

**ROOM CAPACITIES, FLOOR PLANS AND
OTHER VALUABLE RESOURCES**



ROOM CAPACITIES AND DIMENSIONS

JOHN B. HYNES VETERANS MEMORIAL CONVENTION CENTER								
Plaza Level	Theater	Classroom	Banquet	Reception	Length	Width	Area (sq ft)	Ceiling Height
Exhibit Hall A					174'9"	221'5"	38,770	14'/18'
Exhibit Hall B					179'6"	217'6"	36,900	14'/18'
101	153	91	80	179	41'10"	30'1"	1,258	15'
102	252	137	120	249	58'	30'1"	1,744	15'
103	252	137	120	251	58'5"	30'1"	1,757	15'
104	153	91	80	180	41'10"	30'2"	1,261	15'
105	102	48	60	122	28'6"	30'2"	859	15'
107	134	69	60	147	26'9"	38'6"	1,029	15'
108	134	69	60	147	26'9"	38'6"	1,029	15'
109	134	69	60	147	26'10"	38'6"	1,033	15'
110	134	69	60	147	26'10"	38'6"	1,033	15'
111	134	69	60	147	26'9"	38'6"	1,029	15'

2 nd Level	Theater	Classroom	Banquet	Reception	Length	Width	Area (sq ft)	Ceiling Height
Exhibit Hall C					176'2"	221'7"	37,750	20'/23'
Exhibit Hall D	2,837		2,810		179'4"	217'9"	37,730	20'/43'
Auditorium	3,084		2,060		148'	178'	25,760	43'/20'
Auditorium Balcony	1,200							
200	380	213	180	366	66'9"	38'5"	2,564	18'
201	153	91	80	180	41'10"	30'2"	1,261	18'
202	252	137	120	252	58'6"	30'2"	1,764	18'
203	259	137	120	250	58'6"	30'	1,755	18'
204	153	91	80	179	41'10"	30'1"	1,258	18'
205	98	48	60	122	28'6"	30'2"	859	18'
206	227	125	120	259	60'2"	30'2"	1,815	18'
207	310	170	150	312	56'9"	38'6"	2,184	18'
208	310	170	150	312	56'9"	38'6"	2,184	18'
209	134	69	60	147	26'10"	38'6"	1,033	18'
210	462	252	250	488	60'2"	56'10"	3,419	18'

ALL SETS ARE BASED ON MAXIMUM CAPACITY FOR THE ROOM WITHOUT STAGES AND AUDIO/VISUAL. THE PUBLIC SAFETY DEPARTMENT RESERVES THE RIGHT TO REDUCE ROOM CAPACITIES AT ITS SOLE DISCRETION FOR PUBLIC SAFETY PURPOSES. FOR DETAILED DIAGRAMS OF THE MEETING ROOMS, GO TO WWW.ADVANTAGEBOSTON.COM; FOR MASTER PLANS OF THE EXHIBIT HALLS, GO TO [HTTP://WWW.MASSCONVENTION.COM/JHCC_FLO.HTML](http://WWW.MASSCONVENTION.COM/JHCC_FLO.HTML).

ROOM CAPACITIES AND DIMENSIONS, CONTINUED

3rd Level	Theater	Classroom	Banquet	Reception	Length	Width	Area (sq ft)	Ceiling Height
300	192	107	100	213	63'6"	23'6"	1,492	20'-6"
301	96	48	60	108	28'6"	26'9"	762	15'
302	503	286	300	555	60'9"	64'	3,888	14'/21'-8"
302/304	1,002	564	600	1,076	60'9"	124'	7,533	14'/21'-8"
302/304/306	1,402	822	800	1,444	60'9"	166'6"	10,114	14'/21'-8"
303	103	54	60	102	28'6"	25'2"	717	15'
304	471	264	300	517	60'9"	59'8"	3,624	14'/21'-8"
304/306	792	456	500	887	60'9"	102'3"	6,211	14'/21'-8"
305	103	54	60	102	28'7"	25'2"	719	15'
306	341	200	200	367	60'9"	42'4"	2,571	14'21'-8"
307	61	30	30	68	28'6"	16'10"	479	15'
308	103	60	60	123	30'3"	28'6"	862	18'
309	304	165	150	299	36'10"	56'10"	2,093	18'
310	270	136	160	290	45'1"	45'2"	2,036	18'
311	435	234	240	463	71'10"	45'2"	3,244	18'
312	500	308	300	569	56'10"	70'2"	3,987	18'
313	227	129	120	259	60'2"	30'2"	1,815	18'
Ballroom A	922	539	550	977	118'	58'	6,844	23'-1"/50'
Ballroom B	1,408	824	880	1,517	118'	90'	10,620	23'-1"/59'
Ballroom C	906	529	550	977	118'	58'	6,844	23'1"/50"
Ballroom AB	2,175	1,461	1,400	2,511	118'	149'	17,582	23'/50'/59'
Ballroom BC	2,175	1,455	1,400	2,511	118'	149'	17,582	23'/50'/59'
Ballroom ABC	3,190	2,118	2,000	3,506	118'	208'	24,544	23'/50'/59'

ALL SETS ARE BASED ON MAXIMUM CAPACITY FOR THE ROOM WITHOUT STAGES AND AUDIO/VISUAL. THE PUBLIC SAFETY DEPARTMENT RESERVES THE RIGHT TO REDUCE ROOM CAPACITIES AT ITS SOLE DISCRETION FOR PUBLIC SAFETY PURPOSES. FOR DETAILED DIAGRAMS OF THE MEETING ROOMS, GO TO WWW.ADVANTAGEBOSTON.COM ; FOR MASTER PLANS OF THE EXHIBIT HALLS, GO TO [HTTP://WWW.MASSCONVENTION.COM/JHCC_FLO.HTML](http://WWW.MASSCONVENTION.COM/JHCC_FLO.HTML)

Freight and Service Elevator Measurements & Capacities

Elevator #1

Load Capacity..... 75,000 lbs.

Length/Width 47.5 x14

Height14.5

Elevator # 2

Load Capacity.....30,000 lbs.

Length/Width 33.5x10.5

Height11.75

Elevator #3

Load Capacity.....15,000 lbs.

Length/Width 24x9.3

Height11.75

Elevator # 4, 5, & 6*

Load Capacity:.....8,000 lbs.

Length/Width8.75x6

Height 7

Elevator #15 & 16*

Load Capacity.....4,500 lbs.

Length/Width5.4x8

Height6.6

Elevator #17*

Load Capacity:.....12,000 lbs.

Length/Width 18.5x8.75

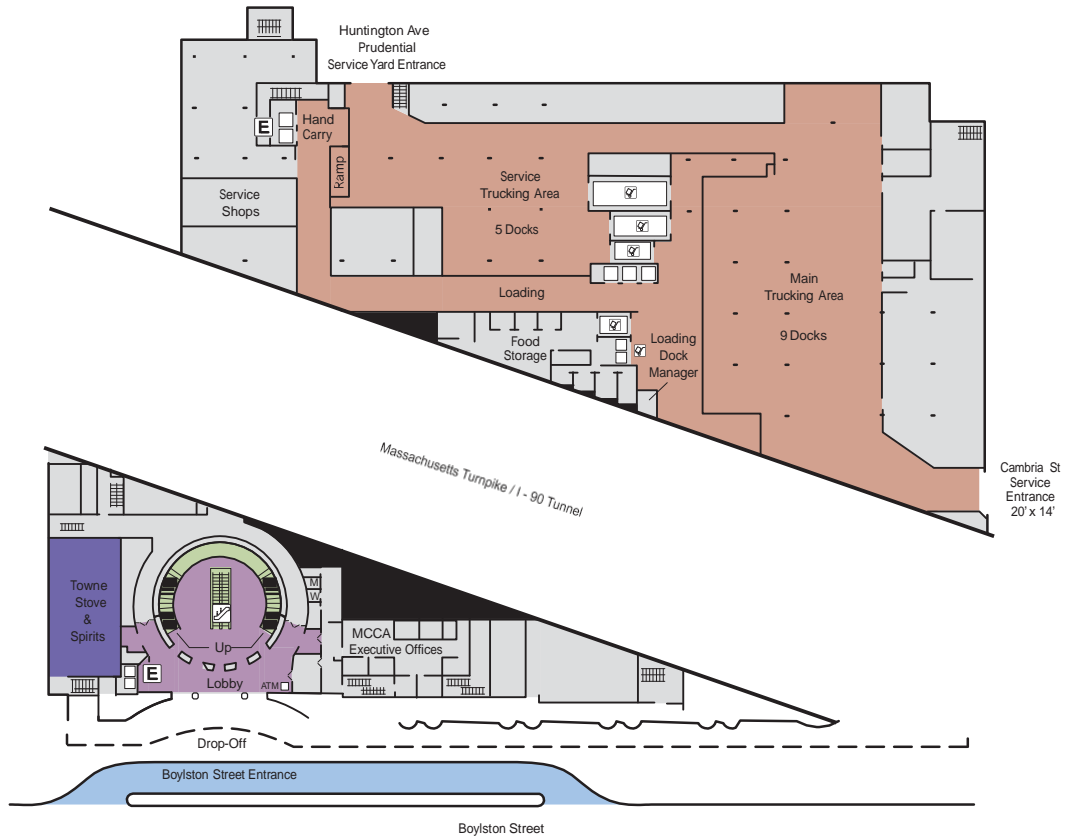
Height 12.25

**ACCESS TO LEVEL 3 INCLUDED



Hynes Convention Center
 900 Boylston Street
 Boston, Massachusetts 02115
 ph: 617.954.2800 fx: 617.954.3326
 www.AdvantageBOSTON.com

Lower Level



Key		
		
Lobby	Ring Road	Public Use
		
Restaurant Space	Loading Dock	Non-Public Access
E	/	F
Elevator	Escalator	Freight

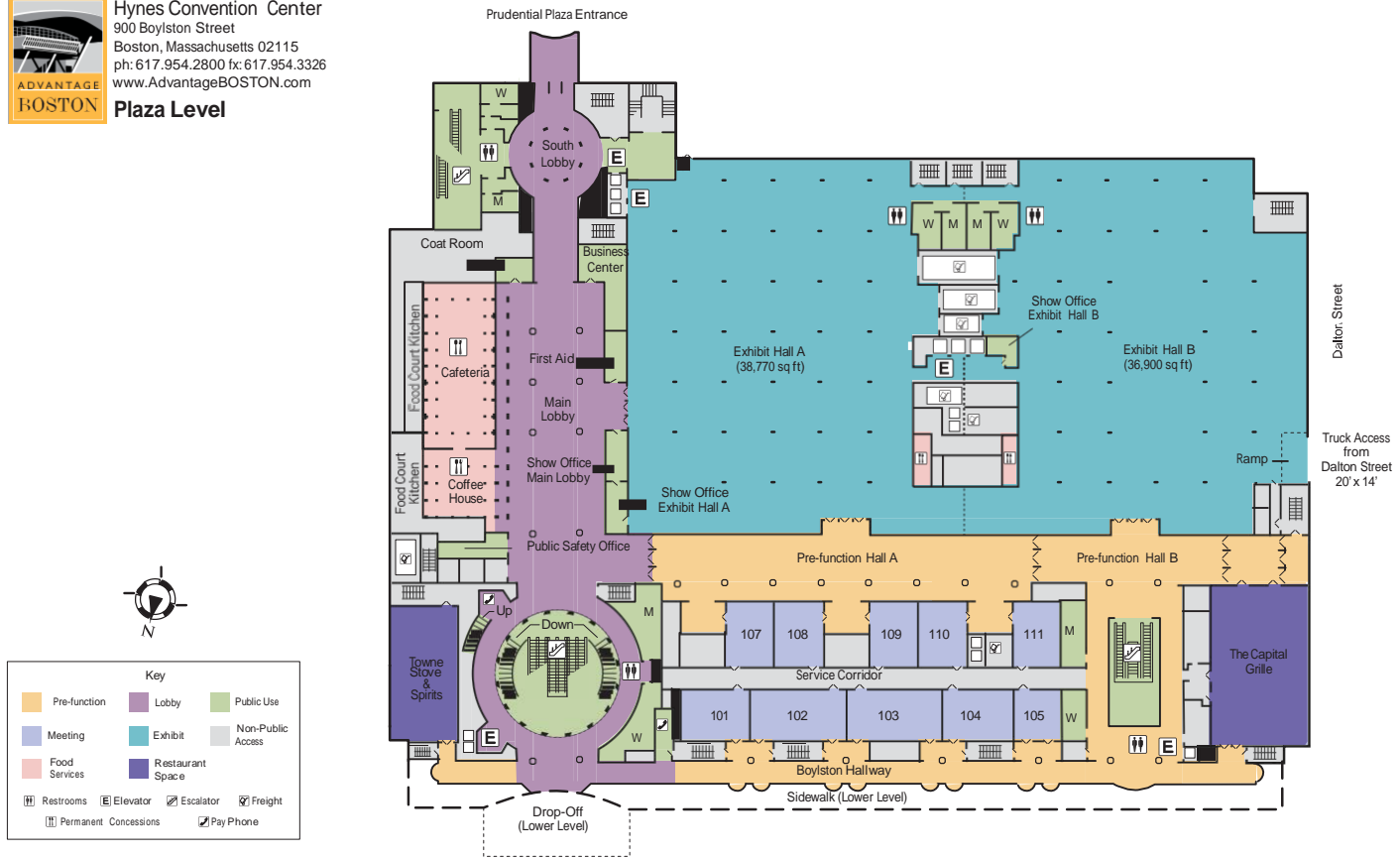


The Massachusetts Convention Center Authority owns and operates the Boston Convention & Exhibition Center and the Hynes Convention Center.



Hynes Convention Center
 900 Boylston Street
 Boston, Massachusetts 02115
 ph: 617.954.2800 fx: 617.954.3326
 www.AdvantageBOSTON.com

Plaza Level



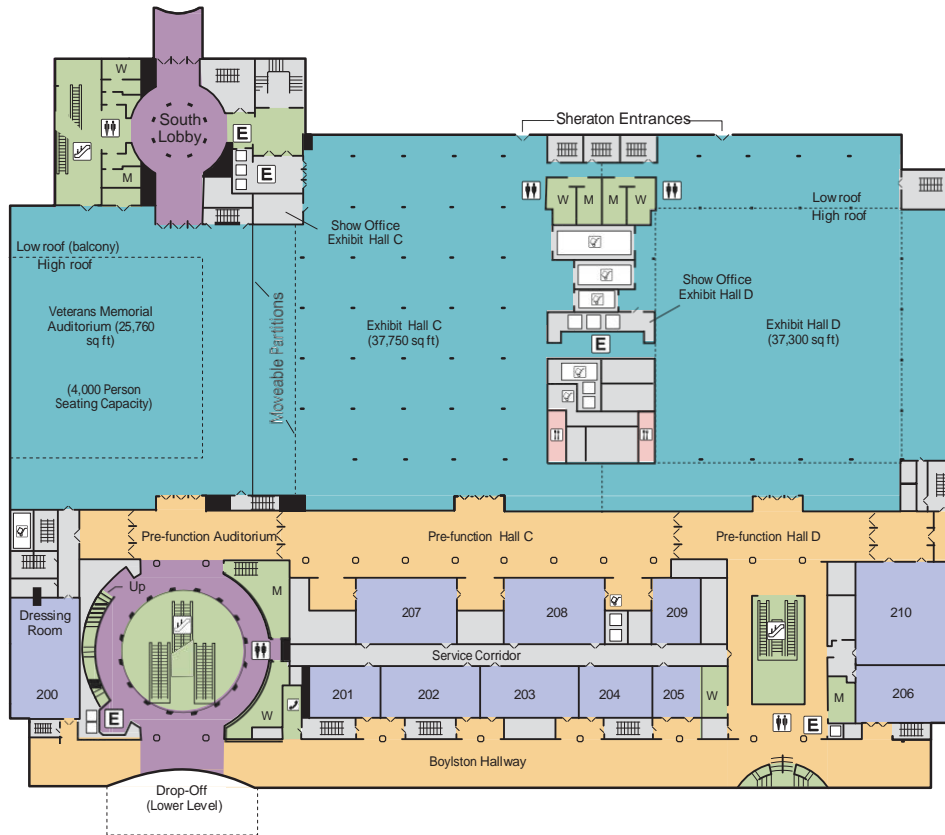
The Massachusetts Convention Center Authority owns and operates the Boston Convention & Exhibition Center and the Hynes Convention Center.



Hynes Convention Center
 900 Boylston Street
 Boston, Massachusetts 02115
 ph: 617.954.2800 fx: 617.954.3326
 www.AdvantageBOSTON.com
Level 2



Key	
	Pre-function
	Lobby
	Public Use
	Meeting
	Exhibit
	Non-Public Access
	Food Services
	Restrooms
	Elevator
	Escalator
	Freight
	Permanent Concessions
	Pay Phone



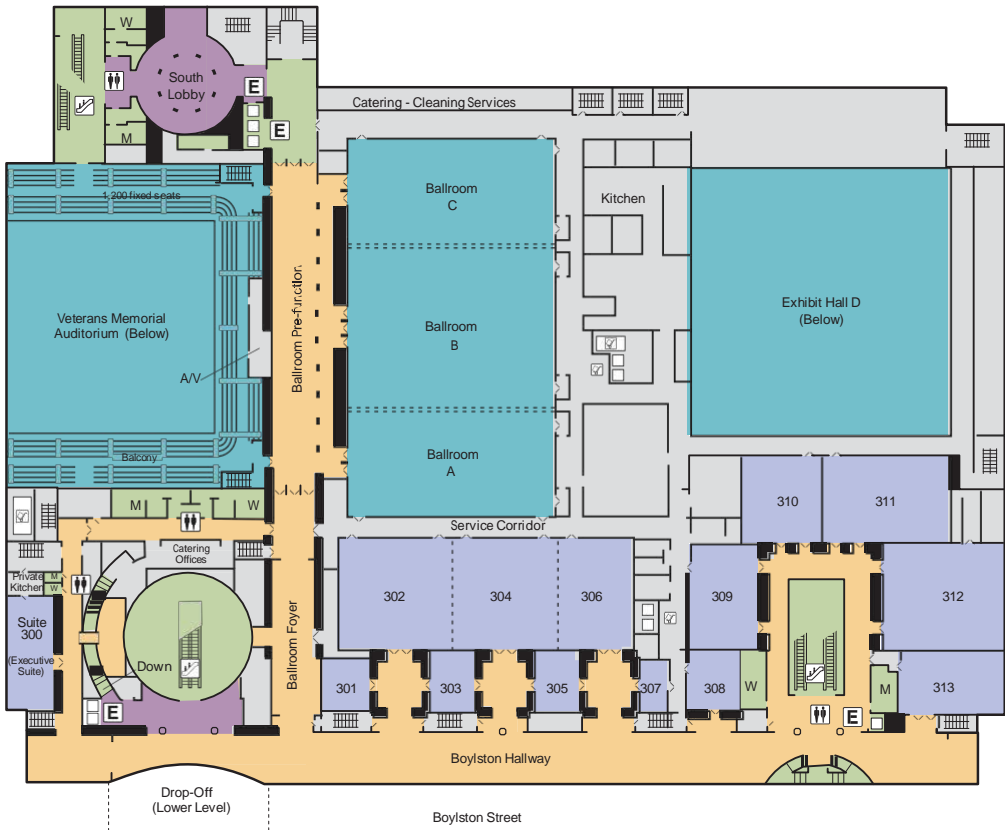
The Massachusetts Convention Center Authority owns and operates the Boston Convention & Exhibition Center and the Hynes Convention Center.



