

Telephone Services

The MCCA offers a variety of telephone services through our experienced in-house telephone technicians.

STANDARD TELEPHONE SERVICES	DISCOUNT	STANDARD
Single-Line Service (Analog) Service includes one phone number and a complimentary simple handset. Line usage included.	\$287.00	\$358.00
Multi-Line Service (Digital) Service includes one phone number with multiple line appearances and rental of one digital display phone. Equipment must be returned at the close of the show. Line usage included.	\$417.00	\$521.00
Speaker Phone Service (Analog) Service includes one phone number and rental of one speaker phone. Equipment must be returned at the close of the show. Line usage included.	\$320.00	\$400.00
Polycom Speaker Phone Service (Analog) Service includes one phone number and rental of one polycom speaker phone. Equipment must be returned at the close of the show. Line usage included.	\$371.00	\$464.00
Fax Machine Phone Service (Analog) Service includes one phone line and rental of a plain paper fax machine with copy capabilities. Line usage included.	\$422.00	\$528.00

ADDITIONAL SERVICES & EQUIPMENT	DISCOUNT	STANDARD
Call Waiting (per phone line) Allows user to know when another call is coming in.	\$50.00	\$62.50
Voicemail (per phone line) Allows user to setup a custom greeting and receive messages from incoming callers.	\$50.00	\$62.50
ISDN/BRI Service ISDN lines support video and CODEC applications. ISDN lines can be arranged by contacting Exhibitor Services two weeks prior to show. Exhibitors can select one of two long distance carriers: AT&T or MCI. Line usage will be billed per the selected carrier's rate after the close of the show.	\$300.00	\$375.00
Polycom Videoconference Rental w/IP Connect Service This service is used to connect from the MCCA's facility to an external/remote site with like IP video conferencing capabilities. Service includes IP connectivity for video conferencing. The distant video equipment must be IP compatible.	\$1,100.00	\$1,600.00
Polycom Videoconference Rental w/ISDN This service is used to connect from the MCCA's facility to an external/remote site with like ISDN video conferencing capabilities. This service includes three 128k ISDN lines. Line usage will be billed per the selected carriers rate after the close of the show.	\$2,000.00	\$2,500.00

INSTALLATION & CONNECTIONS

- Telephone Service is brought from the nearest column or floor port into the booth.
- MCCA phone technicians typically provide a line that is long enough to run anywhere in your booth. Exhibitors may have their preferred setup personnel run their phone cord(s) under the carpet to desired locations, or they may hire the General Service Contractor to do so.
- All telephone equipment can be picked up at the MCCA Exhibitor Services Desk.

Terms & Conditions

- The MCCA is the exclusive provider of all telephone services. All telephone equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA personnel.
- All MCCA telephone equipment (except simple analog handset) must be returned to the Exhibitor Service Desk at the close of the show. Failure to return MCCA phones will result in a replacement fee.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional telephone labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
 - » Monday-Friday 8am-4pm (except holidays)
\$80.00
 - » All other times, including holidays
\$120.00

FREQUENTLY ASKED QUESTIONS

How do I know if I need a single-line or a multi-line service?

Single-line phones are just like most household phones. They can be used for fax lines, credit card machines, standard telephones, and even to dial-up internet service (although we do not recommend this method of internet connectivity). A Multi-Line Service (Digital) includes one phone number with multiple line appearances and rental of one digital display phone.

I have a wired credit card machine. Do I need to program anything specific for the machine to work on your single-line service?

Yes. Please preprogram your machine to dial "9" before your credit card company's number.

How do I receive my phone number, dialing instructions, and phone/fax equipment?

Please visit the MCCA Exhibitor Services desk onsite to pick up your equipment. At this time you will receive assigned phone numbers and dialing instructions. This information can also be provided ahead of time if requested through Exhibitor Services.

How can I place international calls on my phone line?

If you wish to place international calls on your phone line, please contact Exhibitor Services prior to move-in to submit this request. Otherwise, all phones will be limited to local and US numbers.



Exhibitor Order Form Telephone Services

Effective July 1, 2016

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/hynes/hynes-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	
Polycom 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	
Polycom Video Conference Equipment Rental w/ IP Connect Service		\$1,100.00	\$1,600.00	
Polycom 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

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Date Received:	Received by:	Check Number:	Discover/MC/Visa/Amex: