The Lawn On D
Event Planning Guide
Version 5.2
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The Lawn On D Powered by Citizens Bank is a vibrant outdoor space that offers everything you need to create a signature experience. This venue can accommodate groups large or small for private and corporate events. Let your guests gather, recharge, and play in an innovative urban space that encourages creativity and interaction. Bring your team-building meeting outside. Host a cocktail reception or black-tie dinner under the stars. Or simply open a playground for your company retreat or outing. Your vision will be brought to life at The Lawn On D.

**Pavilion Locations**

**PAVILION ON D**
The Pavilion On D is the lawn’s larger pavilion space. Located on the main lawn, the Pavilion On D is centrally-located, next to *Swing Time* and all that the lawn has to offer. The Pavilion On D can be rented out with Lawns A, B, and C for private events.

**SIGNATURE PAVILION**
The Signature Pavilion offers a more intimate space for your special events. The Signature Pavilion has a designated drop-off and entrance, private lawn space, and access to all of the games and amenities of the full lawn when available.

**Food & Beverage**

Rebel Restaurants Inc. is now the exclusive food & beverage provider at The Lawn On D. They are the same entity that owns and operates Atlantic Beer Garden, The Whisky Priest, Tony C’s, and Temazcal Tequila Cantina. Rebel Restaurants also own and operate Seaport Catering Company, the food & beverage provider for private events held in the Pavilion On D and the Signature Pavilion.

**Contact Information**

**MAILING ADDRESS**
415 Summer Street
Boston, MA 02210

**GPS ADDRESS**
420 D Street
Boston, MA 02210

LawnOnD.com
877-393-3393
Site Plan

### Venues and Dimensions

<table>
<thead>
<tr>
<th>Venue</th>
<th>Length</th>
<th>Width</th>
<th>Total Sq. Ft.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lawn A</td>
<td>104&quot;</td>
<td>91' 6&quot;</td>
<td>9,516</td>
</tr>
<tr>
<td>Lawn B</td>
<td>104'</td>
<td>89'</td>
<td>9,256</td>
</tr>
<tr>
<td>Lawn C</td>
<td>104'</td>
<td>86'</td>
<td>8,944</td>
</tr>
<tr>
<td>Signature Pavilion Private Lawn</td>
<td>80'</td>
<td>30'</td>
<td>2,400</td>
</tr>
<tr>
<td>North Concourse</td>
<td>136'</td>
<td>35' 6&quot;</td>
<td>4,828</td>
</tr>
<tr>
<td>South Concourse</td>
<td>136'</td>
<td>143'</td>
<td>19,448</td>
</tr>
</tbody>
</table>
## Capacities

<table>
<thead>
<tr>
<th>VENUE</th>
<th>RECEPTION CAPACITY</th>
<th>BANQUET CAPACITY (GARDEN PICNIC TABLES)</th>
<th>BANQUET CAPACITY (66&quot; ROUND TABLES)**</th>
<th>LENGTH</th>
<th>WIDTH</th>
<th>TOTAL SQ. FT.</th>
<th>CEILING HEIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pavilion On D</td>
<td>400</td>
<td>240</td>
<td>160</td>
<td>98' 5&quot;</td>
<td>49' 2&quot;</td>
<td>4,839</td>
<td>20' 3&quot; (Peak) 11' 6&quot; (Sides)</td>
</tr>
<tr>
<td>Pavilion On D (including Lawns A, B, and C)</td>
<td>4,000</td>
<td></td>
<td></td>
<td>104'</td>
<td>316' 6&quot;</td>
<td>48,338</td>
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<tr>
<td>Lawn A</td>
<td></td>
<td></td>
<td></td>
<td>104&quot;</td>
<td>91' 6&quot;</td>
<td>9,516</td>
<td></td>
</tr>
<tr>
<td>Lawn B</td>
<td></td>
<td></td>
<td></td>
<td>104'</td>
<td>89'</td>
<td>9,256</td>
<td></td>
</tr>
<tr>
<td>Lawn C</td>
<td></td>
<td></td>
<td></td>
<td>104'</td>
<td>86'</td>
<td>8,944</td>
<td></td>
</tr>
<tr>
<td>Signature Pavilion</td>
<td>350</td>
<td>160</td>
<td>144</td>
<td>82'</td>
<td>39' 4&quot;</td>
<td>3,225</td>
<td>18' 6&quot; (Peak) 11' 6&quot; (Sides)</td>
</tr>
<tr>
<td>Signature Pavilion Private Lawn</td>
<td></td>
<td></td>
<td></td>
<td>80'</td>
<td>30'</td>
<td>2,400</td>
<td></td>
</tr>
<tr>
<td>North Concourse</td>
<td></td>
<td></td>
<td></td>
<td>136'</td>
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<tr>
<td>South Concourse</td>
<td></td>
<td></td>
<td></td>
<td>136'</td>
<td>143'</td>
<td>19,448</td>
<td></td>
</tr>
</tbody>
</table>

