


**Exhibitor Order Form
Telephone Services**

Effective January 1, 2020

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <http://www.signatureboston.com/bcec/bcec-ordering-guide.aspx>.
To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.

Incomplete information will delay processing.

Event or Show:		Booth no. (s)		
Event or show date(s):		Exhibiting firm:		
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by/title:		Show site contact:		
Date:		Contact phone:		

STANDARD TELEPHONE SERVICES	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Single Line Phone Service (Analog)		\$300.00	\$370.00	
Multi-Line Phone Service (Digital)		\$435.00	\$540.00	
Speaker Phone Service (Analog)		\$330.00	\$420.00	
Polycom Speaker Phone Service (Analog)		\$390.00	\$485.00	

ADDITIONAL TELEPHONE SERVICES & EQUIPMENT	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Call Waiting (Per Phone Line)		\$50.00	\$65.00	
Voice Mail (Per Phone Line)		\$50.00	\$65.00	
ISDN/BRI Service		\$310.00	\$395.00	
Polycom Video Conference Equipment Rental w/ IP Connect Service		\$2,080.00	\$2,600.00	
Polycom Video Conference Equipment Rental w/ ISDN Service		\$1,140.00	\$1,665.00	
				Total Due: \$

SIGNATURE _____

 To pay with a Discover, MasterCard, Visa or American Express, you may order online at www.signatureboston.com.

To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

 EXHIBITOR SERVICE CENTER | MASSACHUSETTS CONVENTION CENTER AUTHORITY | 415 SUMMER STREET | BOSTON, MASSACHUSETTS 02210
 617.954.2230 EXHIBITORSERVICES@SIGNATUREBOSTON.COM TAX ID#: 042768982

FOR MCCA USE ONLY			
Date Received:	Received by:	Check Number:	Discover/MC/Visa/Amex: