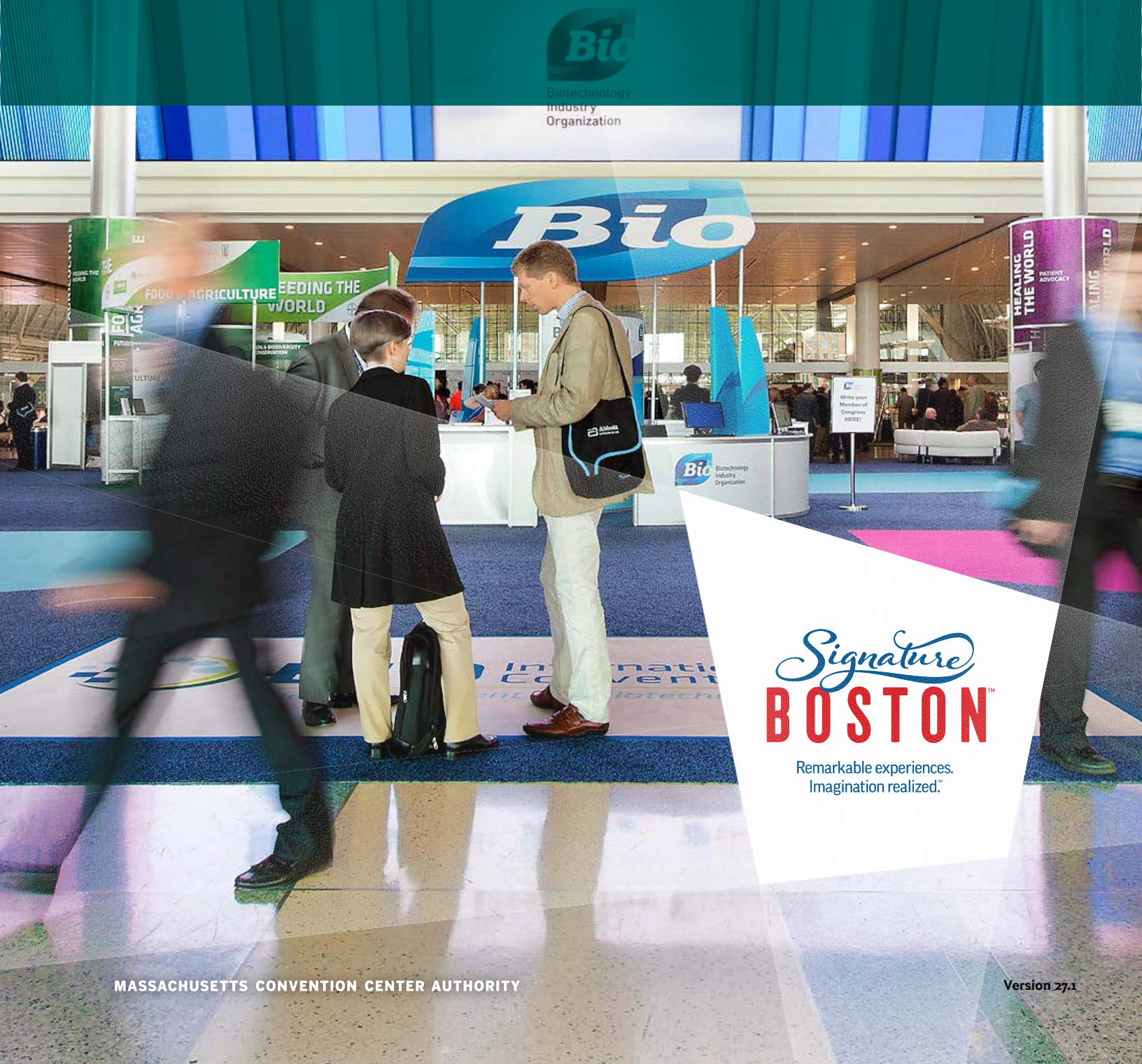
Exhibitor Ordering Guide

THOMAS MICHAEL MENINO CONVENTION AND EXHIBITION CENTER

JANUARY 1, 2027 - DECEMBER 31, 2027



Signature BOSTON™

Remarkable experiences.
Imagination realized.™



Introduction

On behalf of the Massachusetts Convention Center Authority, welcome to Boston!

We are excited to have you exhibit at our state-of-the-art facilities and look forward to working together to help you achieve your most ambitious goals. We are proud to offer the service, technology, and resources that will help you bring your vision to life. Our Exhibitor Services Team is an invaluable resource to assist you with transforming your ideas into an unforgettable event for your guests.

World-class customer service has become our signature as a meetings destination, which is why we have given our meetings and conventions experience a new name: Signature Boston. Unique and personal, a signature represents a promise that defines who we are and what we stand for. It speaks to our unwavering commitment to making every event we host in our city a success beyond your expectations.

This Ordering Guide is designed to make planning and ordering easy for all exhibitors. Each service section contains the following:

- Description of Services & Equipment and Pricing;
- Installation & Connection Information;
- Terms & Conditions, and;
- Frequently Asked Questions.

In addition to the orderable services listed in this guide, the MCCA also offers the following services for you to take advantage of on-site:

- Exhibitor Service Desk with assigned Event Associate
- Internet Support Services
- Free Wireless Internet Service
- FedEx Business Center

If you have any unanswered questions, please contact Exhibitor Services at 1.617.954.2230 or exhibitorservices@SignatureBoston.com, and we will be happy to assist you!



General Information

ORDERING POLICIES & PROCEDURES

Pricing

Discount, Standard and On-Site rates are available for most services. To qualify for the discount rate, order requests and payment must be received 21 days prior to the show opening. Standard rates will apply to orders received after this discount cut-off date and be effective until the move-in begins. On-site rates will apply to orders received once move in has begun.

Ordering

Exhibitors are encouraged to submit orders online at our secure and easy-to-use website, **www.SignatureBoston.com.** Credit card payment is required for all online orders. Exhibitors who prefer to mail in their orders and pay by check will find our Service Order Forms in the Appendix of this guide. No telephone orders will be accepted.

Exhibitors should be aware of the following when placing orders:

- All payments must be in US currency;
- The date payment is received determines the applicable rate (see Pricing above);
- Incomplete order or payment information will delay processing;
- Booth number(s) must be identified on all order forms.

Payments

Payment for services must be received in advance. Service will be delivered only after payment is received. All outstanding charges must be paid before the close of the show. Please note that there will be no additional taxes added to service charges.

Refunds

Claims for refunds must be submitted by the exhibitor to Exhibitor Services prior to event close. Credit will not be given for services installed and not used. Refunds are issued in the same manner in which payment was received.

General Terms & Conditions

- All booth number changes must be communicated by the exhibitor to Exhibitor Services prior to exhibitor move-in. Additional charges may result, if services must be moved after initial set-up.
- All equipment and material furnished by the MCCA shall remain the property of the MCCA and shall be removed only by MCCA personnel.
- Standard wall outlets and other permanent building outlets (e.g., electrical, telephone, plumbing, etc.) are not part of the booth space and may not be used by anyone other than MCCA personnel or designated service provider.
- Service connections must be made by MCCA personnel or designated service provider.
- Connection services generally cover the installation of service to the booth area in the most convenient manner to the MCCA.
- All equipment must comply with state and local safety codes. MCCA will refuse connection to any equipment that constitutes a safety hazard.
- Unless otherwise directed, MCCA personnel are authorized to cut floor coverings to permit installation of services.

Electrical Services

The MCCA offers a variety of electrical services through our experienced in-house team of electricians.

SPECIAL CONNECTIONS (208 volt & 480 volt power)	DISCOUNT	STANDARD	ON-SITE
Unless otherwise indicated in parentheses ( ), all special power connections will be hard-wire connected. To order Three Phase 100 amp service and higher, please contact MCCA exhibitor services for availability.			
208v single phase 30 amp (nema l21-30p)	$455.00	$565.00	$670.00
208v single phase 60 amp	$865.00	$1,060.00	$1,275.00
208v single phase 100 amp	$1,315.00	$1,650.00	$1,965.00
208v three phase 30 amp (nema l21-30p)	$810.00	$1,010.00	$1,215.00
208v three phase 60 amp	$1,225.00	$1,530.00	$1,840.00
Note: Any 100+ amp connection must be approved by MCCA Exhibitor Services. Please call 617.954.2230.			
208v three phase 100 amp	$1,945.00	$2,440.00	$2,920.00
208v three phase 200 amp	$3,710.00	$4,635.00	$5,560.00
208v three phase 400 amp	$6,545.00	$8,185.00	$9,815.00
480v three phase 30 amp	$1,235.00	$1,540.00	$1,855.00
480v three phase 60 amp	$2,150.00	$2,685.00	$3,250.00
480v three phase 100 amp	$3,955.00	$4,950.00	$5,945.00
480v three phase 200 amp	$7,855.00	$9,815.00	$11,785.00

STANDARD CONNECTIONS (120 volt power)	DISCOUNT	STANDARD	ON-SITE
500 watt box One 5 amp circuit and one receptacle or plug point	$165.00	$200.00	$230.00
1000 watt box One 10 amp circuit and two receptacles or plug points	$210.00	$250.00	$320.00
2000 watt box One 20 amp circuit and a minimum of three receptacles or plug points	$250.00	$325.00	$385.00
4000 watt box Two 20 amp circuits and a minimum of three receptacles or plug points	$310.00	$375.00	$445.00

ADDITIONAL ELECTRICAL SERVICES & EQUIPMENT	DISCOUNT	STANDARD	ON-SITE
25' round extension cords 25' round, yellow extension cords for use in exhibit booths. Each cord has three, three-prong receptacles on the end. **Please Note: These extension cords cannot be used to run underneath booth carpeting.*	$50.00	$55.00	$70.00
6 Port Power Strip Purchase	$40.00	$40.00	$45.00
24 hour power If booth equipment requires electricity 24 hrs a day (for example, a Refrigerator), then the exhibitor should order 24 hr power. In general, electrical service begins half an hour before the show and ends one hour after the show closes.	**Add 50% to Initial Connection Rate**		

OVERHEAD POWER

Overhead power is available upon approval by the MCCA:

- At the Thomas Michael Menino Convention and Exhibition Center, overhead 120v electrical is limited due to the ceiling heights. Overhead service is available under the low mechanical roof on the East and West sides of the Halls.
- If an overhead sign, truss, banner or other rigged item requires overhead 120v power, the MCCA can provide this service in any area of the MCEC.
- If an overhead sign, truss, banner or other rigged item requires overhead 208v or 480v power, the MCCA can provide this service in limited areas of the MCEC. Please contact the MCCA Exhibitor Services team for availability.
- Overhead power must accompany a rigging order.

Installation & Distribution

- MCCA Electricians will provide the initial electrical power source.
- Electrical Service is brought from the nearest column or floor port into the booth. The electrical outlets or boxes are placed in the rear of the booth along the pipe & drape line.
- Electrical boxes are left accessible inside floor ports for island booths with no pipe and drape lines and no columns in their booth space.
- For 208V & 480V connections, we require floor plans so that we may provide the electrical service in a convenient location within the booth.
- Exhibitors are responsible for distributing their own 120V electrical cords and plugging in their booth equipment. Exhibitors may choose to:
  - » Hire labor from the General Service Contractor;
  - » Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work;
  - » Bring their own company electrician to perform distribution and hardwire connections as long as he/she is a full time employee of the exhibiting company.

Terms & Conditions

- The MCCA is the exclusive provider of electrical service. All electrical equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA personnel.
- 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 electrical 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:
  - » Hourly Rate (All times) $120.00
- The use of open clip sockets, duplex or triplex attachment plugs, latex or lamp cord is prohibited. All cords must be of the 3 wire grounded type and UL approved. Cords can be no smaller than 12 wire or 12 gauge. Any exposed non-current carrying metal parts of fixed equipment must be grounded.
- Electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
- The MCCA cannot be responsible for voltage variations of the power company.

FREQUENTLY ASKED QUESTIONS

If the MCCA doesn't run my electrical cords, and I can't do it myself, who should I send my electrical layout plan to?
If you have booth floor plans that include electrical layouts, you should share that information with your preferred setup personnel. If you are working with a third-party exhibit company, they may run the cords for you. If you need to hire labor to run cords for you, the show's General Service Contractor can help you. Typically, the General Service Contractor will include an Electrical Cord Labor Form in the Exhibitor Kit. The MCCA is happy to keep any floor plans on file for reference. In fact, we recommend that you forward your electrical layouts to Exhibitor Services for all 208V and 480V connections so that we may place the initial drop in the most convenient location possible.

How do I know if I need a 208V or 480V connection?
Most exhibitors do not require special connections like a 208V or 480V connection. Many times, these types of electrical services are required for heavy equipment and/or specialized machinery. Kindly consult with the equipment manufacturer, name plate rating or installation technician for specific details. Exhibitors who bring their own distribution panels may need one of these special connections.

How do I know how much power I need to order?
When determining how much power to order for a booth, it is helpful to know how much total power is required for the equipment in your booth space. Below, we have outlined some standard electrical requirements (requirements may vary).

- Standard Laptop · · · · · · 250-550 watts
- Lead Retrieval · · · · · · · · 300-500 watts
- Standard Plasma TV · · · · 300-400 watts

Items like laptops, standard booth lights, and televisions may be grouped together on one circuit provided they do not exceed the overall limit of the circuit or the surge protection device. There is some equipment that requires its own circuit to run properly. For example, a microwave or refrigerator requires its own dedicated circuit, so a laptop and refrigerator should not use the same power source.

I am an International Exhibitor and my equipment requires a converter to step down from 220V to 208V. Can I rent a converter from the MCCA?
The MCCA does not rent or supply power conversion equipment. Exhibitors are required to bring their own to the show.

I can't find 208V or 480V overhead service listed on your online ordering site. How can I order this service?
208V & 480V overhead services are limited in our convention centers. All requests for such connections must be approved by an MCCA electrician; please contact MCCA Exhibitor Services for more information.



Telephone Services

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

STANDARD TELEPHONE SERVICES	DISCOUNT	STANDARD	ON-SITE
Single-Line Phone Service Service includes one phone number and rental of one hard wired digital display phone. Equipment must be returned at the close of show.	$360.00	$440.00	$540.00
Multi-Line Phone Service Service includes one phone number with multiple line appearances and rental of one hard wired digital display phone. Equipment must be returned at the close of show.	$520.00	$645.00	$775.00
Vonage Single Line App Service Service includes one phone number, no handset. This is an app based service available by downloading the Vonage app on a personal mobile device. Available for iPhone and Android	$215.00	$265.00	$330.00
Vonage Multi-Line App Service Service includes one phone number, no handset. This is an app based service available by downloading the Vonage app on a personal mobile device. Available for iPhone and Android	$310.00	$385.00	$450.00

ADDITIONAL TELEPHONE SERVICES AND EQUIPMENT	DISCOUNT	STANDARD	ON-SITE
Call Forward (per phone line) Allows user to send calls to another phone.	$70.00	$90.00	$110.00
Voicemail (per phone line) Allows user to setup a custom greeting and receive messages from incoming callers.	$65.00	$80.00	$100.00
Call Waiting (per phone line)	$70.00	$90.00	$110.00
Unreturned Device Fee Phone device delivered with service. Only charged if not returned post show.	$200.00	$200.00	$200.00

INSTALLATION & CONNECTIONS

- MCCA 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.
- The MCCA does not offer any analog phone line services.
- All MCCA telephone equipment must be returned to the Exhibitor Service Desk prior to the close of the show. Failure to return MCCA phones will result in a replacement fee. See pg. 6
- 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:

  » Telephone Tech Rep (All times) $145.00

FREQUENTLY ASKED QUESTIONS

How do I receive my phone number, dialing instructions, and phone 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?
All phone lines will have the ability to place local, US and International calls.

Internet & Technical Services

The MCCA offers a variety of Internet and Technical services through our experienced in-house team of technicians.

Wired Internet Connections

Exhibitors who order wired internet drops are provided with one internet connection and assistance, as needed, from our internal IT Support Services staff. All MCCA Internet services include one initial line regardless of how many IPs are ordered with the service. To have more than one computer connected at one time, exhibitors may bring their own switch or hub device and cables, or they may purchase a switch from the MCCA. Exhibitors are asked to read through the following service descriptions closely to ensure that the purchased service level is sufficient to meet their bandwidth requirements during the entirety of the show. Below are basic guidelines for ordering wired Internet services.

All services are delivered DHCP. Public IP addresses are available upon request with all of our managed services listed below. Managed Services requesting public IP addresses require manual configuration to each machine.

Custom orders for bandwidth above listed service levels below can be ordered on a case-by-case basis through the MCCA's Exhibitor Services Department at **617-954-2230** or **exhibitorservices@signatureboston.com**.

MANAGED SERVICES Manually configured services require entry of IP addresses into the device before the device may access the internet.	**DISCOUNT**	**STANDARD**	**ON-SITE**
1.54 Mbps Managed Service The 1.54 Mbps Managed Service Package includes a private VLAN and subnet. This level is sufficient if the main use is for a basic internet connection, such as e-mail, internet browsing, or standard definition video streaming. It may not be fast enough for multi-purpose use. Public IP addresses available upon request.	$1,800.00	$2,160.00	$2,592.00
3 Mbps Managed Service The 3 Mbps has more bandwidth than the 1.54 Mbps service and includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for basic e-mail and web browsing, standard definition video streaming, or can accommodate multiple Internet connections.	$5,635.00	$6,460.00	$7,750.00
6 Mbps Managed Service The 6 Mbps has more bandwidth than the 3 Mbps service and includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 4 standard definition video streams, or a single HD video stream, or can accommodate multiple Internet connections.	$9,520.00	$10,960.00	$13,155.00
10 Mbps Managed Service The 10 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 6 standard definition video streams, a single HD video stream, or can accommodate multiple Internet connections.	$12,735.00	$14,625.00	$17,545.00

15 Mbps Managed Service The 15 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 2 HD video streams, or a single 4K stream, or can accommodate multiple Internet connections.	$18,765.00	$21,560.00	$25,875.00
20 Mbps Managed Service The 20 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 3 HD video streams, or a single 4K stream, or can accommodate multiple Internet connections.	$24,920.00	$28,665.00	$34,395.00
25 Mbps Managed Service The 25 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 4 HD video streams, or a single 4K stream, or can accommodate multiple Internet connections.	$30,955.00	$35,625.00	$42,755.00
30 Mbps Managed Service The 30 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 5 HD video streams, or up to two 4K video streams, or can accommodate multiple Internet connections.	$36,840.00	$42,390.00	$50,865.00
35 Mbps Managed Service The 35 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 5 HD video streams, or up to two 4K video streams, or can accommodate multiple Internet connections.	$44,172.00	$50,798.00	$60,957.00
40 Mbps Managed Service The 40 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 6 HD video streams, or up to two 4K video streams, or can accommodate multiple Internet connections.	$48,505.00	$55,785.00	$66,945.00

ADDITIONAL INTERNET SERVICES & EQUIPMENT	DISCOUNT	STANDARD	ON-SITE
Copper Patch/ Booth to Booth Connection Copper Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Copper patches can transmit data, audio, and video. This is not available with the shared service.	$420.00	$540.00	$645.00
Fiber Patch/ Booth to Booth Connection Fiber Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Fiber patches can transmit data, audio, and video.	$595.00	$735.00	$890.00
Switch-8 Port This switch can connect up to 7 computers or devices together, giving all access to the internet service ordered.	$130.00	$180.00	$210.00
Switch-24 Port This switch can connect up to 23 computers or devices together, giving all access to the internet service ordered.	$440.00	$570.00	$675.00
25' CAT 5e Cable	$65.00	$80.00	$95.00
50' CAT 5e Cable	$90.00	$110.00	$125.00
100' CAT 5e Cable	$130.00	$155.00	$185.00
Ethernet Cable Coupler	$30.00	$35.00	$40.00

TECHNICAL SERVICES	DISCOUNT	STANDARD	ON-SITE
Cable TV Service Cable TV service is basic business cable service provided by Comcast Cable. Service is provided to booths from floor boxes or columns.	$320.00	$385.00	$465.00
CATV Tuner (Only available at the MCEC) For TVs that are not cable-ready (including some plasmas), the CATV tuner interprets the signal and allows you to tune the signal. It functions similar to your cable box at home.	$80.00	$100.00	$120.00

**For advanced Technical Service offerings, consult the online ordering site or contact MCCA Exhibitor Services.*

INSTALLATION & CONNECTIONS

- MCCA technicians will provide one initial network cable.
- Internet Service is brought from the nearest column or floor port into the booth.
- All MCCA internet services come with one initial line regardless of how many IPs are ordered with the service. To have more than one computer connected at one time, exhibitors may bring their own routing device and cables or may purchase a switch and purchase cables from the MCCA.
- Exhibitors are required to distribute their own internet cables.
- Exhibitors may choose to:
  - » Hire labor from the General Service Contractor or;
  - » Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work.

Terms & Conditions

- The MCCA is the exclusive provider of internet services.
- All services listed include labor to install and remove said service. Services do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional internet 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:
  - » Tech Rep (All times) $155.00
  - » Network Engineer (All times) $190.00
- The MCCA will provide an Ethernet connection to a shared data network attachment for the use of Exhibitor's directors, officers, employees and guests during the official dates of specified show.
- Exhibitor will be responsible for providing all hardware, software and other equipment and facilities needed to connect to the Ethernet and to use network attachment.
- The network attachment provided by the MCCA may be used only by the Exhibitor's directors, officers, employees and guest, agents, or consultants. The MCCA network will facilitate communications between the company's authorized users and entities reachable through the national internet.
- The Exhibitor will promote efficient use of provided networks to minimize and avoid unnecessary network traffic and interference with the work of other users on interconnected networks.
- Users of MCCA networks shall not disrupt any of the MCCA networks or any other MCCA associated networks.
- MCCA networks shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution, would violate any applicable law or regulation or would be highly offensive to the recipient or recipients thereof. Mass distribution of any message, including advertising, may not be broadcast or otherwise sent on an intrusive basis to any user of the MCCA network or any directly or indirectly attached network. When requested by a user of the networks, product information and other commercial messages are permitted to be transmitted. Discussion of a product's relative advantages and disadvantages by users of the product and vendors' response to those who pose questions about their products may be made available over the MCCA networks. Interpretation application and possible modification shall be within the sole discretion of MCCA.
- MCCA does not make any express of implied warranty of any kind specifically. There is no express or implied warranty of merchantability or fitness for a particular purpose for the services to be provided. The protocol used on the MCCA network call for end to end verification of the accuracy of any message and such verification is the sole responsibility of the purchasing company. Similarly, these protocols provide for end to end verification of the receipt of all the data that is transmitted. MCCA will not be responsible for any loss of data from delays, non-deliveries, incorrect deliveries, service interruptions, including those caused by the negligence, errors or omissions of the MCCA, or other losses or damages. Use of information obtained via the services provided hereunder is at purchasing company's own risk. Exhibitor is responsible for (a) the accuracy and/or quality of the information obtained or data transmitted through the MCCA network and (b) assuring that each message purchasing company sends or receives has been received.

- MCCA shall not be liable to Exhibitor for any damage arising from any event that is out of the control of the MCCA. Neither shall the MCCA be liable to Exhibitor for indirect, special, incidental, exemplary, consequential or any other form of money damage, including, but not limited to, lost profits, or of the loss of data or information of any kind, however caused, and arising out of or in connection with the performance of MCCA, or the provision of services or performance hereunder, whether based in contract, tort, or any other legal theory, and whether or not MCCA has been made aware of the possibility of such damages.
- In no event shall liability exceed a refund of amounts actually paid to MCCA by Exhibitor for this network attachment.
- The network attachment shall be made available to Exhibitor by MCCA before the beginning through the end of the specified conference.
- The MCCA will provide a network attachment via an Ethernet connection at the Exhibitor's booth. At its own expense, the Exhibitor is responsible for providing the computer, attachment to Ethernet, electric power and all other hardware and software required to use the network attachment.

FREQUENTLY ASKED QUESTIONS

I ordered a Managed Service that required IP Addresses. How and when do I receive this information?
When you are onsite and ready to configure your computers, please visit the Exhibitor Services desk to retrieve your IP Information.

Do you have wireless internet?
The MCCA offers free wireless internet service throughout meeting rooms, lobbies, and expo halls; just open your internet browser and look for the MCEC Wireless Network. This service is designed for casual users and not guaranteed. If you are relying on the internet to showcase your product or services we strongly recommend a wired internet connection for guaranteed service.

I see that you don't offer hubs for sale. What is the difference between a hub and a switch? Can I bring my own hub or switch?
The MCCA offers switch devices for sale instead of hubs because switches are known to provide better performance with a lower failure rate. Exhibitors are welcome to provide their own hub or switch for all internet services.

What is bandwidth and how do I know how much I need?
Bandwidth is the "size of the pipe" that data can traverse. The bigger the bandwidth, the faster data can be transferred. To find out how much bandwidth you require, please consult with a technical representative in your company or look for program specifications listed with any demonstrations or downloads you plan to run.

I need to access my company's network while I'm exhibiting at your facility. Which service will allow me to do this?
Exhibitors who need to connect remotely to their company's network using a VPN (Virtual Private Network) with authentication information like passwords, certificates, or "tokens" can do so with any of our services, however they should confirm with their IT department for the use of DHCP or public IP address requirements.

What is a VLAN?
A VLAN (Virtual Local Area Network) allows a network of computers to behave as if they are connected to the same service even though they may actually be physically located in different areas around the facility. One of the biggest advantages of a VLAN is that when a computer is physically moved to a different location, it can stay on the same VLAN without any hardware reconfiguration.

