



**Exhibitor Order Form
Telephone Services**

Effective July 1, 2017

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)		\$287.00	\$358.00	
Multi-Line Phone Service (Digital)		\$417.00	\$521.00	
Speaker Phone Service (Analog)		\$320.00	\$400.00	
Polycm Speaker Phone Service (Analog)		\$371.00	\$464.00	
Fax Machine Phone Service (Analog)		\$422.00	\$528.00	

ADDITIONAL TELEPHONE SERVICES & EQUIPMENT	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Call Waiting (Per Phone Line)		\$50.00	\$62.50	
Voice Mail (Per Phone Line)		\$50.00	\$62.50	
ISDN/BRI Service		\$300.00	\$375.00	
Polycm Video Conference Equipment Rental w/ IP Connect Service		\$1,100.00	\$1,600.00	
Polycm Video Conference Equipment Rental w/ ISDN Service		\$2,000.00	\$2,500.00	

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:
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