

XPO-2010 RHA Fall Conference & Expo

Tuesday, September 21, 2010

EXHIBITOR INFORMATION

IMPORTANT DEADLINES

July 24 th	Exhibitor profiles due
July 30 th	ID sign revisions
August 7 th	Door prize descriptions due
August 7 th	Names and titles of booth staff due
September 1 st	Certificate/Evidence of General Liability Insurance

Hynes Convention Center

900 Boylston Street

Boston, MA 02115

Move In: Monday, September 20th (day prior to show) from 11:30 AM to 1:30 PM or Tuesday, September 21st (day of show) from 7:30 a.m. – 9:45 a.m. Expo opens at 10:00 a.m. sharp!

Show Hours: The tradeshow floor is open from 10:00 a.m. – 11:30 a.m. & 12:30 p.m. – 2:00 p.m.

Breakdown & Move Out: Breakdown of booths is not permitted prior to 2:00 p.m. Exhibitors may breakdown between 2:00 p.m. – 4:00 p.m. Exhibitors must be completely moved out by 4:00 p.m. Breakdown is not permitted during show hours.

Shipping & Unloading: There are 2 options for getting your booth and/or materials to the Hynes.

1. **WE STRONGLY RECOMMEND THIS OPTION.** Ship your items to our drayage company, Brede Exposition Services, who will deliver your shipment directly to your booth on the tradeshow floor on the day of the show. To coordinate, please contact Brede Customer Service at 781 741 5900 or csboston@brede.com.
2. **Exhibitors delivering their own materials should anticipate significant delays** as Hynes Security controls and limits access to the loading dock at their sole discretion. Exhibitors are allowed to set-up and or dismantle their own exhibit, provided they use their own bonafide, full-time employees. Exhibitors may perform their own material handling, providing: they use bonafide full-time employees; they are off loading from a company owned truck or rental vehicle or vehicle owned by personnel of the exhibiting company; trucks are **less** than 24 feet in length; and they may only use hand-operated equipment. All freight must be brought in by the loading dock. Under no circumstances are passenger elevators or the escalators to be used for the transportation of exhibitor materials, freight, boxes or other large items. **The Hynes Convention Center does not accept deliveries.** Please see the Authority's Event Guide for additional information. http://www.massconvention.com/jhcc_eve.html
3. **Hand Carry Policy.** Exhibitors will be allowed to hand carry one item, one time, in or out of the facility without having to access the loading dock. No parking is allowed at the entrance of the facility; and the use of passenger elevators for the movement of freight is not allowed.

Exhibitors are responsible for any shipping charges that they incur.

Discounted Hotel Rooms at the Colonnade Hotel Boston: RHA has secured a RHA Fall Conference & Expo room rate at the Colonnade Hotel Boston for \$249.00 (single) plus applicable taxes, which as of May 25, 2010, were 14.45%. Rates are for overnight accommodation only and do not include parking. These rates are offered by the Hotel for up to three days prior and three days after the conference date. Only a limited number of rooms have been blocked at this rate.

To make a reservation, please call 617 424 7000 **before August 30th** and be sure to reference **Rental Housing Association** to receive the discounted rate. To make a reservation online please use the following link: [Special Rental Housing Association Rates at The Colonnade Hotel](#). The Colonnade Boston Hotel and the Hynes Convention Center are located only .3 miles from each other. Please note, there are a limited number of hotel rooms at this rate; we advise you to book your room ASAP.

Parking: All exhibitors are responsible for paying for their own parking. Parking is not validated.

For information on area parking, please visit: http://www.massconvention.com/jhcc_dir_par.html.

Self-Parking @ the Prudential Center (located adjacent to the Hynes Convention Center). Rates as of June 4, 2010 and subject to change.