*All capacities are subject to review based on event elements and layouts

**Labor charges for this event set-up will apply
Complimentary Amenities

**FREE WI-FI ACCESS**
The Lawn On D Powered by Citizens Bank offers complimentary wireless Internet for attendees.

**INTERACTIVE ART**
Commissioned by the MCCA, *Swing Time* has become a favorite at The Lawn On D. This playful sculpture highlights the effects of motion and encourages community participation with the unique movement of each swing. *Swing Time* is composed of multiple illuminated, ring-shaped swings, each of which holds an internal LED lighting system, micro-controller and accelerometer that symbiotically create colorful glowing effects generated by the motion and acceleration of the swings. By Eric Höweler and J. Meejin Yoon (Höweler + Yoon Architecture).

**LAWN GAMES**
Bocce, ping-pong, cornhole, giant chess, lawn checkers, large Connect 4®, and JENGA® are available for use in the lawns associated with the Pavilion On D and the Signature Pavilion.

**LIGHTING PACKAGE**
The lawn has lighting that illuminates the Pavilion On D, Signature Pavilion, the game area which is located on Lawn C, perimeter lighting for all walkways and the South Concourse.

**OUTDOOR LAWN FURNITURE**
Colorful lawn furniture and garden picnic tables are available in the Pavilion On D and the Signature Pavilion.

**PERFORMANCE PLATFORM**
Measuring 12’x16’x16”, performance platforms are available in both the Pavilion On D and the Signature Pavilion.

**SET-UP**
The MCCA offers one event set-up with the picnic tables free of charge under the pavilions. Additional site changes and special set-ups that are requested are subject to availability and labor charges. If approved, additional MCCA staging, rounds and chairs can only be used under the pavilions and are subject to rental and labor charges.

**SOUND SYSTEM**
The lawn offers a sound system that can be utilized for background music in the Pavilion On D and in the Signature Pavilion. Each Pavilion has a connection for your iPod or iPad to play music. Both Pavilion tents are also equipped with DIRECTV music channels and has a microphone for announcements. Please note that the sound systems are not sized to be used for DJs or band sound systems.
## Lawn Games and Inventory

<table>
<thead>
<tr>
<th>Lawn Game</th>
<th>Signature Pavilion Inventory</th>
<th>Pavilion On D Inventory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ping Pong</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Cornhole</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>JENGA® Sets</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Bocce</td>
<td>0</td>
<td>1 Permanent Court</td>
</tr>
<tr>
<td>Giant Chess</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Lawn Checkers</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Large Connect 4®</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

*Subject to availability*
Outdoor Lawn Furniture

LOUNGE CHAIR AND SIDE TABLE

LOVESEAT SOFA

CHAISE LOUNGE

PICNIC TABLES
(INCLUDED IN PAVILION SET-UP)

