



**Exhibitor Order Form  
Security Services**

Effective January 1, 2026

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	
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				\$45.00	\$55.00	
			<b>Total Man Hours:</b>			<b>Total Due: \$</b>

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 [CUSTOMERSERVICE@MASSCONVENTION.COM](mailto:CUSTOMERSERVICE@MASSCONVENTION.COM) TAX ID# : 042768982

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