Hynes Convention Center
 900 Boylston Street
 Boston, Massachusetts 02115
 ph: 617.954.2800 fx: 617.954.3326
 www.AdvantageBOSTON.com
Level 3

N

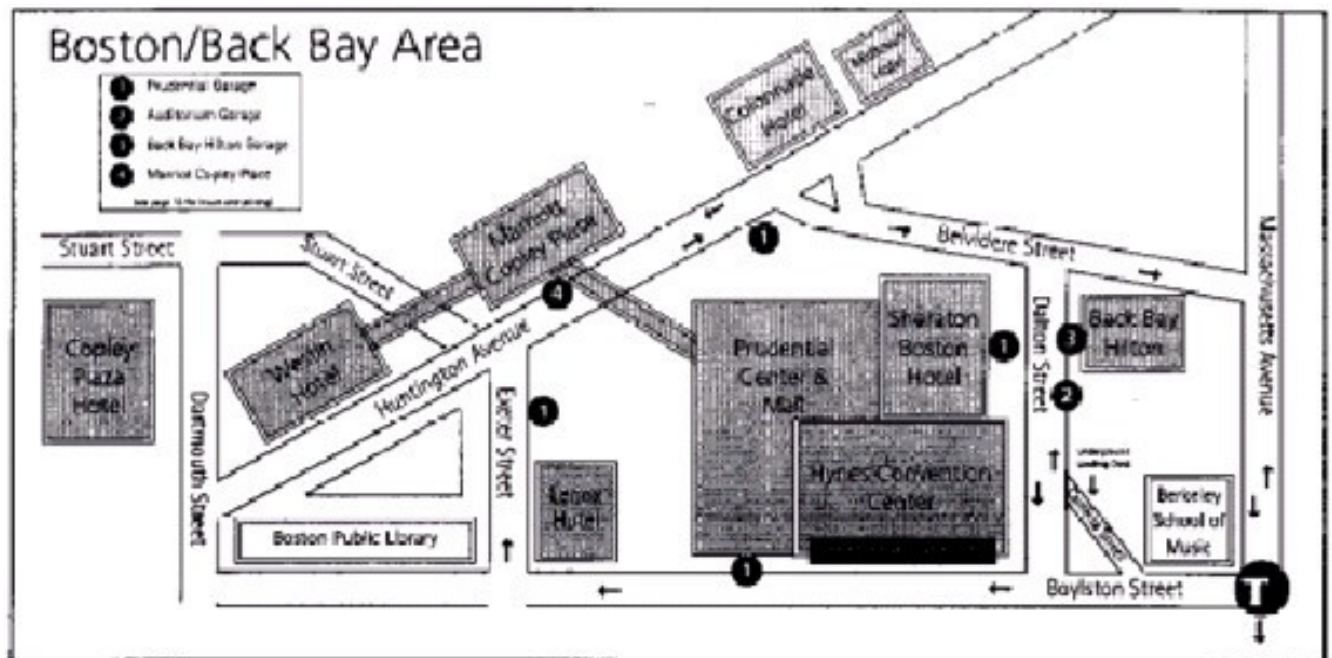
Key	
 Pre-function	 Lobby
 Meeting	 Public Use
 Exhibit	 Non-Public Access
Restrooms	Elevator
Escalator	Freight



MCCA The Massachusetts Convention Center Authority owns and operates the Boston Convention & Exhibition Center and the Hynes Convention Center.

DIRECTIONS TO CAMBRIA STREET LOADING DOCK

Directions are subject-to-change. Please refer to the MCCA's web site (www.massconvention.com) for up-to-date directions.



Walking

1. From 900 Boylston Street (Front Entrance), walk down 2 blocks towards Massachusetts Avenue and go down the ramp on Cambria Street.
2. From the Sheraton Entrance (Dalton Street), walk up Dalton Street and take a left onto Boylston Street, walk down 1 block and down the Cambria Street Ramp.

Driving:

1. From the Mass Pike, take the Prudential Exit. Follow the signs to the Prudential, when you come off the exit, stay to your right and follow street to Dalton Street (Sheraton will be on your right, Westin on your left). When you come to the top of Dalton Street (Fire Department straight ahead), you will take a left at the lights and then another left when you see the Cambria Street Ramp.
2. From Mass Avenue, you will come onto Boylston Street. Cambria Street will be your first immediate right. Cambria Street goes down the ramp to our loading dock.

AREA PARKING OPTIONS

The following is a list of parking facilities around the Hynes. The below mentioned garages total over 4,400 spaces within a three-block walk of the Hynes. There is also metered parking available around the Hynes and adjacent streets – however, these spots are hard to come by.

Prudential Center Parking Garage

800 Boylston Street

Telephone: 617-236-3100

www.prudentialcenter.com

Directions: The back entrance is off of Huntington Avenue in a service road/side lane behind the Prudential Tower, which intersects Belvidere and Dalton Streets. For more detailed directions please refer to their web site.