*Lawn furniture colors subject to change
# Outdoor Lawn Furniture Inventory

<table>
<thead>
<tr>
<th>FURNITURE</th>
<th><strong>Pavilion On D</strong></th>
<th><strong>SIGNATURE PAVILION</strong></th>
<th><strong>COMBINED TOTALS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>INVENTORY</strong></td>
<td><strong>SEATING CAPACITIES</strong></td>
<td><strong>INVENTORY</strong></td>
</tr>
<tr>
<td>Picnic Tables</td>
<td>25</td>
<td>200</td>
<td>20</td>
</tr>
<tr>
<td>Picnic Benches</td>
<td>50</td>
<td>-</td>
<td>40</td>
</tr>
<tr>
<td>Orange Chaise</td>
<td>2</td>
<td>2</td>
<td>-</td>
</tr>
<tr>
<td>Blue Lounge</td>
<td>20</td>
<td>20</td>
<td>8</td>
</tr>
<tr>
<td>Dining Table Square</td>
<td>4</td>
<td>16</td>
<td>-</td>
</tr>
<tr>
<td>Dining Chairs</td>
<td>15</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Side Table</td>
<td>8</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>Loveseat Sofa</td>
<td>2</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Kids’ Chairs</td>
<td>6</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>2 Kids’ Tables</td>
<td>2</td>
<td>6</td>
<td>-</td>
</tr>
<tr>
<td>Blue Registration Tables</td>
<td>-</td>
<td>-</td>
<td>2</td>
</tr>
<tr>
<td>Orange Planters</td>
<td>-</td>
<td>-</td>
<td>8</td>
</tr>
<tr>
<td><strong>TOTAL SEATING CAPACITY</strong></td>
<td>-</td>
<td><strong>248</strong></td>
<td>-</td>
</tr>
</tbody>
</table>

*Subject to availability*
Event Production Logistics

Audio Visual

- The MCCA has a preferred in house audio visual provider to make each event as simple and cost effective as possible. However your own audio visual provider is acceptable.

Cleaning

- American Building Maintenance (ABM) is the exclusive vendor for cleaning. For private and corporate events that are held at The Lawn On D, the Massachusetts Convention Center Authority (MCCA) provides two (2) staff members with ABM as part of your rental. Requests for extra ABM staff will be subject to additional labor charges.
- Additional cleaners may be required based on event elements and attendance.

Deliveries

- The Lawn On D does not accept deliveries for events. If any shipments are required for your event, they will need to be shipped and delivered on your contracted event day(s) and received by the Licensee or a member of their team. Any deliveries that arrive before the contract date will be refused. The shipper will be responsible for all associated costs.

Electrical

- Electrical service is available at The Lawn On D Powered by Citizens Bank.
- Some light poles along the east and west concourse have outlets with 20 amp circuits that can be used. Please see the attached electrical floorplan for locations.
- Additional power needs must be approved by your Event Services Manager.
- The electrical layout must meet all building and electrical codes.

Please refer to the Electrical Site Plan on page 12.
- Power is subject to availability based upon your food & beverage needs.

Event Layout and Production Schedule

- Event layouts are required for review by your Event Services Manager and Public Safety Manager no later than three weeks prior to the first contracted day of the event.
- Event layouts must include all event activation, additional tents and vehicles, food and beverage locations, signage locations, entertainment elements, stages, game locations, table and chair requests and line locations (if applicable).
- A detailed production and event schedule is required no later than three weeks prior to the first contracted day of the event.
- All deliveries and vehicles entering the lawn must be included in the production schedule.
- When large or heavy event elements are going to be placed on turf or grass, they will need to be approved by your Event Services Manager.

First Aid/Medical

- The MCCA’s Public Safety Department provides 24/7 emergency medical response. MCCA Public Safety Managers are certified First Responders. In addition to the management team, the MCCA’s Public Safety Supervisors are certified First Responders.
- Events with an expected large attendance or unique events with a greater level of risk (i.e. dances, sporting events, etc.) may be subject to increased emergency medical coverage at the discretion of the MCCA’s Public Safety Department. If increased medical coverage is required, the MCCA Public Safety Department will coordinate the required coverage with an approved contracted medical provider and fees will be covered by the client.
• All requests for ambulances or other outside services must be coordinated with the MCCA Public Safety Department.

INFLATABLES/CARNIVAL EQUIPMENT
• All inflatables and carnival style event elements need to be approved by your Event Services Manager and the MCCA Public Safety Department. Information in this regard should be submitted no later than three weeks prior to the first contracted day of the event. Examples include but are not limited to: bounce houses, obstacle courses, carousels, etc.
• The Massachusetts Department of Public Safety’s Amusement Park Division will determine if certain event elements require permits. Applications are located at http://www.mass.gov/eopss/consumer-prot-and-bus-lic/license-type/amusement-forms-and-applications.html.

INTERNET
• Network drops are available in the Signature Pavilion and the Pavilion On D. Please consult with your Event Services Manager for pricing.

LIGHTING
• Any additional lighting must be approved by your Event Services Manager.