I ordered a switch and cables, how and when do I get them?
When you are ready for your switch and internet cables, please visit the Exhibitor Services Desk.

CUSTOM LIGHTING SOLUTIONS Lighting kits include a combination of Lekos, and Source 4 Pars based on layout and design requirements. Price includes fixtures, fixture accessories and all necessary cables. Dimmer/control and labor are not included and must be ordered separately. Special Orders for larger kits including moving lights and LEDs are available upon request.	DISCOUNT	STANDARD	ON-SITE
Small Lighting Kit (4-6 lights). Requires truss and motors	$250.00	$320.00	$370.00
Medium Lighting Kit (7-11 lights) Requires truss and motors	$450.00	$550.00	$650.00
Large Lighting Kit (12-15 lights) Requires truss and motors	$630.00	$745.00	$900.00
X-Large Lighting Kit (16-20 lights) Requires truss and motors	$760.00	$915.00	$1,100.00

DIMMER RACKS & LIGHTING CONTROLS These items are optional with small lighting kits, but mandatory with larger lighting kits. The dimmer rack is a large "outlet" that all lights plug into to create a central control location. A dimmer rack, depending upon size, can be placed in a booth or attached to the truss and kept in the air. The lighting console/control plugs into the dimmer rack to dim or control individual lights, groups of lights, or all lights at once. Electrical service is not included and must be ordered separately.	DISCOUNT	STANDARD	ON-SITE
Dimmer Control 1.2 x 4	$120.00	$140.00	$165.00
Dimmer Control 2.4 x 12	$205.00	$245.00	$310.00
Dimmer Control 2.4 x 24	$445.00	$535.00	$645.00

Terms & Conditions

- JCALPRO is the exclusive rigging vendor at the Thomas Michael Menino Convention and Exhibition Center (MCEC). If an exhibitor is exhibiting at the MCEC and requires rigging services for the booth, JCALPRO is the only vendor authorized to hang signs, banners, or lighting in the booth space.
- If an Exhibitor requires specific load-in/load-out dates and/or times, then a basic rigging package may not be applicable. In this case, a special quote for required crew and lift equipment will be prepared using the following hourly labor and weekly lift rental rates:

HOURLY LABOR ITEMS	MON-FRI 7AM-5PM (EXCEPT HOLIDAYS)	WEEKENDS & HOLIDAYS 7AM-5PM MON-FRI 5PM-12AM	WEEKENDS AFTER 5PM EVERYDAY 12AM-7AM
Crew Chief	$146.00	$219.00	$292.00
Head Rigger	$146.00	$219.00	$292.00
Rigger	$138.00	$207.00	$276.00
Dept Head	$111.00	$166.00	$221.00
Stagehand	$102.00	$153.00	$203.00

WEEKLY LIFT RENTAL ITEMS	RATE
24'- 32' Scissor Lift	$1,065.00
40'- 45' Boom Lift	$1,540.00
60' Boom Lift	$2,125.00

- All rigging must conform to the rules, regulations, and facility limitations of the MCCA and any show management regulations.
- All equipment, signs, products, etc. must be designed to suspend safely. Care must be taken to use only rated rigging hardware when designing, constructing or purchasing such items. Any equipment, signs, products etc. deemed to be unsafe for overhead suspension by MCCA/JCALPRO will be substituted or denied.
- The use of any type of tape/adhesive for attaching signs, banners, or decorations to the building walls or decorative surfaces is not permitted.
- All assembly of equipment, signs, products necessary prior to hanging, etc., will be the responsibility of the Exhibitor.
- Failure by Exhibitor to submit accurate diagrams prior to load-in will delay set-up and could incur additional cost.

FREQUENTLY ASKED QUESTIONS

How do I know if I qualify for the Basic Rigging Package Rate?
Find out the dimensions and weight of your sign. If your sign weighs less than 150 pounds and is less than 15' in diameter, is less than 20" in length, and less than 175 square feet and does not require electrical rigging, truss, or motors, you will qualify for the Basic Rigging Package. If your sign fits within the basic package and is motorized or needs electrical rigging (for example a rotating sign or a sign with lights), you qualify for the Electrical Rigging Package.

Can I order lighting to be suspended from the ceiling?
If you would like to order lights to brighten up your booth or illuminate specific objects, you will need to get a ***quote*** from JCALPRO. Lights cannot be attached to our ceilings. Instead we can provide you with truss, using motors, to create a lower "ceiling" and then hang lights from that truss. We will require a diagram showing your booth layout and exactly what you want illuminated in order to put together a quote.

Do I ship my sign to you to put it together?
No. Although JCALPRO provides labor to hang the sign, the General Service Contractor (GSC) handles all shipments. You may build your sign or hire the GSC to put it together for you. When the sign has arrived at the building and has been assembled, we will hang it for you. Be sure to keep this in mind when making your time and day requests for sign hanging.

Can I request load in and load out times?
Yes, the Rigging Order Form has a space for you to indicate your preferred up and down times. Please note that your preferred timing is not guaranteed; however, we do try our best to cater to your requests. If you absolutely need a specific install or take down time, additional charges will apply. If you do not provide a diagram or layout prior to load-in, then you may experience set-up delays and additional cost.

What type of diagrams should I send?
The most useful diagrams are on a proportioned grid to show the dimensions of the booth, the exact desired placement of hanging items, and orientation of the booths around yours. As a general rule, pictures from previous shows and pictures of the sign only are not as helpful as current diagrams of the entire booth space with the placement, height, and weight of the sign(s) or hanging item(s).



Plumbing Services

The MCCA offers a variety of plumbing services through our experienced in-house team of plumbers.

