

Important Links

- [Conference Website](#)
- [AFP 2025 Exhibitor Kit](#)
- [Exhibitors & Sponsors](#)
- [I'm an Exhibitor](#)
- [Housing](#)

Important E-mail Addresses

Logistical Questions: exhibiting@afponline.org

Access Sales: kboyle@afponline.org

rbarkin@afponline.org

Booth Design & Questions/Shipping: help@t3expo.com

Help with Booth Orders: orders@t3expo.com

1. What can be found in the exhibitor kit?

- Important Dates & Deadlines
- Shipping Information
- Print Production Artwork Requirements
- Freeman AV
- Electrical
- Lead Retrieval
- AFP Rules & Regulations

The exhibitor kit can be found on the conference website under the "I'm an Exhibitor" button on the Exhibitors & Sponsors Page.

2. Who is the exhibitor catering contact?

Levy Restaurants is the exclusive food & beverage provider of the BCEC. The MCCA prohibits any outside food or beverages from being brought into the building, except by Levy Restaurants. The distribution of food and beverages, regardless of type and/or quantity, is the sole responsibility of Levy Restaurants. Levy Restaurants is the official caterer for all food and beverage services within the BCEC. 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 with approval in writing, in advance, by a Levy Restaurants Catering Sales Manager.

To place a catering order please email the Exhibitor Catering Order Form, located on the last page of the Exhibitor Menu to, BCECExhibitorOrders@levyrestaurants.com. All catering orders must be placed 21 days prior to the show's start date. Our Exhibitor Catering team is looking forward to working with you to create a memorable event.

Exhibitor Catering Menu: [BCEC Exhibitor Catering Menu 2025](#)

IMPORTANT DATES: All F&B orders are due by **Friday, October 10th, 2025**

3. **Can we bring liquor or outside food into our booth?**

No, the BCEC does not allow ANY outside food or beverages inside the Boston Convention center, and this can be as small as you know, bags of chips, bottles of water just for your booth.

4. **Who is the lead retrieval vendor?**

American Trade Show. For more details, visit the "I am an Exhibitor" page under [Lead Retrieval](#).

5. **When will exhibitors receive the pre-show and post-show attendee list?**

Exhibitors will receive the pre-show attendee list on Friday, September 26th and the post-show attendee list will be sent Friday, November 7th.

6. **Do I have to send my booth rendering to AFP for approval?**

All exhibitors with a booth 20' x 20' or larger will be required to submit their booth designs and layouts for approval by AFP to exhibits@financialprofessionals.org by Friday, September 26th.

7. **What is included with Turnkey Booth?**

- 9'w x 8'h Custom Graphic Back Wall
- 10' x 10' Standard Carpet – Gray
- (1) 55" Monitor
- (1) R4 Counter & Printed Kick Panel
- (1) 30" Round White Bar Top - Tulip Base
- (3) Nexus Stools
- (1) Wastebasket
- 10-amp Electrical Drop for Backwall only
- Lead Retrieval License
- Labor to Install and Dismantle
- Pre-show Clean Only

8. **Are there power outlets to charge computers and a monitor in a Turnkey Booth?**

The Electrical included is specifically for the monitor and would be behind the backwall. If you would like it extended to anywhere else in the booth you can order this additional labor through T3 Expo on our website or on page 50 in the service kit.

9. **Do tables and chairs need to be ordered for a standard booth?**

Yes. A standard booth only comes with pipe and drape. All furniture, flooring and electrical will need to be ordered. Visit the exhibitor kit for all order forms or the [T3 Communities page](#) under "T3 Expo Online Ordering".

10. **What is provided with a Demo Room?**

The Demo room comes with a locking door, a header panel with your company name, a 5-amp outlet and tuxedo carpeting.

11. Do EACs need to purchase full exhibitor badges to access the show floor once it officially starts, or will wristbands be given?

If the EAC will be working at the booth during show hours, then yes, they will need to purchase an exhibitor badge. You can purchase hall-only passes via the exhibitor portal. If the EAC is only setting up or taking down the booth, wristbands will be provided. All EACs must be registered with T3 Expo in advance to receive a wristband.

[Visit the exhibitor portal to register your EAC.](#)

12. Is there a "non-full conference" exhibitor ticket? We would like to have one of our staff at the booth without attending the conference.

Yes, you can purchase additional Exhibit Hall Only passes via the [exhibitor registration portal](#).

13. Who do I contact about inbound and outbound shipping?

Visit the exhibitor kit on page 30 for shipping instructions and labels. You can also find all shipping details in the exhibitor kit or on the "I am an Exhibitor Page." For additional assistance, contact T3 Expo at help@t3expo.com.

14. Where can I find the exhibit hall floor plan?

The [floor plan](#) can be found on the conference website under the Exhibitors & Sponsors tab.

15. Is there an entertainer pass by chance? For entertainers that we want to have in our booth?

Yes, you would request a Talent Badge Wristband. To request talent vendor access for your booth, please fill out the Talent Vendor Access Request Form below. You will need to fill out all fields.

[Booth Talent Vendor Access Request Form](#)

AFP will inform you via email that your request has been approved or denied. **The maximum number of talent wristbands per booth is three (3).** The deadline for submitting the Talent Vendor Access Request Form is **Friday, October 10, 2025**. You will not be able to register Talent Vendors on-site.

16. Is there free Wi-Fi in the convention hall?

There is free wi-fi in the convention hall but is used by all exhibitor and attendees.

17. Will you have a media kit available with Social Media banners to promote our presence at AFP?

Yes, you can find banners to promote your presence at the AFP 2025 conference under the "I'm an Exhibitor" page under "Promote Your Presence".

18. Who is the Rigging Provider at the BCEC?

JCALPRO is exclusive to the BCEC and is only permitted to provide the following services:

- Hanging exhibitor provided overhead signage
- rurs and motors for A/V or Lighting Equipment
- Overhead lighting
- Safety ties for ground supported structures
- Overhead power drops

For any questions, please reach out to exhibits@jcalpro.com or (617) 954-2345