MERCHANDISE SALES
• The Licensee will provide a plan for the sale of merchandise associated with their event.
• The MCCA must provide written approval for all such sales.

PUBLIC SAFETY
• The MCCA Public Safety Department will review all event layouts and elements to determine if public safety staffing is required. Event Security coverage at The Lawn On D can be provided by the MCCA Public Safety staff, or another vendor of your choice that meets the following criteria:
  » Three (3) client references and a list of stadiums, sporting arenas, private events, and meeting center client references within the greater Boston Area.
  » A statement of inventory and manpower level capability.
  » A statement that you understand and agree with the local jurisdiction and regulations of the MCCA.
  » A statement that your security force will be in an identifiable uniform when working within MCCA facilities.
  » A statement that your security force has received and maintained the following education standards on the national, local, and individual level: Customer Service, CPR/AED, First Aid, MA Crowd Manager.
  » A statement that you will attend any required meetings for Security Providers that are hosted by the MCCA’s Public Safety Department.
  » Contact information for your main point of contact who will be onsite during event hours, as well as any secondary contacts that may be working on the event. (This information can be updated and changed from show to show). Contact information should include: Name, cell phone number, and email address.
• All third party security coverage plans must be submitted to the MCCA Public Safety Department no later than three weeks prior to the first contracted day of the event for review and final approval.
• The MCCA reserves the right to alter any and all security plans with regard to staffing levels, management coverage, and staffing assignments as part of the overall security plan approval process. All changes will be in the best interest of the MCCA, its facilities, clients, and attendess, to preserve the highest level of safety and security.
• Wireless cameras have been placed to monitor The Lawn On D, as well as motion detectors within the Pavilion space.
• Open flames are not permitted on the lawn. This includes tiki torches, open flame fire pits, and candles.

For ordering MCCA services, please see the Client Ordering Guide at https://signatureboston.com/exhibit/order-services. Services that are available online include: Cleaning, Electrical, Internet & Technical Services, Public Safety and Rigging.
• Propane fire pits must be approved by the MCCA Public Safety, and will be based on attendance levels and event elements. They also need to be approved by the Department of Public Safety. No ‘ground level’ fire pits or fossil fuels are allowed.

• The Lawn On D falls within the FAA’s “No Drone Zone” since we are within 5 nautical miles of Logan International Airport. This prohibits the use of any drone/UAV for commercial or recreational use.

• Radio Frequency (RF) Interference: The MCCA public safety radio system is operated within the 806mhz to 868mhz spectrum. If MCCA determines that any equipment, including but not limited to wireless microphones, radio systems, or video distribution systems, is creating any RF interference within the MCCA’s facilities to this frequency spectrum it must be shut down immediately.

• Drone Policy: No use of any Unmanned Aircraft Systems (UAS) and/or Model Aircraft shall be permitted inside an MCCA facility; or over, or on the grounds of such facility, without the prior written approval of MCCA Public Safety Department. All proposed uses for which requests for such approval are made must satisfy all Federal Aviation Administration, State, and Local regulations. If the Public Safety Department determines that any such use of UAS and/or Model Aircraft pose a hazard to persons or MCCA Facilities or grounds, the Public Safety Department, at its sole discretion, may terminate the operation of such use at any time. The owner and operator of the UAS and/or Model aircraft shall be responsible for any and all damage to persons, property or facilities in any way resulting from such use.

RESTROOMS

• The restrooms are located inside the BCEC and will be used for events.

• Due to event capacities, additional restrooms may be necessary. This should be determined at the time of the event booking. The cost and coordination of additional restrooms is the responsibility of the client.

RIGGING

• Safety and security are the MCCA’s number one priority. Any condition which, in the sole judgment of the MCCA, poses a risk to people or equipment, will be immediately corrected. Please see your Event Services Manager for any rigging needs.

• All contractors of The Lawn On D must comply with the MCCA’s Code of Conduct. The MCCA reserves the right to change or modify these Rules and Regulations at its sole discretion and without any prior notification.

SIGNAGE

• All signage locations must be approved. Signage plans should be submitted no later than three weeks prior to the first contracted day of the event.

• If clings are being used, all materials and placements should be approved and tested.

• If anything is being adhered to the Pavilion(s), please consult with your Event Services Manager for approval.