Sheraton Boston Hotel Parking Garage

39 Dalton Street

Telephone: 617-236-2000

www.starwoodhotels.com

Directions: Take a right onto Dalton Street, off of Boylston Street, immediately before the Convention Center; the Sheraton will be on the left. Off of Huntington Avenue going out of the city, take a right onto Belvidere Street (right after the Prudential Center), take next right onto Dalton Street; the Sheraton will be on the right. Off of Huntington going into the city, take a left onto Belvidere Street, right before the Prudential Center.

Copley Place Mall Parking Garage

100 Huntington Avenue (Corner of Huntington Avenue & Dartmouth Street)

Telephone: 617-369-5000

www.simon.com

Directions: Go straight down Boylston Street past the Convention Center, take a right onto Exeter Street at light; garage will be directly across the street in front of you.

Boston Marriott Hotel Copley Place

110 Huntington Avenue

Telephone: 617-236-5800

www.marriott.com

Directions: Go straight down Boylston Street past the Convention Center, take a right onto Ring Road (right

before Lord & Taylor), at light bare left and immediately take a right into the garage.

Westin Copley Place Parking Garage

10 Huntington Avenue

Telephone: 617-262-9600

www.starwoodhotels.com

Directions: Go straight down Boylston Street past the Convention Center; take a right onto Dartmouth Street, then a right onto Huntington Avenue. The entrance will be on your right.

Colonnade Hotel Parking Garage

120 Huntington Avenue

Telephone: 617-424-7000

www.colonnadehotel.com

Directions: Go straight down Boylston Street past the Convention Center, take a right onto Ring Road (right before Lord & Taylor), and at light take a right onto Huntington Avenue. Colonnade will be on the left. Please refer to their website for a map of the area.

Boston Common Garage

Charles Street (directly across from the Public Gardens)

Telephone: 617-954-2098

Directions: The garage is conveniently located approximately eight (8) blocks from the Hynes.

Back Bay Hilton Hotel Parking Garage

40 Dalton Street

Directions: Take a right onto Dalton Street off of Boylston Street (immediately before the Convention Center); the Hilton will be on the right. Off of Huntington Avenue going out of the city, take a right onto Belvidere Street (right after the Prudential Center), take next right onto Dalton Street; the Hilton will be on the left. Off of Huntington going into the city, take a left onto Belvidere Street right before the Prudential Center.

Hynes Auditorium Parking Garage

50 Dalton Street

Telephone: 617-723-1488

www.pilgrimparking.com

Directions: Take a right onto Dalton Street off of Boylston Street (immediately before the Convention Center); the garage will be on the right. Off of Huntington Avenue going out of the city, take a right onto Belvidere Street (right after the Prudential Center), take next right onto Dalton Street, the garage

will be after the movie theater on the left. Off of Huntington going into the city, take a left onto Belvidere Street (right before the Prudential Center).

EXCLUSIVE SERVICE PROVIDERS/ IN-HOUSE PREFERRED VENDORS

Levy Restaurants

415 Summer Street
Boston, MA 02210
Telephone: 617-954-2284
www.LevyRestaurantsconventions.com

FedEx Office

900 Boylston Street
Boston, MA 02115
Telephone: 617-954-2725

JCALPRO

415 Summer Street
Boston, MA 02210
Telephone: 617-954-2345

Penfield's Signature Services

Westin Boston Waterfront
425 Summer Street
Boston, MA 02210
Telephone: 617-513-1866
Fax: 617-532-4630

Projection Presentation Technology

415 Summer Street
Boston, MA 02210
Telephone: 617-954-3333
www.projection.com

The MCCA has established Approved Vendor/Contractor lists. All contracted or sub contracted companies must be on this list in order to perform work within the MCCA facilities. If a contractor/vendor is not on the list, they must apply for approval; sub-contract to the in-house preferred provider from these lists. The lists will be renewed annually. Contractors /Vendors may be removed for poor performance and will be required to reapply.



STANDARDIZED GUIDELINES AND PROCEDURES

General Information

Please take a moment to review our policies and procedures.

The Levy Difference – Thousand Detail Dining

For Levy Restaurants, the exclusive food and beverage provider for the Boston Convention and Exhibition Center and the John B. Hynes Veterans Memorial Convention Center, it is all about the food and the thousand details that surround it.

Exclusivity

Levy Restaurants is the exclusive provider of all food and beverage for the Boston Convention and Exhibition Center and the John B. Hynes Veterans Memorial Convention Center.

Confirmation of Orders

Upon receipt of all written Food and Beverage specifications, your Levy Restaurants Catering Sales Manager will provide you with written confirmation of the services you ordered. Signed event orders are to be received by Levy Restaurants no less than thirty (30) days prior to the start of the first scheduled event. Guests booking short-term events (within 30 days of the start date) are to review, sign and return event orders upon their receipt.

Floorplans for Catering Functions

Your Catering Sales Manager will assist in your event logistics to ensure the best possible guest experience. This includes food staging and distribution areas, safety concerns and service delivery.

Payment Policies & Procedures

Levy Restaurants requires a signed Service Agreement (Contract) and an advance deposit of seventy-five percent (75%) of the estimated total charges, sixty (60) days prior to the start date of the first event. The balance of twenty-five percent (25%) is required fourteen (14) days prior to the start date. Levy Restaurants reserves the right to request payment in full prior to the first scheduled event based on credit history.

Accepted Forms of Payment

Levy Restaurants accepts company checks, American Express, MasterCard, Visa, Diner's Club and wire fund transfers as payment for products and services. Any wire transfer fees incurred are the responsibility of the Guest. Certified funds, credit cards or wire transfers are the only acceptable forms of payment less than ten (10) business days prior to the event. Please contact your Catering Sales Manager for a credit card authorization form to facilitate on-site orders.

Guarantees

In order to provide the highest quality and service, a guaranteed number of attendees / quantities of food is required. This minimum guarantee must be submitted no less than seven (7) business days prior to the event (excluding holidays).

If the guarantee is not received, Levy Restaurants will assume the number of persons / quantities specified on the original contracted event order is the minimum guarantee. Attendance or consumption higher than the minimum guarantee will be charged as the actual event attendance / consumption.