Rates for All Vehicles

Up to 1 hour	\$9.00
1 hr – 1 hr 30 min	\$18.00
1 hr 30 min – 2 hrs	\$27.00
2 hrs – 10 hrs	\$35.00
10 hrs – 24 hrs	\$39.00

BOOTH SPECS

Each booth is 8 feet deep x 10 feet wide. Each booth includes 8' high back drape, 3' high side drape, one (1) 6' draped table, two (2) folding chairs, one (1) waste basket, one (1) 77" x 44" one line ID sign. **Any display, furniture, etc., cannot extend outside of or above this space.**

Electrical & Internet Needs: Electrical, Telecommunications, Plumbing, Cleaning, Rigging and Food & Beverage Services are *exclusive services* performed by the Hynes Convention Center. Electrical and internet order forms, which must be submitted to the Hynes Convention Center prior to the event, can be found in Appendix A of <http://www.massconvention.com/exhibitorguide/>. For additional information, contact Exhibitor Services at **617-954-2230** or **exhibitorservices@massconvention.com**.

Exhibitors are responsible for paying for their own electric and internet needs.

DON'T FORGET...

Exhibitor Profile: Please submit your profiles for the conference program book. This 100-word or less profile should include contact information for ONE person (name, city, state, phone number and email address). Profiles must be received in the correct format no later than **July 24th** in order to be in the program book. Please email your profile to jcooke@gbreb.com. If you would like to use last year's profile please email jcooke@gbreb.com and it will be sent it back to you for approval. **If you do not submit your profile by July 24th, YOUR COMPANY WILL NOT BE INCLUDED IN THE PROGRAM BOOK.**

Names of Booth Staff: Each booth includes two staff. You may bring additional staff for \$40 each. Prepayment is required and all individuals must have a name badge in order to enter the tradeshow floor. **Please send the names and titles of your booth staff to jcooke@gbreb.com by August 7th.**

It is important that we have this information so that we can create name badges for all exhibitors, which are required on the tradeshow floor. **Individuals without name badges will not be allowed on the tradeshow floor.**

Door Prize: We encourage you to create excitement for our attendees by offering a door prize. Please let us know what you are offering so we may make the appropriate announcements during show hours. Major door prizes will be drawn at the networking reception. Other door prizes will be drawn on the tradeshow floor. This is a great way to gain additional exposure and collect business cards from your future customers. **E-mail a brief description of your prize as well as its monetary value to mbeauvais@gbreb.com, no later than August 7th.**

Certificate or other satisfactory evidence of General Liability Insurance: on or before **September 1st** evidencing that the exhibitor maintains:

1. Comprehensive general liability coverage with comprehensive broad form endorsement attached that includes legal liability limit of at least \$1,000,000 per occurrence and \$2,000,000 general aggregate such insurance shall cover claims by any person for bodily or personal injury, death or property damage occurring in connection with or arising out of the Licensed Event. The licensee shall name the Massachusetts Convention Center Authority and the Rental Housing Association of the Greater Boston Real Estate Board as additional insured and there shall be no cancellation or non-renewal thereof without at least thirty days prior written notice to the Rental Housing Association.
2. Workmen's compensation Insurance as required by law, including Employer's Liability Insurance. Minimum Coverage: WC Statutory Limits as required by state. Employers Liability Limits as follows: \$100,000 Each Accident, Per Disease. \$100,000 each employee / \$500,000 policy limit.
3. Automobile. Minimum Coverage: Combined Single Limit \$1,000,000.

Closing Networking Cocktail Reception: We also urge you to "seal the deal" at the networking reception from 3:30 p.m. – 4:30 p.m. directly outside the exhibit hall.

If you have questions regarding this information, please contact Josh jcooke@gbreb.com or call 617 399 7860.

IMPORTANT CONTACTS

Rental Housing Association (RHA)

Josh Cooke, Education & Events Coordinator

Phone: 617 399 7860 | Fax: 617 338 2600

Email: jcooke@gbreb.com | Event Website: <http://www.gbreb.com/rha/FallConference2010.htm>

Brede Exposition Services

Customer Service Representative

Phone: 781 741 5900 | Fax: 781 741 5902

Email: csboston@brede.com

Hynes Convention Center

Exhibitor Services

Phone: 617 954 2330

Email: exhibitorservices@massconvention.com