Signature BOSTON
Remarkable experiences. Imagination realized.™

THOMAS M. MENINO
CONVENTION & EXHIBITION CENTER

Branding & Sponsorship

With the best technology in the industry, and its excellent infrastructure, the Thomas M. Menino Convention & Exhibition Center (MCEC) gives you access to unparalleled branding and sponsorship opportunities to help you expand your brand presence, engage your audience, and increase your revenues.

The MCEC's powerful platform of event marketing opportunities makes it easy to create rich, dynamic experiences for your guests, exhibitors, and sponsors.

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Digital Displays

From the Marquee to the Video Wall and Digital Signage Network, the MCEC has a unique and robust digital advertising platform. Positioned in high-traffic locations in and around the MCEC, our Digital Displays are guaranteed to reach every attendee, exhibitor, and sponsor on multiple occasions and at multiple points.

Marquee

Located in the heart of the Seaport District, the Marquee provides an unparalleled branding and sponsorship opportunity for your event.

- 80 feet tall
- Display area of 3,000 square feet
- Two high-definition LED horizontal screens
- Two high-definition LED vertical screens
- Visible from more than half a mile away

The Marquee is often the first thing to catch attendees' attention as they approach the MCEC and is perfect for:

- Revenue generation
- Welcome messages
- Show branding
- Sponsor content

Please refer to pages 8-9 for Marquee location.

The Marquee reaches a daily audience of more than 225,000 attendees, pedestrians, and vehicles.

Video Wall

Spanning the MCEC's North Lobby and visible from Summer Street, the Video Wall creates a stunning way to deliver high-impact messages.

- 160 feet wide
- 12 feet tall
- 2,000 square feet of seamless, attention-grabbing video screen
- High-definition center screen flanked by lower-definition LED sticks
- Generates multiple impressions per person

The Video Wall is well-suited for:

- Exhibitor/Sponsor advertising
- Welcome messages
- Speaker information
- Show hours
- Showcasing sponsors & exhibitors
- Featured events
- Announcements
- Social media

Please refer to pages 8-9 for Video Wall location.

Attendees see the Video Wall multiple times per day during an event.

Digital Signage Network

The Digital Signage Network is strategically positioned to give you access to audiences across the facility.

- Seventeen 65-inch high-definition LED screens
- Seventeen 98-inch high-definition LED screens

The Digital Signage Network can be used to showcase:

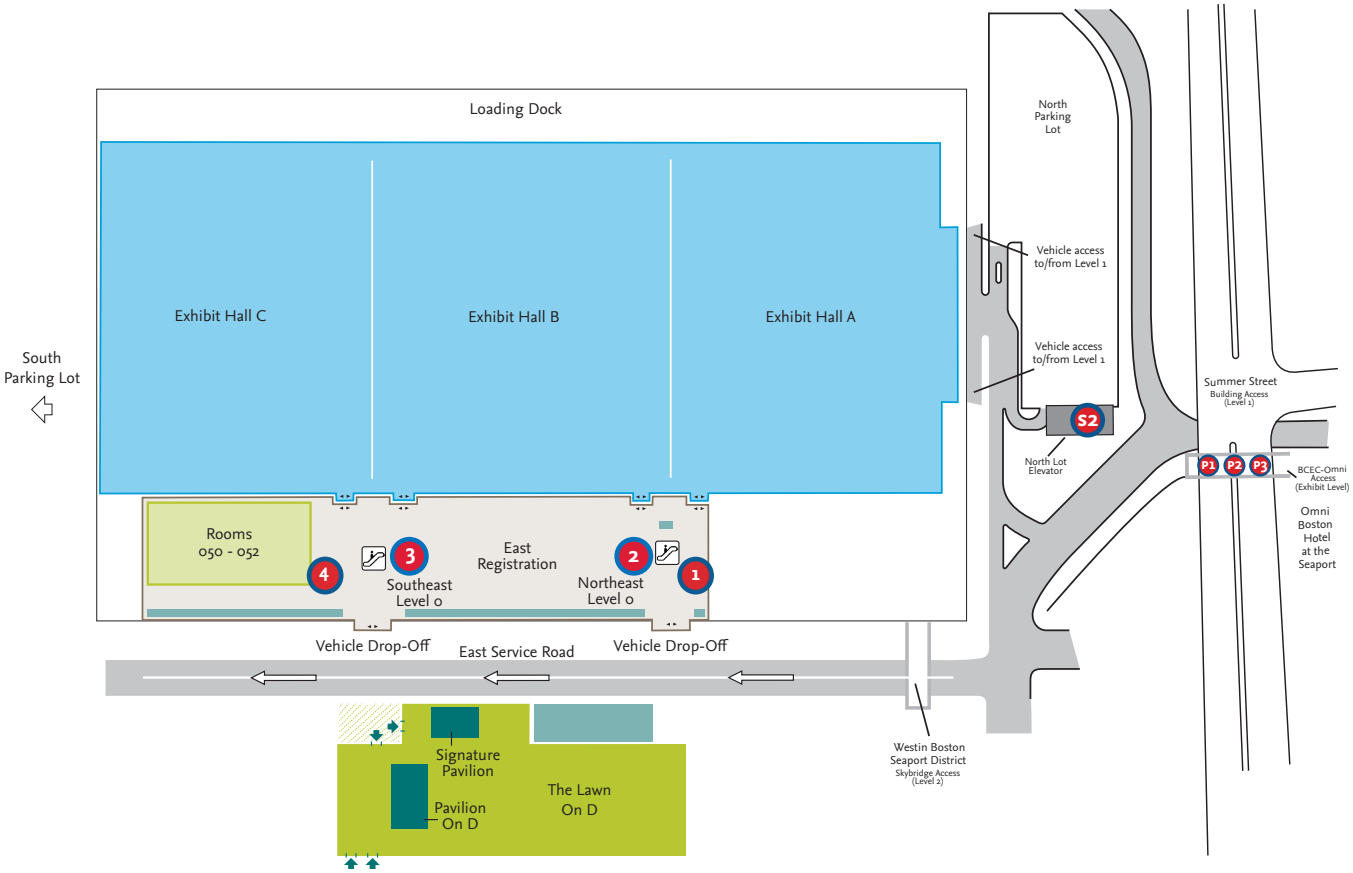
- Exhibitor/Sponsor advertising
- Welcome messages
- Speaker information
- Show hours
- Sponsors & exhibitors
- Featured events
- Announcements
- Social media