SOUND MONITORING

• Per the City of Boston Noise Ordinances: Unreasonable or excessive noise shall be defined as noise measured in excess of 50 dBA between the hours of 11:00 p.m. and 7:00 a.m. or in excess of 70 dBA at all other hours when measured not closer than the lot line of a residential lot or from the nearest affected dwelling unit. The term dBA shall mean the A-weighted sound level in decibels, as measured by a general purpose sound level meter complying with the provisions of the American National Standards Institute, “Specifications for Sound Level Meters (ANSI S1.4 1971)”, properly calibrated, and operated on the “A” weighting network. All Lawn on D events must be within the sound levels as stated above.

• Events with large stage productions are required to monitor sound levels during sound checks and event hours. The AV provider will be required to monitor the levels of the sound at both locations on the sound monitoring map (see your EM for map) and provide half hour updates during the event to your Event Manager.
• If at any point the sound levels exceed these numbers your Event Manager will inform you and the sound must be lowered immediately. Failure to do so or repeated violations will result in the MCCA shutting down the performance.

STAFFING
• For private and corporate events that are held at The Lawn On D, the MCCA provides two (2) staff members for greeting and directing guests to your event and navigation to facilities inside the BCEC as part of your rental. Events held at the Pavilion On D, or for multiple Lawns, are subject to review by the MCCA Public Safety Department and may require added staffing at an additional cost.

TAXES, LICENSES, CERTIFICATES, AND PERMITS
• All entities conducting business with the MCCA must obtain and keep business licenses, certificates, permits, and certifications as may be required by Federal, State, or local laws or regulations, and shall pay all taxes required including sales, excise, and use tax. In addition, all entities conducting business with the MCCA must register with the Secretary of State’s Office where required by law.

TENTS
• Any additional tents need to be approved by your Event Services Manager.
• Any additional tents must be weighted, not staked, and proper lawn protection such as plywood should be used to protect the grass.
• Staking or weighting tents is not allowed on the Lawn C turf.
• Proper permitting is required for all additional tents.
• Any heating or cooling needed in the existing Pavilions must be provided by the MCCA tent vendor, see your Event Services Manager for more information.

TRANSPORTATION/PARKING
• Parking needs will be reviewed and managed for each event by the MCCA Transportation Department.
• All delivery schedules need to be provided for Transportation Department approval.
• For any car service or shuttle bus service provided, the MCCA Transportation Department will determine the pick-up and drop-off location for the vehicles.
• Transportation services can be provided by the MCCA. Please consult with your Event Services Manager to secure a cost estimate.
• For private and corporate events that are held at The Lawn On D, the MCCA Transportation Department will provide two (2) Transportation agents to assist with parking and directing vehicles. This service is included in your rental. The MCCA Transportation Department may recommend additional Transportation agents for which additional labor charges will apply.

VEHICLES
• Move in and set up requirement vehicles should be included on your production schedule and submitted three weeks prior to the first contracted day of the event.
• All vehicles must remain on the North and South Concourse or asphalt perimeter of the lawn. No vehicles are allowed on the grass, even during set up.
• No vehicles are permitted to drive in-and-out of the lawn during event hours unless otherwise approved. The lawn must be cleared of attendees before vehicles will be allowed to leave the premises.

WATER
• If water is needed for any event elements, please consult with your Event Services Manager.

For ordering MCCA services, please see the Client Ordering Guide at https://signatureboston.com/exhibit/order-services. Services that are available online include: Cleaning, Electrical, Internet & Technical Services, Public Safety and Rigging.
**Electrical & Internet Site Plan**

**Signature Pavilion**
EX-3300 24 port PoE switch

**Pavilion On D**
EX-3300 24 port PoE switch

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**Electrical Key**

- (2) 2000 W (20 Amps)
- (1) 2000 W (20 Amps)
- (1) 100 W 3-phase 120/208v
- Wireless Access Points
- Switch Racks

*Electrical Service and Wired Internet Service are subject to availability.*
Permits

ELECTRICAL PERMIT

- If generators are used, permits from your vendor are required and a copy must be submitted.
- For onsite generators a Fuel Storage Permit is required from the Boston Fire Department and an Electrical Permit through the State/Department of Public Safety for all generators.
- Placement of the generators will need to be reviewed as they will need to be grounded.