Levy Restaurants will be prepared to serve five percent (5%) above the minimum guaranteed attendance, up to a maximum of thirty (30) meals.

Taxes & Fees

All pricing is per person, unless otherwise noted. Prices are exclusive of a gratuity, taxable administrative fee and applicable sales tax. The gratuity is distributed to banquet employees; no other fees or charges (including administrative charges) are tips, gratuities or service charges for employees.

Labor / Bartender fees are subject to applicable sales tax.

Please note: (++) indicates the service or product is subject to Gratuity, Administrative Fee and applicable sales tax. (+) indicates sales tax only.

Cancellation Policy

In the event of a cancellation, please notify your Levy Restaurants Catering Sales Manager directly. Cancellations are to be delivered in writing and are subject to the fee schedule outlined in the Contract.

General Food & Beverage Guidelines

For the health and safety of your guests “leftovers” may not be removed from the facility at the conclusion of the event or service.

For your safety and the safety of your guests, a Certified Levy Restaurants Bartender is required for all events serving alcohol.

China Service

China service is a Levy Restaurants standard for all Meeting Rooms and Ballrooms, unless our high-grade and/or compostable disposable ware is requested.

All food and beverage events located in the Exhibit Halls or Outdoor Events (with the exception of plated meals), are accompanied by high-grade and/or compostable disposable ware.

Delayed or Extended Service

On the day of your Event, if the agreed upon beginning or ending service time changes by 30 minutes or more, an additional labor charge will apply.

Linen Service/Décor

Levy Restaurants provides linen for most food and beverage events. For additional décor, we are pleased to assist you with centerpieces or arrangements. Additional fees will apply for any specialty items.

Your Catering Sales Manager will be happy to offer suggestions on the appropriate style and colors for your event.

Specialty Equipment

Specialty equipment is available such as Popcorn Machines, Water Coolers or Coffee Kits. Please contact your Catering Sales Manager for additional information.

Retail Food Service

Your Catering Sales Manager will assist you in contacting the appropriate Retail Food Service Manager for any foodservice needs. This includes hours of operation, menu selections, locations and schedule planning. Levy Restaurants will partner with you to effectively adjust Retail Food Service schedules based on your event.

LEVY RESTAURANTS AUTHORIZATION REQUEST

Sample Food and/or Beverage Distribution

Please complete this form to receive authorization to distribute food or beverages not purchased through Levy Restaurants. Levy Restaurants has exclusive food and beverage distribution rights within the John B. Hynes Veterans Memorial Convention Center (HYNES) and has the responsibility to the City of Boston to strictly regulate any food and beverage activity within the HYNES. Due to strict regulations, any vendor sampling product within the above mentioned parameters must submit a sampling form to Levy Restaurants for approval.

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** food and/or beverage products **ONLY** upon written authorization and adherence to ALL of the conditions outlined below.

General Conditions - Food Industry Related Shows

4. Items dispensed are limited to products ***Manufactured, Processed or Distributed*** by exhibiting companies.
5. All items are limited to **SAMPLE SIZE** and must be dispensed/distributed in accordance to Local and State Health Codes:
 - e. Non-Alcoholic Beverages limited to **maximum of 4 oz.** Sample Size, served in biodegradable (or plastic) cups. No cans or bottles will be permitted. Levy Restaurants will be happy to provide biodegradable service wares for all services, please contact your Catering Sales Manager for a price list of available items.
 - f. 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.
 - g. Food items are limited to “bite size”, **not to exceed 2 oz.** portions or a 2 oz. prepackaged samples.
 - h. All food/beverage items brought in are required by the Boston Health Department to have a temporary Health Permit. This includes prepackaged food samples, samples not intended for consumption on the show floor, and bottled water.
6. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other Levy Restaurants and/or BCEC services.

IF YOU DO NOT MEET THE CONDITIONS LISTED ABOVE, THE FOLLOWING POLICIES APPLY:

TAKE-AWAY ITEMS AND BUY-OUT FEES Any Food and Beverage brought on premises without the Written Authorization from Levy Restaurants, the HYNES and **NAME OF SHOW Show Management** is strictly prohibited.

3. Take-away items will be assessed and approved on a case by case basis by Levy Restaurants. Take-away items are items that are distributed to attendees but are not intended for immediate consumption at the time of receipt. Requests for take-away items must be submitted no later than **DEADLINE**.
4. Requests for all Food or Beverage Products brought on the premises for consumption at hosted banquet/booth events or that do not fall within the Sampling parameters listed above may incur a **Buy-out Fee** by Levy Restaurants. An appropriate buy-out fee will be determined by Levy Restaurants on a case by case basis; however, the buy-out fee will be based on a percentage of the retail pricing for the food and/or beverage item and is subject to all applicable taxes and service charges.

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. Absolutely **NO REFUNDS** of Buy-out Fees will be given for Food or Beverage Product if not consumed during show/event.

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:

- 6. \$150.00 per day minimum for dry or refrigerated storage
- 7. \$150.00 for a small visi cooler
- 8. \$300.00 for a large double visi cooler
- 9. \$25.00 per drop off and per pick-up for steward
- 10. \$6.00 per 5 pound bag of ice

**Both the Refrigerator and Cooler require Stewarding Labor to drop off and retrieve the equipment.*

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 20% Administrative Fee and Applicable Sales Tax.

The Company named below acknowledges they have sole responsibility for the use, servicing or other disposition of such items in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Levy Restaurants and the John B. Hynes Veterans Memorial Convention Center from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items.

Exhibiting firm must provide Levy Restaurants with a Certificate of Insurance showing evidence of Commercial General Liability with an each occurrence limit of \$1,000,000 and naming Levy Premium Foodservice Limited Partnership and Massachusetts Convention Center Authority as additional insured.

Information must be received no later than close of business (5:00 PM EST) on **DEADLINE**.

Before returning this document, please sign the "Agreed" indicating you have read and you agree with all conditions.