WATER AND DRAIN SERVICES	DISCOUNT	STANDARD	ON-SITE
Water – Individual Connection Water service is available at approximately 75 PSI with up to ¾" supply line. Water flows at five gallons per minute. Please note that this is cold water.	$410.00	$525.00	$635.00
Additional Water Connections Clients requiring more than an individual water connection should order each additional connection as needed.	$240.00	$315.00	$365.00
Drain – Individual Connection The MCCA can provide waste drain connections up to ¾" line size.	$410.00	$525.00	$635.00
Additional Drain Connections Clients requiring more than an individual drain connection should order each additional connection as needed.	$225.00	$285.00	$340.00
Fill and Drain 0-100 Gallons Clients that need equipment to be filled with water at the beginning of a show and emptied at the end of a show should order a Fill and Drain service. Please contact your MCCA Event Services Manager when equipment is ready to be filled.	$215.00	$260.00	$325.00
Each Additional 500 Gallons	$140.00	$190.00	$220.00

SINK RENTALS	DISCOUNT	STANDARD	ON-SITE
Cold Water Sink Rental Cold water sink rental includes a single-tub basin (20"L x 24"W x 34"H), one water connection, and one drain connection. Legs allow the units to sit 34" above the floor.	$825.00	$1,010.00	$1,215.00
Small Hot & Cold Water Sink Rental Small Hot & Cold water sink rental includes a single-tub basin (20"L x 24"W x 34"H), a hot water heater (6 gallon capacity), dedicated power, two water connections, and one drain connection.	$1,125.00	$1,385.00	$1,670.00
Large Hot & Cold Water Sink Rental Large Hot & Cold water sink rental includes a 3-tub basin (57"L x 24.5"W x 43"H), a hot water heater (6 gallon capacity), dedicated power, two water connections, and one drain connection. This service is available in specific areas of the exhibition hall. Please contact your MCCA Event Services Manager for more information.	$1,385.00	$1,735.00	$2,085.00

4 Gallon Hot Water Heater	$135.00	$135.00	$135.00

COMPRESSED AIR AND GASSES	DISCOUNT	STANDARD	ON-SITE
Compressed Air – Individual Connection Compressed Air is delivered at approximately 110 psi and a dew point of 35 degrees F (medical instrument quality).	$515.00	$635.00	$755.00
Additional Connection Clients who require more than an individual connection should order additional connections as needed.	$260.00	$335.00	$390.00
Other Compressed Gases The MCCA provides a variety of bottled gases. The most commonly ordered gases are listed below. If other gases not listed are required, the client should contact their MCCA Event Services Manager. Flammable gases are not permitted in MCCA facilities.			
20 Lbs Dry or Liquid CO_2	$215.00	$250.00	$320.00
50 Lbs Dry or Liquid CO_2	$240.00	$290.00	$340.00
Dry Nitrogen 300 ft^3	$295.00	$350.00	$415.00

INSTALLATION & CONNECTIONS

- Plumbing Service is brought from the nearest column or floor port into the booth.
- Air and Water connections are available in limited locations on the exhibit floor. Connection sizes and booth locations all factor into planning to supply air and water to exhibitors. Please provide a floor plan of the exhibit space indicating locations that require air or water service as well as connection requirements well in advance of exhibitor move-in.

Terms & Conditions

- The MCCA is the exclusive provider of all plumbing services. All plumbing equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA Personnel.
- Exhibitors are not permitted to fill or drain their own equipment, use individual air compressors, or bring their own compressed gases from an outside vendor.
- 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 plumbing 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:
  - » Hourly Rate (All times) $120.00

FREQUENTLY ASKED QUESTIONS

Do all water connections need a drain?
While most water connections do require a drain service, there are some cases where the drain is unnecessary. When the water provided is being consumed or evaporated, a drain is not needed. For example, exhibitors using water service for a coffee machine do not need to order a drain because the water is being consumed.

Will you provide the fittings and hoses for my water and drain connections?
To ensure that your booth's equipment runs properly we ask that you supply your own regulators, filters, and hoses.

When would I need to order a Fill and Drain Service?
Some of the most common reasons exhibitors order fill and drain are for items like fish tanks, pools, tubs for display, or running water displays. We use large hoses to fill vessels requiring water and then use existing drains in the floor to remove the water at the end of the show. Exhibitors are not permitted to bring their own water or use MCCA sinks to fill their own equipment.

My booth requires a sprinkler system. What plumbing service should I order?
If your booth requires a sprinkler system, you will need to order an individual water connection specifically for this purpose.

My exhibitor kit says I need to order a hand washing unit because I am planning to prepare food in my booth. Do you provide these units?
Levy Restaurants, our exclusive in-house catering company, can provide a hand washing unit that includes a small hand washing sink, paper towels, soap, and a discard bucket. Please consult your exhibitor kit for Levy Restaurants information or contact them directly at the MCEC (617.954.2382).

Do you allow Exhibitors to bring Helium balloons into your buildings?
No, unfortunately we do not allow exhibitors to bring helium balloons into the buildings.

Security Services

The MCCA is the "preferred" provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event's preferred provider as detailed in your exhibitor kit.

SECURITY GUARD (BOOTH)	DISCOUNT	STANDARD	ON-SITE
Per Hour Per Officer The MCCA offers uniformed public safety officers to cover shows and events. Officers are scheduled at a 4-hour minimum and are available from move-in to move-out, around the clock. Orders need to be placed 21 days in advance of the show/event opening in order to guarantee your requested coverage. Any orders received after the 21 day cut-off are subject to approval and are not guaranteed.	$45.00	$55.00	$65.00
Per Hour Per Supervisor	$55.00	$65.00	$80.00

FREQUENTLY ASKED QUESTIONS

When do you recommend ordering security for an exhibitor booth?
Our public safety department strongly suggests ordering security for booths planning to have VIP celebrity appearances, book signings etc., to monitor crowd control and escort as needed. Also, exhibitors with expensive or rare equipment in their booths may consider security for the overnight hours between show end and the next day's show start.

Is there general overnight security in the exhibit hall?
The MCCA provides 24 hour security coverage for the facility; however, security coverage for the exhibit hall is determined by the show organizer and may vary from event to event.

APPENDIX – SERVICE ORDER FORMS

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Exhibitor Order Form
Electrical Services

Effective January 1, 2027

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 https://www.signatureboston.com/exhibit/exhibitor-services.
To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.
***Overhead electrical services must accompany a rigging order.**

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 ELECTRICAL CONNECTIONS: 120 VOLT

Description	Regular Service			Additional Services Available as Add–Ons					Total Due: $
	QTY	Discount Rate	Standard Rate	QTY	24-Hour Service	QTY	Overhead Service*	QTY	Combined 24-hour & Overhead*	
500 Watt Box (5 amps)		$165.00	$200.00		+50% rate		$200.00		$305.00	
1000 Watt Box (10 amps)		$210.00	$250.00		+50% rate		$250.00		$380.00	
2000 Watt Box (20 amps)		$250.00	$325.00		+50% rate		$325.00		$485.00	
4000 Watt Box (20 amps x 2)		$310.00	$375.00		+50% rate		$375.00		$560.00	