ENTERTAINMENT LICENSE

- The MCCA has obtained a seasonal entertainment license for the duration of the season at The Lawn On D Powered by Citizens Bank.
- All event information needed for the entertainment license will need to be provided no later than three weeks prior to the first contracted day of the event so updates can be sent to the City of Boston. You can review the event information that would be needed at http://www.cityofboston.gov/consumer-affairs/entertainment and select the “one time entertainment license.”
- Noise levels must be maintained in accordance with this entertainment license.

FIRE PERMIT

- All events must adhere to the Massachusetts Department of Public Safety fire prevention standards. If the Department of Public Safety determines that an event element requires a fire permit, the client will be responsible for securing the necessary permits. A copy of the application can be found at http://www.cityofboston.gov/fire/forms/.

HEALTH PERMIT & LIQUOR LICENSE

- The food & beverage provider will secure liquor licenses and health permits for each event.

PAVILION PERMIT

- Clients have the ability to utilize any provider for additional pavilions providing the proper permits have been authorized and submitted. Permits for an additional structure can be found at http://www.cityofboston.gov/fire/forms/.
- Any additional pavilions must be weighted, not staked in the lawn.

Copies of all permits and licenses need to be provided to your Event Services Manager prior to your event.
Rules and Regulations

- Use of The Lawn On D Powered by Citizens Bank logo needs to be approved by your Event Services Manager.
- The Lawn On D is non-smoking.
- The Lawn On D is pet free.
- Events at The Lawn On D must end by 10:00 pm on weeknights (Sunday through Thursday) and 11:00 pm on weekends (Friday and Saturday).
- No amplified sound before 8:00 am and after the end of the event.
- Sidewalk chalk and water based chalk paint is not permitted.
- The use of stakes in any way is prohibited (pavilions, signage, games, etc.).
- Swing Time art cannot be removed. The MCCA has the right to determine if Swing Time needs to be taken out of service due to crowd levels, risk of injury and/or risk to the art.
- Paint is not permitted. Any exceptions must be submitted in writing.
- If heavy equipment is necessary for the event, loading requirements at all support points will need to be provided. The load capacity of the site will depend on the type of loading of the equipment, i.e. point loads, spread footings, etc.
- Weather Cancellation Policy: Please note that the Pavilion(s) is not a safe location for sheltering during severe weather. In the event of a severe weather forecast, the MCCA Public Safety team has the right to close The Lawn On D.
- Staking or weighting tents is not allowed on the Lawn C turf.
- No vehicles are allowed under the Pavilions.
MCCA Code of Conduct

MCCA Code of Conduct provides general guidelines regarding the MCCA’s expectations of contractor employee conduct while working on MCCA property. It is not intended to address every situation or behavior that may occur. The MCCA reserves the right to impose appropriate remedial action for any inappropriate conduct not specifically covered in this code. The MCCA is the final authority on the interpretation of this Code of Conduct and on decisions relating to violations of the Code. This Code of Conduct is designed to help ensure that ALL contractor employees working in MCCA facilities conduct themselves in a friendly, courteous and respectful manner at all times and applies to all contractors working on all MCCA Property. Any violation of any rules contained herein, as determined by the MCCA, may result in violators being immediately removed, trespassed and/or face possible criminal prosecution.

ACCESS TO EVENTS

No one may use their identification badge, uniform or position as a means of admission into any event at MCCA facilities, unless that person is assigned to work in that area.

ACCESS TO WORK AREAS

The appropriate route to and from the work area is through the loading dock corridor or service corridors of MCCA facilities.

CLIENT & EXHIBITOR WORK INTERFERENCE

No contractor employees may approach or interfere with the work of the clients of the MCCA or exhibitors for the purposes of mandating specific labor work requirements. Any issues or complaints regarding specific labor work rules must be directed to the Local’s Business Agent, general service contractor, and/or MCCA. Continued violations of this provision will result in trespass from MCCA facilities, for contractors and employees.

