



**Massachusetts Convention Center Authority
Request for Exhibitor Electrical Services**

Effective October 1, 2005

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.
Payment in U.S. currency only. MasterCard, Visa, and American Express welcome onsite and online.
To order online, visit us at www.massconvention.com

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S): _____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (____) _____ EMAIL: _____@_____

ORDERED BY/TITLE: _____ DATE: _____

BOOTH NO. (s)

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	
0-500 Watt Single Outlet		\$95.00	\$119.00		+50% rate		+100% rate		+150% rate	
501-1000 Watt Duplex Outlet		\$120.00	\$150.00		+50% rate		+100% rate		+150% rate	
1001-2000 Watt Quad Box		\$145.00	\$181.00		+50% rate		+100% rate		+150% rate	
2001-4000 Watt Quad Box		\$170.00	\$212.00		+50% rate		+100% rate		+150% rate	
208V Single Phase 30 Amp		\$240.00	\$300.00		+50% rate		+100% rate		+150% rate	
208V Single Phase 60 Amp		\$420.00	\$525.00		+50% rate		+100% rate		+150% rate	
208V Single Phase 100 Amp		\$700.00	\$875.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 30 Amp		\$420.00	\$525.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 60 Amp		\$690.00	\$862.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 100 Amp		\$1,100.00	\$1,375.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 200 Amp		\$2,100.00	\$2,625.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 400 Amp		\$4,150.00	\$5,187.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 30 Amp		\$725.00	\$906.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 60 Amp		\$1,050.00	\$1,312.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 100 Amp		\$2,400.00	\$3,000.00		+50% rate		+100% rate		+150% rate	
30' Round Extension Cord		\$30.00	\$37.00							
TOTAL DUE \$ _____										

*Overhead service is limited. Contact the MCCA Customer Service Center, 617-954-2230, for additional information.

Note: Electricians bring power to the nearest column or floor box. Requests for distribution of power to specific areas of the booth or under the carpet should be directed to your preferred setup personnel. The price of the outlet includes labor for installation in a convenient manner only. Materials, specific connection requirements and any other necessary labor will be billed onsite at the prevailing rates.

Send a check payable to Massachusetts Convention Center Authority and the top three copies of this form to:

CUSTOMER SERVICE CENTER
MASSACHUSETTS CONVENTION CENTER AUTHORITY
415 SUMMER STREET
BOSTON, MASSACHUSETTS 02210
617-954-2230 • customerservice@massconvention.com

Tax ID#: 042768982

FOR MCCA USE ONLY			
DATE RECEIVED:	RECEIVED BY:	CHECK NUMBER:	MC/VISA/AMEX:

REGULATIONS AND CONDITIONS ON REVERSE SIDE

REGULATIONS AND CONDITIONS OF ELECTRICAL SERVICE

1. The Massachusetts Convention Center Authority is the EXCLUSIVE provider of electrical services.
2. All payment must be in U.S currency only.
3. To qualify for the discount rate, the request and payment must be received 21 days prior to show/event opening.
4. Conditions for processing service order forms are:
 - a. The payment for service MUST accompany the service request.
 - b. The date the payment is received determines the applicable rate.
 - c. Incomplete information will delay processing.
 - d. The booth number(s) MUST be identified on the form.
5. No telephone or facsimile orders will be accepted.
6. Services will not be provided unless paid for in advance.
7. All outstanding charges must be paid prior to the close of show at the MCCA Customer Service Center.
8. Any claims for refunds will not be considered unless filed by the exhibitor at the MCCA Customer Service Center prior to the close of the show or event.
9. All booth number changes should be communicated by the exhibitor to the MCCA Customer Service Center prior to the show/ event opening. Additional charges may result if services must be moved after initial set up.
10. Any exhibitor requiring additional services or information, please contact the MCCA Customer Service Center.
11. MCCA order forms cannot be reproduced or copied without express written consent of the MCCA.
12. This form is for all exhibitor electrical requests for events held at the John B. Hynes Veterans Memorial Convention Center and the Boston Convention & Exhibition Center.
13. Credit will not be given to services installed and not used.
14. All equipment and material furnished by the MCCA shall remain the property of the MCCA and shall be removed only by MCCA personnel at the close of the show.
15. Services other than those listed in unit price schedule on reverse side will be charged an hourly rate. The minimum charge is one hour.
16. Labor rates are based on current wage and benefit rates and are subject to change without notice.
 - a. Monday – Friday 8am-4pm (Except Holidays) \$60.00
 - b. All other times including Holidays \$90.00
17. Standard wall outlets and other permanent building outlets are not part of the booth space and may not be used by anyone other than MCCA personnel or designated service provider.
18. Service connection must be made by MCCA personnel or designated service provider.
19. Rates quoted for all connections cover the installation of the service to the booth area in the most convenient manner to the MCCA. Rates quoted do not include connecting of equipment, tracing of malfunctions, special wiring or repairs.
20. All equipment must comply with state and local safety codes. MCCA will refuse connection to any equipment that constitutes a safety hazard.
21. Unless otherwise directed, MCCA personnel are authorized to cut floor coverings to permit installation of services.
22. Electrical power to booths will be turned on ½ hour prior to show opening and turned off 1 hour after show closing. Twenty-four hour power must be requested.
23. All equipment must comply with state and local safety codes. MCCA will refuse connection to any equipment that constitutes a safety hazard.
24. If using specific NEMA connector for single and three phase application, please enclose NEMA number, sketch and/or connector NEMA # _____.
25. 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. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded.
26. All electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
27. Electrical service available is:
 - a. 120v, A.C. single phase, 60 cycle
 - b. 208v, A.C. single phase, 60 cycle
 - c. 208v, A.C. three phase, 60 cycle
 - d. 480v, A.C. single phase, 60 cycle
 - e. 480v, A.C. three phase, 60 cycle
28. MCCA cannot be responsible for voltage for variations of Power Company.
29. Overhead electrical service is available in Halls A, B, C of the John B. Hynes Veterans Memorial Convention Center and under the low mechanical roof of the Boston Convention & Exhibition Center. Please contact the MCCA Customer Service Center, 617-954-2230, for availability in other areas of our Convention Centers.