



Massachusetts Convention Center Authority Request for Exhibitor Telephone and Internet 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: _____

BOOTH NO. (s)

EVENT OR SHOW DATE(S): _____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

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

PHONE: (____) _____ EMAIL: _____ @ _____

ORDERED BY/TITLE: _____ DATE: _____

TELEPHONE SERVICE*	QTY.	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Single Line Phone Service (Analog)		\$250.00	\$312.50	
Multi-Line Phone Service (Digital)		\$385.00	\$481.25	
Call Waiting (per phone)		\$50.00	\$62.50	
Voice Mail (per phone)		\$50.00	\$62.50	
Speaker Phone (per phone)	For use with Analog only	\$50.00	\$62.50	
Polycom Speaker Phone (per phone)		\$100.00	\$125.00	
TOTAL TELEPHONE DUE \$				_____

* The telephone instruments may be picked up at the MCCA Customer Service Center. At that time you will be required to leave a credit card imprint for the telephone calls made on your line. All calls will be billed at the prevailing rates. All multi-line phones, polycom, and speaker phones must be returned to the MCCA or you may be charged a replacement fee.

DIGITAL AND INTERNET SERVICE	QTY.	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
200 Kbs Shared Service <small>(2 private IP addresses. Users receive pre-paid access codes that enable this service on two machines. Gateway and other NAT devices will not function properly.)</small>		\$700.00	\$875.00	
300 Kbs Managed Service <small>(1 public IP address)</small>		\$1,150.00	\$1,437.50	
500 Kbs Managed Service <small>(11 public IP address, private VLAN and subnet)</small>		\$1,700.00	\$2,125.00	
1.54 Mbps Managed Service <small>(27 public IP address, private VLAN and subnet)</small>		\$5,000.00	\$6,250.00	
5 Mbps Managed Service <small>(250 public IP address, private VLAN and subnet)</small>		\$10,000.00	\$12,500.00	
Additional Public IP Address <small>(not available with 200kbs service)</small>		\$110.00	\$137.50	
Hub Rental		\$65.00	\$81.25	
Fiber Patch/Booth to Booth Connection		\$450.00	\$562.50	
Copper Patch/Booth to Booth Connection		\$300.00	\$375.00	
25' Internet Cable		\$30.00	\$37.50	
50' Internet Cable		\$45.00	\$56.25	
Digital Cable TV Service		\$150.00	\$187.50	
<small>Wireless Internet access is available onsite but is not recommended for exhibitor displays. For Additional Information on Internet Services and Features please call our Customer Service Center at 617-954-2230.</small>	TOTAL DIGITAL AND INTERNET DUE \$			_____
	GRAND TOTAL DUE \$			

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 TELEPHONE & INTERNET SERVICES

1. The Massachusetts Convention Center Authority is the EXCLUSIVE provider of telephone and Internet 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 telephone and internet 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 for 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 rates and are subject to change without notice.
 - a. Telephone Tech Monday – Friday 8am-4pm (Except Holidays) \$80.00
 - b. Telephone Tech All other times including Holidays \$120.00
 - c. Tech Rep Monday – Friday 8am-4pm (Except Holidays) \$100.00
 - d. Tech Rep All other times including Holidays \$150.00
 - e. Network Engineer Monday – Friday 8am-4pm (Except Holidays) \$130.00
 - f. Network Engineer All other times including Holidays \$195.00
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 only.
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 technicians are authorized to cut floor coverings to permit installation of services.

Specific Internet Connection Regulations and Conditions

22. The Order Form on the opposite side of this page, together with these terms and conditions, shall form an agreement between the entity named on the Order Form ("Company") and the Massachusetts Convention Center Authority (MCCA), if Company has submitted the Order Form to MCCA, along with full payment, and the Order Form and full payment have been received and accepted by MCCA. As detailed below, MCCA will provide an Ethernet connection to a shared data network attachment at the John B. Hynes Convention Center and Boston Convention & Exhibition Center for the use of Company's directors, officers, employees and guests during the official dates of the specified show. Company will be responsible for providing all the hardware, software and other equipment and facilities needed to connect to the Ethernet and to use the network attachment.
23. The network attachment to be provided by MCCA may be used only by the directors, officers and employees of Company, its guests at the John B. Hynes Convention Center and Boston Convention & Exhibition Center, and its agents and consultants while performing services for Company. The MCCA network will facilitate communications between the Company's authorized users and the entities reachable through the national Internet. Users of MCCA network services shall use reasonable efforts to promote efficient use of the networks to minimize and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks.
24. Users of MCCA network services shall not disrupt any of the MCCA or other associated networks as a whole or any equipment or system forming part of their systems, or any services provided over, on in connection with any of the MCCA or other 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 likely 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. However, when requested by a user of the networks, product information and other commercial messages are permitted to be transmitted over the network. 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 of this Section shall be within the sole discretion of MCCA. Questions about any issue arising under this Section should be directed to MCCA by attaching Company when it first arises.
25. MCCA DOES NOT MAKE ANY EXPRESS OR IMPLIED WARRANTY OR ANY KIND, SPECIFICALLY. THERE IS NO EXPRESS OR IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE FOR THE SERVICES TO BE PROVIDED HEREUNDER. The protocol used on the MCCA network (TCP/IP) call for end to end verification of the accuracy of any message and such verification is the sole responsibility of the Company. Similarly, these protocols provide for end to end verification of the receipt of all of 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 Company's own risk. Company is solely 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 Company sends or receives and has been received.
26. MCCA shall not be liable to Company for any damage arising from any event that is out of the control of the MCCA. Neither shall MCCA be liable to Company 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.
27. In no event shall liability exceed a refund of amounts actually paid to MCCA by Company for this network attachment.
28. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Massachusetts applicable to contract to be performed entirely within the State.
29. The network attachment shall be made available by MCCA to Company before the beginning through the end of the specified conference.
30. MCCA shall provide a network attachment via an Ethernet connection at the booth at Company. At its own expense, Company shall be responsible for providing the computer, the attachment to the Ethernet, electric power and all other hardware, software (including TCP/IP software) required to use the network attachment.
31. This agreement represents the complete agreement and understanding of the parties with respect to the subject matter herein, and supersedes any other agreement or understanding, written or oral. The agreement may only be modified by a writing signed by both parties.