

# STAGING

## TRUCK MARSHAL YARD

Massachusetts Convention Center Authority

**BCEC South Lot**  
**Clafin St, Boston, MA 02210**  
**Seaport District Boston, MA 02210**

- Yard is located directly across from loading dock entrance.  
All vehicles dropping off or picking up at the Boston Convention and Exhibition Center loading dock need to report to the marshaling area.
- Staging boats—South Parking Lot  
(You may only stage boats 24 hours prior to your move in day/time, not before as we have limited space on-site)
- Staging hours  
1/5: 7am-6pm, 1/6: 7am-6pm, 1/7: 7am-6pm, 1/8: 7am-6pm, 1/9: 7am-6pm



## MOVE IN/OUT & SHIPPING

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Exhibit Install-Bulk  
Exhibit Install-Booth  
Exhibit Removal  
Brownell Systems  
Freight Shipping  
Procedures  
Move-In/Out Info  
Staging

## PARKING PROCEDURES - South Parking Lot

- The BCEC has agreed to waive the “each separate entrance fee” during the move-in and the move-out only.
- Parking Passes will be available to exhibitors for the duration of the show.  
You may pre-order on the NEBS website or purchase parking passes at the ticket booth at the entrance to the parking lot during the move-in of the show.
- The last day the parking passes will be available to purchase will be Tuesday of the move-in. Passes save money for those exhibitors who need to go in and out during the course of a show days.  
These passes are not valid during the move-in and the move-out.
- During the show, “each separate entrance fee” will be enforced unless you have a parking pass.
- There is no overnight parking allowed at anytime.
- No trailers may be left anywhere on BCEC Property