SHOW NAME
SHOW DATE

Company Name _____ Booth No. _____

Company Address _____

Contact Name _____ Telephone () _____ Ext _____

Email _____ Onsite Contact _____ Cell _____

Please include: ~~ Item ~~ Distribution Purpose ~~ Quantity ~~ Portion Size ~~ Method of Dispensing ~~

Agreed _____
Exhibiting Firm

Approved _____
Levy Restaurants

Date _____

PLEASE RETURN FORM TO LEVY RESTAURANTS BY **DEADLINE TO ENSURE CONFIRMATION AND APPROVAL.**

For additional services and information, please contact Levy Restaurants:

*Catering Sales Manager
415 Summer Street, Boston MA 02210
fullerton@levyrestaurants.com
Telephone 617.954.2379 Fax 617.954.2281*

Temporary Automatic Fire Extinguishing Systems

Authorized Vendors

These vendors, (listed alphabetically) are authorized to design and install temporary automatic fire extinguishing systems at the below Massachusetts Convention Center Authority facilities:

Boston Convention & Exhibition Center
415 Summer Street
Boston, MA 02210-1719

John B Hynes Veterans Memorial Convention Center
900 Boylston Street
Boston, MA 02115-3101

J.C. Cannistraro, LLC

80 Rosedale Road
Watertown, MA 02471
Tel: 617.926.0092 Ext. 224 Fax: 617.926.5340
Contact Name:
Eric Burdette
Email: eburdette@cannistraro.com

William M. Collins Co. Inc.

410 Dorchester Avenue
South Boston, MA 02127
617-268-6180
Contact Name:
Ross Stinson
(617) 269-6105 (cell)
stinson01810@yahoo.com

Northeast Automatic Sprinkler, Co. Inc

25 Marion Drive
Kingston, MA 02364
(781) 582-2222
Contact Name:
Mike MacDonald
mike@northeastautomaticsprinkler.com

TAXI INFORMATION

The following tax information is for any event making retail sales. Show management must collect all taxes and forms from vendors to submit to the Massachusetts Department of Revenue.

The following information is taken from “Important Tax Information for Exhibitors/Vendors”, from the Massachusetts Department of Revenue.

The Massachusetts Department of Revenue encourages your enterprising activities and likewise encourages your responsible tax payments on behalf of such business sales. Whether you are an out-of-state or an in-state vendor, you are required to be properly registered with the Massachusetts Department of Revenue. [You must] therefore secure from the show promoter a tax registration form or contact the Massachusetts Department of Revenue for your proper tax forms.

Your tax registration certificate, or copy thereof, showing your tax certificate number, must be displayed on site.

A tax return of your gross sales, accompanied by your tax payment, must be forwarded to the Massachusetts Department of Revenue, by the 20th of the following month of your show participation. The Commonwealth of Massachusetts can demand, at its discretion, your tax due payment at the close of any show, if the Commissioner feels that the collection of any tax due will be jeopardized by the delay. Your failure to collect and pay taxes due and keep records can initiate a criminal action.

For more information, registration certificate and forms, please contact the Massachusetts Department of Revenue, at the following address:

The Commonwealth of Massachusetts
Department of Revenue
Data Services Bureau
100 Cambridge Street
Boston, MA 02204
Telephone: (617) 887-MDOR or
Toll-Free: (800) 392-6089

-OR-

Visit www.massdor.com

-OR –

You may also contact the Revenue Enforcement Bureau with any of your tax questions, at (617) 621-5769.

[The Massachusetts Department of Revenue has put together a guide with frequently asked questions, from which we've taken the following information, for your convenience.](#)

Q: What is the sales tax?

A: The Massachusetts sales tax is 5 percent of the sales price or rental charge of tangible personal property or certain telecommunications services sold or rented in the Commonwealth. The sales tax generally is paid to the vendor as an addition to the purchase price. The buyer pays the sales tax to the vendor at the time of purchase; the vendor then remits the tax to the Commonwealth.

Q: What is the use tax?

A: The Massachusetts use tax is 5 percent of the sales price or rental charge on tangible personal property (including mail order items or items purchased over the Internet) on which no sales tax, or a sales tax rate less than 5 percent Massachusetts rate, was paid and which are to be used, stored or consumed in the Commonwealth. The use tax, unlike the sales tax, generally is paid directly to the Commonwealth by the purchaser.

Q: Who is a sales/use tax vendor?

A: A sales/use tax vendor is a retailer or any other person who regularly sells, rents or leases tangible personal property or telecommunications services that are subject to the Massachusetts sales tax. A vendor is anyone who:

- Sells, rents or leases in Massachusetts generally;
- Purchases tangible personal property or telecommunications services for resale in Massachusetts;
- Acquires parts to manufacture goods for sale or resale in Massachusetts;
- Has a business location in Massachusetts;
- Has representatives soliciting orders for tangible personal property or telecommunications services within Massachusetts; or
- Sells to Massachusetts residents or businesses and delivers, repair or installs goods or

telecommunications services within the Commonwealth.

Please note: Tax-exempt organizations that sell tangible personal property or telecommunications services in the regular course of business are considered vendors and are required to collect sales/use tax.

Q: What are the responsibilities of a sales/use tax vendor?

A: Massachusetts sales/use tax vendors are responsible for:

- Registering with DOR to collect sales/use tax;
- Collecting the 5 percent sales/use tax on taxable sales or rentals of tangible personal property or telecommunications services. Please note: The tax must be separately stated and separately charged on all invoices, bills, displays or contracts; and
- Remitting all sales/use tax to DOR with the appropriate Massachusetts sales/use tax return on time.

Q: Are out-of-state vendors' responsibilities the same as in-state vendors' responsibilities?

A: Yes. Out-of-state vendors who meet any of the vendor definitions listed [above] have the same responsibilities as Massachusetts vendors.

Q: How does a vendor register to collect sales/use tax?

A: Vendors can register to collect Massachusetts sales/use tax online through DOR's WebFile for Business application, which is available on the DOR website at: www.mass.gov/dor.

After processing an application for registration, DOR will issue the vendor a Sales and Use Tax Registration Certificate (Form ST-1) for each business location. Form ST-1 must be displayed in a conspicuous location on the business premises.

As a convenience to customers, those out-of-state retailers and mail order firms that are not required by law to register as Massachusetts vendors can register voluntarily to collect use tax.

Q: Must an individual or business register to pay sales/use tax on occasional out-of-state purchases?

A: No. People who are not registered to collect sales/use tax in Massachusetts, and who make an occasional out-of-state purchase for business or

personal use, do not need to register. They instead must pay their use taxes by filing either a Business Use Tax Return (Form ST-10) or an Individual Use Tax Return (Form ST-11).