STANDARD ELECTRICAL CONNECTIONS: 208 VOLT & 480 VOLT

Description	Regular Service			Additional Services Available as Add–Ons					Total Due: $
	QTY	Discount Rate	Standard Rate	QTY	24-Hour Service	QTY	Overhead Service*	QTY	Combined 24-hour & Overhead*	
208V Single Phase 30 Amp		$455.00	$565.00		+50% rate		$565.00		$845.00	
208V Single Phase 60 Amp		$865.00	$1,060.00		+50% rate		$1,060.00		$1,585.00	
208V Single Phase 100 Amp		$1,315.00	$1,650.00		+50% rate		$1,650.00		$2,465.00	
208V Three Phase 30 Amp		$810.00	$1,010.00		+50% rate		$1,010.00		$1,515.00	
208V Three Phase 60 Amp		$1,225.00	$1,530.00		+50% rate		$1,530.00		$2,295.00	
208V Three Phase 100 Amp		$1,945.00	$2,440.00		+50% rate		$2,440.00		$3,655.00	
208V Three Phase 200 Amp		$3,710.00	$4,635.00		+50% rate		$4,635.00		$6,955.00	
208V Three Phase 400 Amp		$6,545.00	$8,185.00		+50% rate		$8,185.00		$12,270.00	
480V Three Phase 30 Amp		$1,235.00	$1,540.00		+50% rate		$1,540.00		$2,310.00	
480V Three Phase 60 Amp		$2,150.00	$2,685.00		+50% rate		$2,685.00		$4,020.00	
480V Three Phase 100 Amp		$3,955.00	$4,950.00		+50% rate		$4,950.00		$7,425.00	
480V Three Phase 200 Amp		$7,855.00	$9,815.00		+50% rate		$9,815.00		$14,725.00	
25' Round Extension Cord		$50.00	$55.00							
6 Port Power Strip Purchase			$40.00							
										Total Due: $

SIGNATURE

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

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617.954.2230 EXHIBITORSERVICES@SIGNATUREBOSTON.COM **TAX ID# : 042768982**

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Exhibitor Order Form
Telephone Services

Effective January 1, 2027

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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		$360.00	$440.00	
Multi-Line Phone Service		$520.00	$645.00	
Vonage Single Line App Service		$215.00	$265.00	
Vonage Multi-Line App Service		$310.00	$385.00	

ADDITIONAL TELEPHONE SERVICES & EQUIPMENT	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: $
Call Forward (per phone line)		$70.00	$90.00	
Voicemail (per phone line)		$65.00	$80.00	
Call Waiting (per phone line)		$70.00	$90.00	
				Total Due: $

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Exhibitor Order Form Internet & Technical Services

Effective January 1, 2027

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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:		

WIRED INTERNET CONNECTIONS: MANUAL CONFIGURATION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: $
1.54 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		$1,800.00	$2,160.00	
3 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		$5,635.00	$6,460.00	
6 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		$9,520.00	$10,960.00	
10 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		$12,735.00	$14,625.00	
15 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		$18,765.00	$21,560.00	
20 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		$24,920.00	$28,665.00	
25 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		$30,955.00	$35,625.00	
30 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		$36,840.00	$42,390.00	
35 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		$44,172.00	$50,798.00	
40 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		$48,505.00	$55,785.00	

CONTINUED ON PAGE 25

ADDITIONAL SERVICES & EQUIPMENT		QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: $
Copper Patch / Booth to Booth Connection			$420.00	$540.00	
Fiber Patch/ Booth to Booth Connection			$595.00	$735.00	
Switch	8 port		$130.00	$180.00	
	24 port		$440.00	$570.00	
25' CAT 5e Cable			$65.00	$80.00	
50' CAT 5e Cable			$90.00	$110.00	
100' CAT 5e Cable			$130.00	$155.00	
Ethernet Cable Coupler			$30.00	$35.00	

TECHNICAL SERVICES	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: $
Cable TV Service		$320.00	$385.00	
CATV Tuner Rental (Only available at the MCEC)		$80.00	$100.00	
				Total Due: $

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

Black 20.5" x 20.5" Box Truss	5' Section		$75.00	$85.00	
	8' Section		$120.00	$125.00	
	10' Section		$150.00	$175.00	
Corner Block	Silver 12" x 12" box		$75.00	$90.00	
	Black 12" x 12" box		$100.00	$120.00	
	Silver 20.5" x 20.5" box		$105.00	$135.00	
Base Plate			$55.00	$65.00	
Rotator			$215.00	$270.00	
Motor			$215.00	$270.00	
Cheeseboro - Silver			$15.00	$18.00	
Cheeseboro - Black			$20.00	$25.00	
Grapple			$25.00	$30.00	

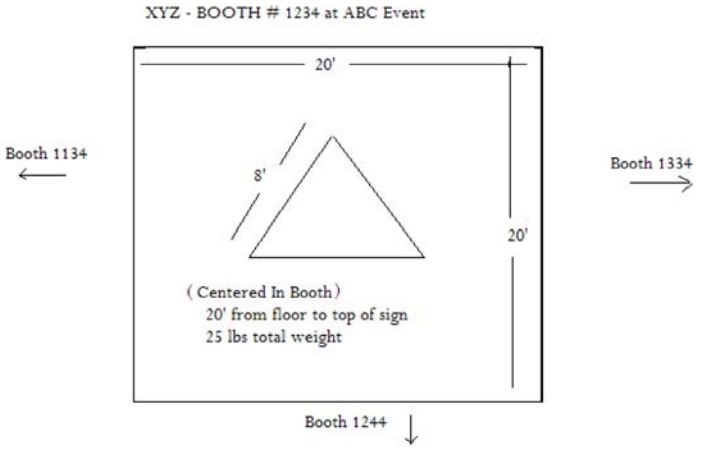
SPECIAL RIGGING SOLUTIONS – RIGGING EQUIPMENT RENTAL (REQUIRES QUOTE*)

***For any of the services below, please contact JCALPRO at 617.954.2345.**

Equipment Description	QTY	Discount Rate	Standard Rate	Total Due: $
Beam Clamp		$35.00	$45.00	
Large Beam Clamp		$75.00	$95.00	
Truss 2' Section - Black 12" x12" Box		$35.00	$45.00	
Truss 2' Section - Silver 12" x12" Box		$35.00	$45.00	
Truss 7' Section - Black 12" x12" Box		$70.00	$80.00	
Truss 7' Section - Silver 12" x12" Box		$55.00	$65.00	
			Total Due: $	

CONTINUED ON PAGE 28

CUSTOM LIGHTING SOLUTIONS – LIGHTING EQUIPMENT RENTAL (REQUIRES QUOTE*)				
*For any of the services below, please contact JCALPRO at 617.954.2345.				
Lighting Kits	**QTY**	**Discount Rate**	**Standard Rate**	**Total Due: $**
Small Lighting Kit		$250.00	$320.00	
Medium Lighting Kit		$450.00	$550.00	
Large Lighting Kit		$630.00	$745.00	
X-Large Lighting Kit		$760.00	$915.00	
Dimmer Racks & Lighting Controls	**QTY**	**Discount Rate**	**Standard Rate**	**Total Due: $**
Dimmer Control 1.2 x 4		$120.00	$140.00	
Dimmer Control 2.4 x 12		$205.00	$245.00	
Dimmer Control 2.4 x 24		$445.00	$535.00	
			Total Due: $	



We require diagrams and booth layouts for all rigging and lighting orders. See sample on left.