DRUG & ALCOHOL FREE WORKPLACE POLICY

The consumption, possession or being under the influence of alcohol, and/or being under the influence of tested-for-substances, illegal drugs, prescribed or over-the-counter drugs is prohibited while performing MCCA business, in a vehicle or other motorized equipment, or working in the MCCA’s facilities, is strictly prohibited in accordance with the MCCA’s Drug & Alcohol Workforce Policy and such individuals who violate The BCEC is the exclusive provider of the following services: food & beverage, cleaning, medical, business center, coat check, electrical, telephone, Internet, plumbing and the supply of compressed airs and gases, the use of the house sound system, rigging, the operation of ground-supported crank-ups, and the operation and provision of lifts for theatrical purposes. Most of these services are available directly to the Licensee and should be ordered through your Event Services Manager. These exclusive services are subject to prices and conditions on appropriate order forms. Discounts may apply to some services by meeting the advance payment deadlines and conditions noted on the forms. The forms will be provided to you by your Event Services Manager. Exhibitors may order services through the Signature Boston Exhibitor Ordering Site at www.signatureboston.com. For more information, Exhibitor Services can be contacted at 617-954-2230 or exhibitorservices@signatureboston.com. this policy are subject to testing per said policy.

HARRASSMENT

The MCCA is committed to providing a work environment that is free for harassment in any form, including sexual harassment. All forms of harassment against any employee or visitor, or by the MCCA’s customers, users, licensees, exhibitors, clients, contractors, sub-contractors, suppliers or attendees who conduct business with the MCCA is strictly prohibited. Individuals must immediately report any harassment or sexual harassment which they experience or observe to the Public Safety Department, or to her
or his employer’s supervisor/manager. All reports of harassment will be taken seriously, and will be investigated and dealt with appropriately. The MCCA does not tolerate retaliation against those who report suspected violations. Retaliation must be reported immediately to the Public Safety Department so that the MCCA can investigate promptly and take appropriate actions.

INSPECTIONS

ALL persons, bags, briefcases, backpacks, coolers, Authority lockers, vehicles, and other containers are subject to inspection at any time.

MCCA IDENTIFICATION

All employees and contractors are required to wear MCCA or Exhibitor Services Contractor Association (ESCA) issued identification badge on their outermost garment at all times while working at an MCCA facility. Upon request and as a requirement to be issued a MCCA ID, all employees and contractors working with an MCCA facility must carry on their persons a current and valid government issued photo identification (i.e. driver’s license) at all times.

MOTORIZED EQUIPMENT OPERATION

Operation of all motorized equipment on MCCA property must be done so in a safe manner in accordance with the appropriate license for each specific piece of equipment. All motorized equipment license must be present with the operator at all times while working at an MCCA facility and available upon request.

REPORTS TO THE AUTHORITY’S PUBLIC SAFETY DEPARTMENT

Every individual working on MCCA Property is required to report to the Public Safety Department the following: damage to TOC section a section b section c section d section e section f section g section h 37 any property or equipment immediately after occurrence; theft or unauthorized possession of any property or equipment; any unsafe condition or activity; and, any emergency, such as fire or medical emergency, any and all accidents involving physical damage to individuals, property or equipment.

SIGNS, BANNERS, AND HANDOUTS

The posting or placement of any notices, signs, placards, banners, announcements or distribution of any material or periodicals is prohibited.

SMOKING

By State Law, MCCA facilities are smoke free facilities.

SOLICITATION OF TIPS, ETC.

Solicitation or accepting of tips, gratuities or property is strictly prohibited.

THEFT

Theft, attempted theft, misappropriation of property or the aiding/abetting of such acts is strictly prohibited.

UNAUTHORIZED VEHICLES

Unauthorized vehicles are prohibited from parking anywhere on MCCA property. Specifically in the loading dock area.

VIOLATIONS

Those contractor employees trespassed/ejected from MCCA facilities cannot regain access until such time that the contract employer has contacted the MCCA’s Public Safety Department and the MCCA has subsequently approved the employer’s personnel actions, including disciplinary action taken.

VIOLENCE

Fighting, physical violence, attempted physical violence, intimidation, creating a disturbance, horseplay, disorderly conduct or the use of abusive language toward any employee or visitor is strictly prohibited. No threats, pressure or coercion may be used by any person where the object is to influence any of the Authority’s customers, users, licensees, exhibitors, clients, contractors, suppliers or attendees to use any particular vendors, products, services or goods.

WEAPONS

The possession of firearms, knives, explosives or weapons of any kind is strictly prohibited.