Q: What types of sales are exempt from the sales/use tax?

A: Massachusetts law exempts a number of items from the sales/use tax. The following categories of sales or types of transactions generally are exempted from the sales/use tax. If you have questions about whether or not certain items fit into these exempt categories, please call DOR's Customer Service Bureau at (617) 887-MDOR.

- Sales of food and clothing
- Sales of periodicals
- Admission sales
- Sales of utilities and heating fuel to residential users, small businesses and certain industrial users
- Sales of telephone services to residential users
- Charges for personal or professional services
- Sales of transportation
- Casual and isolated sales
- Resales
- Sales for out-of-state delivery
- Sales to exempt organization
- Sales to government agencies
- Sales to certain contractors and subcontractors
- Sales to manufacturers

Q: How do I submit returns and payments electronically?

A: Available on the DOR website at www.mass.gov/dor, the Department's secure web-based application, WebFile for Business, allows trustee and business tax taxpayers to register, file returns and make payments electronically.

Vendors can file tax returns and/or make payments through WebFile for Business for sales and use tax, meals tax, withholding tax and room occupancy tax. Corporate estimated tax payments also may be made through WebFile for Business.

Vendors must register with DOR in order to use WebFile for Business. Instructions for registering

to use the application are provided on the DOR website.

Q: What are the penalty and interest charges for late returns and payments?

A: Sales/use tax returns that are not filed on or before the due date are subject to interest and penalty charges. The penalty for late payment is $\frac{1}{2}$ of one percent of the unpaid tax shown on the return per month (or fraction thereof), up to a maximum of 25 percent.

The penalty for failure to file a return by the due date is one percent of the balance due per month (or fraction thereof), up to a maximum of 25 percent.

Also, if you fail to pay the tax when due, interest will be charged at the federal short-term rate (which can change quarterly) plus four percentage points, compounded daily.

Q: Are there other penalties?

A: Yes. It is unlawful for a vendor to advertise or state to the public or any customer, directly or indirectly, that the sales tax, or any part of it, will be assumed or absorbed by the vendor, or that it will not be added to the selling price or that it will be refunded in whole or in part.

Q: Must a return be filed even if no tax was due for a given period?

A: Yes. A return must be filed for all periods even when no tax is due—just enter zero in the appropriate places. Effective July 1, 2003, zero tax due returns must be filed electronically.

Q: What records must sales/use tax vendors keep?

A: Vendors registered to collect sales/use tax must keep complete and accurate records of the gross receipts from all sales, whether taxable or not. Vendors also must retain copies of sales/use tax returns together with any supporting information necessary to verify accuracy of the return. Sufficient records provide the vendor with evidence of each transaction and may include, but are not limited to, register tapes, cash journals, memorandum accounts and ledgers. Vendors must retain copies of exempt certificates and credit memos issued to purchasers.

Q: How long should sales/use tax records be kept?

A: Records must be retained for a minimum of three years from the date the return was filed or the date it was required to be filed, whichever is later.

Q: How are credit sales and bad debts treated?

A: Vendors must pay tax on all sales regardless of whether payment is received at the time of sale. Reimbursement for tax remitted on bad debts can be claimed only on an annual basis on a Claim for Bad Debt Reimbursement (Form ST-BDR). This form must be filed by the due date, including extensions of the vendor's federal income tax return for accounts determined to be worthless during the prior fiscal year.

Q: What kind of help is available?

A: The instructions in the Department of Revenue's tax forms should provide answers to most taxpayer's questions. For further information on Massachusetts sales and use tax law, please contact the Department of Revenue, at (617) 887-MDOR or Toll-Free at (800) 392-6089.

Registration Application

A Promoter's Registration Application must be filled out and submitted to the Department of Revenue, Special Enforcement Unit, at least ten (10) days before the show's opening date. A Registration Certificate will be sent five (5) calendar days before the activity dates indicated in the Registration Application. A Registration Application must be filed for each location and a Promoter's Return must be filed for every calendar month of operation.

Please contact The Commonwealth of Massachusetts' Department of Revenue, Special Enforcement Unit, at the following address, for forms and more information: 200 Arlington Street, Chelsea, MA 02150, OR visit their website: www.massdor.com and click on WebFile for Business.

Event transportation services that deliver satisfaction. YOUR SUCCESS IS RIDING ON IT.



Helping your clients have a hassle-free experience. Being ready for unforeseen traffic or weather complications. It's no small matter to manage transportation for a major event. So give yourself some peace-of-mind and let the experts at the MCCA Boston Convention Transportation Services (BCTS) take care of it for you.

WE MANAGE RESOURCES, SAFETY, AND COSTS LIKE NO ONE ELSE.

This means we can help you by:

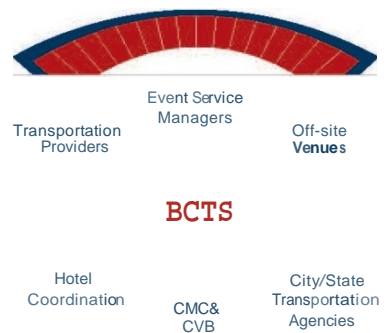
- Taking care of all modes of transportation for your event—from before your group's arrival at Logan Airport until your last guest leaves our city.
- Keeping everything running smoothly by leveraging our direct contacts with city and state agencies, as well as hotels and off-site venues.
- Utilizing our local knowledge and 70-years combined experience to get your guests where they need to go — safely and on-time.
- Providing real-time flexibility to modify an existing plan on a moment's notice.
- Being committed to delivering the best outcome, from both a customer-service and cost-basis perspective.

WE STREAMLINE PLANNING WITH ONE-STOP SHOPPING AND ONE POINT OF CONTACT.

We know our business, our facilities, and our city like no one else. And you enjoy the benefits.

Partner with us for your next event and get ready to drive success.

WE SERVE ALL YOUR TRANSPORTATION NEEDS, UNDER ONE ROOF.



TO LEARN MORE OR TO SUBMIT AN RFP FOR AN UPCOMING EVENT:

CALL 1-888-954-2287 (BCTS) OR EMAIL BCTS@MASSCONVENTION.COM