

# Telephone Services

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

STANDARD TELEPHONE SERVICES	DISCOUNT	STANDARD	ON-SITE
<b>Single-Line Phone Service</b> Service includes one phone number and rental of one hard wired digital display phone. Equipment must be returned at the close of show.	\$330.00	\$405.00	\$500.00
<b>Multi-Line Phone Service</b> 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.	\$485.00	\$595.00	\$720.00
<b>Vonage Single Line App Service</b> 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	\$200.00	\$245.00	\$300.00
<b>Vonage Multi-Line App Service</b> 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	\$280.00	\$355.00	\$415.00

ADDITIONAL TELEPHONE SERVICES AND EQUIPMENT	DISCOUNT	STANDARD	ON-SITE
<b>Call Forward (per phone line)</b> Allows user to send calls to another phone.	\$60.00	\$75.00	\$95.00
<b>Voicemail (per phone line)</b> Allows user to setup a custom greeting and receive messages from incoming callers.	\$55.00	\$70.00	\$85.00
<b>Call Waiting (per phone line)</b>	\$60.00	\$75.00	\$95.00
<b>Unreturned Device Fee</b> Phone device delivered with service. Only charged if not returned post show.	\$185.00	\$185.00	\$185.00

## 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.
- 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) \$105.00

## 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.



**Exhibitor Order Form  
Telephone Services**

Effective January 1, 2024

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:		

STANDARD TELEPHONE SERVICES	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Single-Line Phone Service		\$330.00	\$405.00	
Multi-Line Phone Service		\$485.00	\$595.00	
Vonage Single Line App Service		\$200.00	\$245.00	
Vonage Multi-Line App Service		\$280.00	\$355.00	

ADDITIONAL TELEPHONE SERVICES & EQUIPMENT	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Call Forward (per phone line)		\$60.00	\$75.00	
Voicemail (per phone line)		\$55.00	\$70.00	
Call Waiting (per phone line)		\$60.00	\$75.00	

**Total Due: \$**

SIGNATURE \_\_\_\_\_

To pay with a Discover, MasterCard, Visa or American Express, you may order online at [www.signatureboston.com](http://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](mailto:EXHIBITORSERVICES@SIGNATUREBOSTON.COM) TAX ID# : 042768982

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