarps must be fire resistant and meet CPAI 84 (Canvas Products Association International) specifications. The original flame-retardant compliance tag must be attached to a tent, canopy or tarp.
- The exhibitor must install a single station and battery-operated smoke detector on the interior of each covered exhibit or structure, including enclosed storage closets, regardless of the square footage. The detector must sound an audible alarm and be installed per the manufacturer's instructions.
- The exhibitor must provide at least one (1) 10 lb. ABC, dry chemical fire extinguisher. Fire extinguishers must be mounted in a visible location and accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.
- A single exhibit or group of exhibits with ceilings that do not require sprinklers shall be separated by a distance of not less than 10 feet (3050 mm) where the aggregate ceiling exceeds 300 square feet (28 square meters).
- Open flame, cooking or other sources of heat are prohibited under any tent, canopy or tarp

### *Larger than Three Hundred Covered Square Feet*

- Requests for construction of multi-level exhibits (regardless of the size) must be authorized by show management before being reviewed by the Massachusetts Convention Center Authority Engineering and Maintenance Division and the MASSACHUSETTS CONVENTION CENTER AUTHORITY Public Safety



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Department. Plans should be submitted a minimum of **90 days before the move-in date of the event** to Exposition Management for approval and further instruction.

## Recycling Program

The Massachusetts Convention Center Authority has a robust trash removal and recycling program to help divert waste from the landfill by utilizing the recycling streams currently set up within the building. All Contractors will comply with the Facility Recycling Program, which is designed to achieve operating goals established by the Massachusetts Convention Center Authority.

The Massachusetts Convention Center Authority also operates Conventions C.A.R.E., a donation program that encourages event planners to leave unused materials at designated locations at the conclusion of an event.

## Remote-Controlled Devices

Products such as remote-controlled cars, drones, planes, helicopters, etc. are prohibited at all times within the Hynes Convention Center.

## Security

We recommend locking or removing valuables from your booth nightly or ordering overnight booth security from the official show security provider. The official show security provider's information is located under General Information in the Exhibitor Service Manual. This is the only approved security service for the facility.

## Smoking

The Hynes is a non-smoking facility. Smoking of any tobacco, cannabis or other plant product or electronic cigarette ("e-cigarettes") is NOT allowed in the building at any time. This includes vaping. Designated smoking areas are located outside the building.

## Trash

If your booth generates boxes or trash during show hours, porter service is recommended. This service may be ordered through the show's general contractor.

Please remember not to throw boxes or trash generated during show hours into the aisles.

## Vehicles on Display

Exhibitors wishing to display motorized vehicles within their exhibit space must contact Exposition Management **no later than 60-days out from Event** for approval and further instructions. Vehicles that are to be brought into the Hynes must be preapproved. In some cases, vehicles will not be allowed in the building, and there are restricted areas that vehicles cannot enter.

The following are the Hynes Convention Center's fire safety requirements for public display of motor vehicles assemblage occupancies:

- Keys to start the vehicle, as well as any deactivation codes for security features, must be left with the Public Safety Department.
- Be equipped with a locking (or taped) gas cap to prevent the escape of vapors. Fuel tanks shall not have more than three (3) gallons of fuel, or 1/8 tank, whichever is less. Exceptions: Recreational vehicles (RVs) may have up to ¼ tank of fuel.
- Have at least one (1) battery cable used to start the engine, disconnected and the end of the disconnected battery cable, taped. It is preferred that the positive or "hot" cable be disconnected.



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- Not be moved during exhibit hours. Vehicles may not be started or operated within the exhibit hall for the first 15 minutes after the exhibit hall closes to the public for the day or final closing of the event. No vehicle may be operated on the exhibit hall without a lead person walking in front of the vehicle warning people of vehicle movement.
- Fueling or defueling of vehicles is prohibited.

### **Weapons Policy**

Weapons of any type, functional or non-functional, such as firearms, swords, knives, throwing knives, crossbows, stars, bows, boomerangs, darts, tasers, etc. are strictly prohibited within Massachusetts Convention Center Authority facilities, and they may not be used or displayed at scheduled events. The Massachusetts Convention Center Authority strictly prohibits all persons from carrying a handgun, firearm, or prohibited weapon of any kind while on Massachusetts Convention Center Authority property or within a facility under Massachusetts Convention Center Authority control, regardless of whether the person is licensed to carry a handgun.

**MASSACHUSETTS  
CONVENTION CENTER  
AUTHORITY**

February 7, 2020

Tol Kincaid

Director of Strategic Events, Meetings, & Incentives

MCI USA

RE: Northeast Cannabis Business Conference, Hynes Convention Center, sale of legal CBD products and seeds

Dear Mr. Kincaid:

The Massachusetts Convention Center Authority (“Authority”) has been informed of your intent to sell “legal” CBD products and seeds at your above referenced convention.

Please be advised that we have implemented strict guidelines for all CBD and other cannabis related events that take place at any of our venues as detailed below:

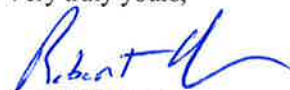
- No CBD products may be distributed or sold at the venues of the Authority, including the provision of free samples.
- Hemp based CBD products may be displayed and promoted, so long as the products:
  - are not food, beverage or dietary supplement products;
  - the THC content is below .3%;
  - the hemp is grown by a licensed grower;
  - to the extent any therapeutic claim is made, it must have been approved by the FDA;
  - comply with all other state and federal regulations.

Any exhibitor, vendor or event producer displaying CBD products shall be solely responsible for ensuring their conduct is compliant with all laws and may not rely on this guidance as a basis for any violation.

Pursuant to the above, any attempt to sell any CBD products would be in violation of our policy as well as the Massachusetts Cannabis regulations, which prohibit the sale of any cannabis products, unless licensed by the Commonwealth of Massachusetts.

This correspondence serves as notice that if a licensee violates said policy, law enforcement will be immediately summoned.

Very truly yours,



Robert Noonan

Chief Information Security Officer, MCCA