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Exhibitor Order Form
Plumbing Services

Effective January 1, 2027

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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:		

WATER AND DRAIN SERVICES

Service	Description	QTY	Size	Discount Rate	Standard Rate	Total Due: $
Water Approx 75 PSI Up to ¾" line	Individual Connection			$410.00	$525.00	
	Additional Connection			$240.00	$315.00	
Drain Up to ¾" line	Individual Connection			$410.00	$525.00	
	Additional Connection			$225.00	$285.00	
Fill & Drain	0-100 Gallons			$215.00	$260.00	
	Each additional 500 gallons			$140.00	$190.00	

SINK RENTALS

Service	Description	QTY	Size	Discount Rate	Standard Rate	Total Due: $
Cold Water Sink Rental	Includes: sink, one water and one drain connection			$825.00	$1,010.00	
Small Hot & Cold Water Sink Rental	Includes: sink, hot water heater (6 gallon cap.), dedicated power, 2 water and one drain connection			$1,125.00	$1,385.00	
Large Hot & Cold Water Sink Rental	Includes: 3-tub basin, hot water heater (6 gallon cap.), dedicated power, 2 water and one drain connection			$1,385.00	$1,735.00	

COMPRESSED AIR AND GASSES*

Service	Description	QTY	Size	Discount Rate	Standard Rate	Total Due: $
Air Approx 110 PSI	Individual Connection			$515.00	$635.00	
	Additional Connection			$260.00	$335.00	
CO_2	20 lb Cylinder (Dry or Liquid)			$215.00	$250.00	
	50 lb Cylinder (Dry or Liquid)			$240.00	$290.00	
Nitrogen	300 ft^3 Tank (Dry)			$295.00	$350.00	

Total Due: $

SIGNATURE

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

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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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Exhibitor Order Form
Security Services

Effective January 1, 2027

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 https://www.signatureboston.com/exhibit/exhibitor-services.
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:		

SECURITY SERVICES

Date	# Of Officers	Scheduled hrs. (4 hr. min.)	Total Man hrs.	Discount Rate (per man hrs.)	Standard Rate (per man hrs.)	Total Due: $
				$45.00	$55.00	
				$45.00	$55.00	
				$45.00	$55.00	
				$45.00	$55.00	
				$45.00	$55.00	
				$45.00	$55.00	
				$45.00	$55.00	
				$45.00	$55.00	
				$45.00	$55.00	
				$45.00	$55.00	
				$45.00	$55.00	
			Total Man Hours:		**Total Due: $**	

SIGNATURE

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617.954.2230 EXHIBITORSERVICES@SIGNATUREBOSTON.COM **TAX ID# : 042768982**

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Levy Restaurants MCEC Authorization Request

Sample Food and/or Beverage Distribution

Levy Restaurants has exclusive food and beverage distribution rights within the Thomas Michael Menino Convention and Exhibition Center (MCEC) and has the responsibility to the City of Boston to strictly regulate any food and beverage activity within the MCEC. Any vendor looking to sample product in their booth must reach out to their Catering Sales Manager with Levy to obtain the appropriate paperwork.

The Selling of Food and/or Beverage products by any other entity is strictly prohibited.

Sponsoring Organizations of expositions and trade shows, and/or their exhibitors, may distribute SAMPLE SIZE food and/or beverage products ONLY upon written authorization and adherence to ALL of the conditions outlined below.

GENERAL CONDITIONS - FOOD INDUSTRY RELATED SHOWS

1. Items dispensed are limited to products Manufactured, Processed or Distributed by exhibiting companies.
2. All items are limited to SAMPLE SIZE and must be dispensed/distributed in accordance to Local and State Health Codes:
   a. Non-Alcoholic Beverages limited to maximum of **4 oz**. Sample Size, served in biodegradable (or plastic) cups. No cans or bottles will be permitted.
   b. Alcoholic beverage sampling is permitted only if you are the manufacturer or distributor of the beverage. Alcoholic beverages must be "sample" sizes **(2 oz. for beer/wine, .25 oz for liquor)** and can only be served by a licensed Levy Restaurants bartender.
   c. Food items are limited to "bite size", **not to exceed 2 oz. portions** or a 2 oz. prepackaged samples.
   d. All food/beverage items brought in are required by the Boston Health Department to have a temporary Health Permit-, Food License/Registration. This includes prepackaged food samples, samples not intended for consumption on the show floor, and bottled water.

YOU MUST MEET THE CONDITIONS LISTED TO SAMPLE.

Any Food and Beverage brought on premises without the written authorization from Levy Restaurants, the MCEC and Show Management is strictly prohibited.

UNUSED FOOD OR BEVERAGE PRODUCT that requires pick-up or shipment after the show/event is the responsibility of the Company that is sampling the product.

FOOD AND BEVERAGE RELATED SERVICES including storage, delivery, or any other service required for Food and/or Beverage products brought from the outside are not the responsibility of and will NOT be provided by Levy Restaurants.

If these services are required the following charges will assessed:

1. $150.00 for a small visi cooler, per day
2. $300.00 for a large double visi cooler, per day
3. $25.00 per drop off and per pick-up for steward
4. $150.00 per day minimum for dry or refrigerated storage, per pallet
5. $10.00 per 5 pound bag of ice

Both the refrigerator and cooler require stewarding labor to drop off and retrieve the equipment. A security deposit of $250 per piece of equipment will also apply.

SHIPPING/RECEIVING Please note that only product you expect to be prepared by, stored by and delivered by Levy Restaurants should be shipped to Levy Restaurants. Please see the Shipping Label, fill it out and ensure it is used properly to ensure proper receiving of your product. You must contact Levy Restaurants prior to shipping items – items not expected will not be received. For all Food and Beverage not purchased through Levy Restaurants, all standard fees mentioned above will be charged where applicable, including 22% Administrative Fee and Applicable Sales Tax.