Please refer to pages 8-9 for Digital Signage locations.

Attendees view the Digital Displays multiple times a day in multiple locations as they walk through the MCEC.

Thomas M. Menino Convention & Exhibition Center
Digital Display Locations

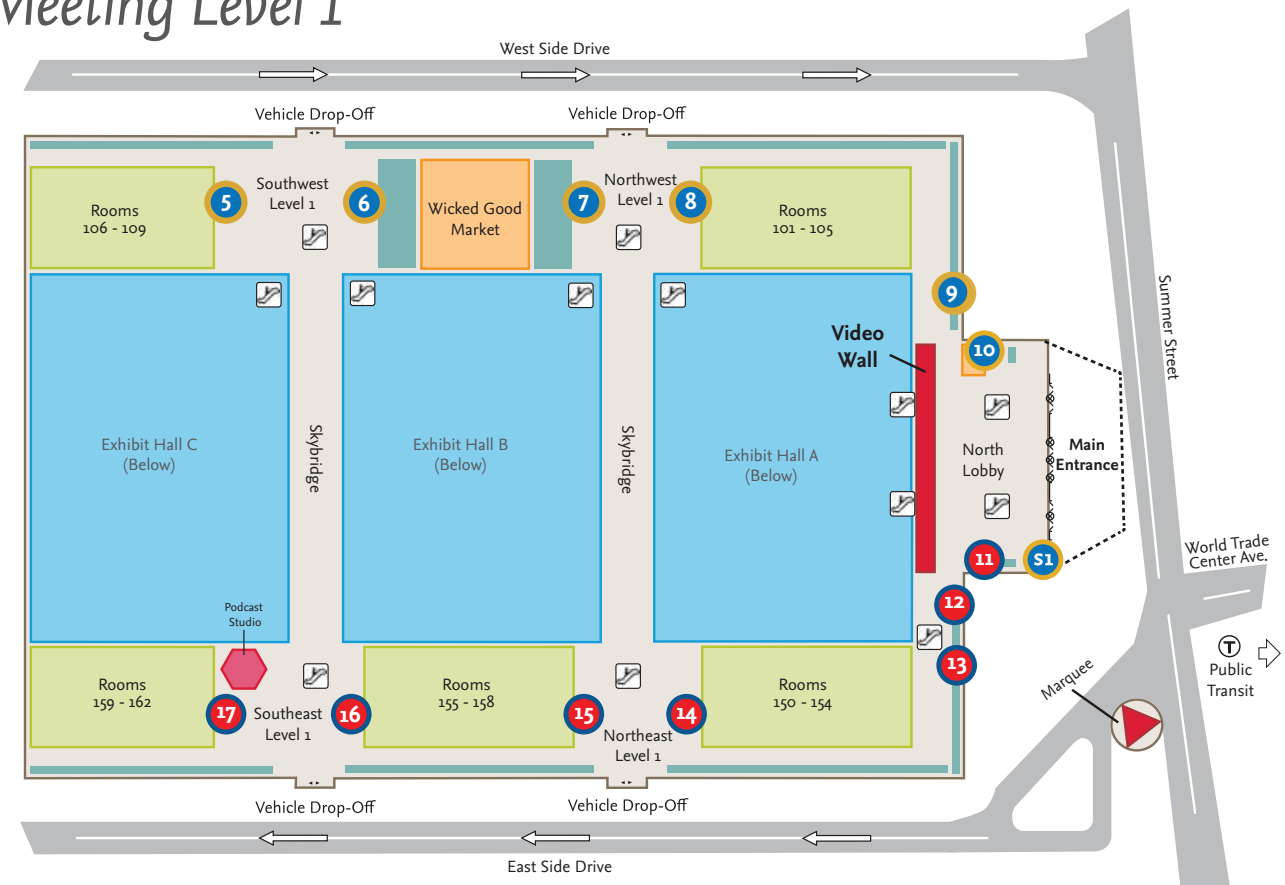
Exhibit Level



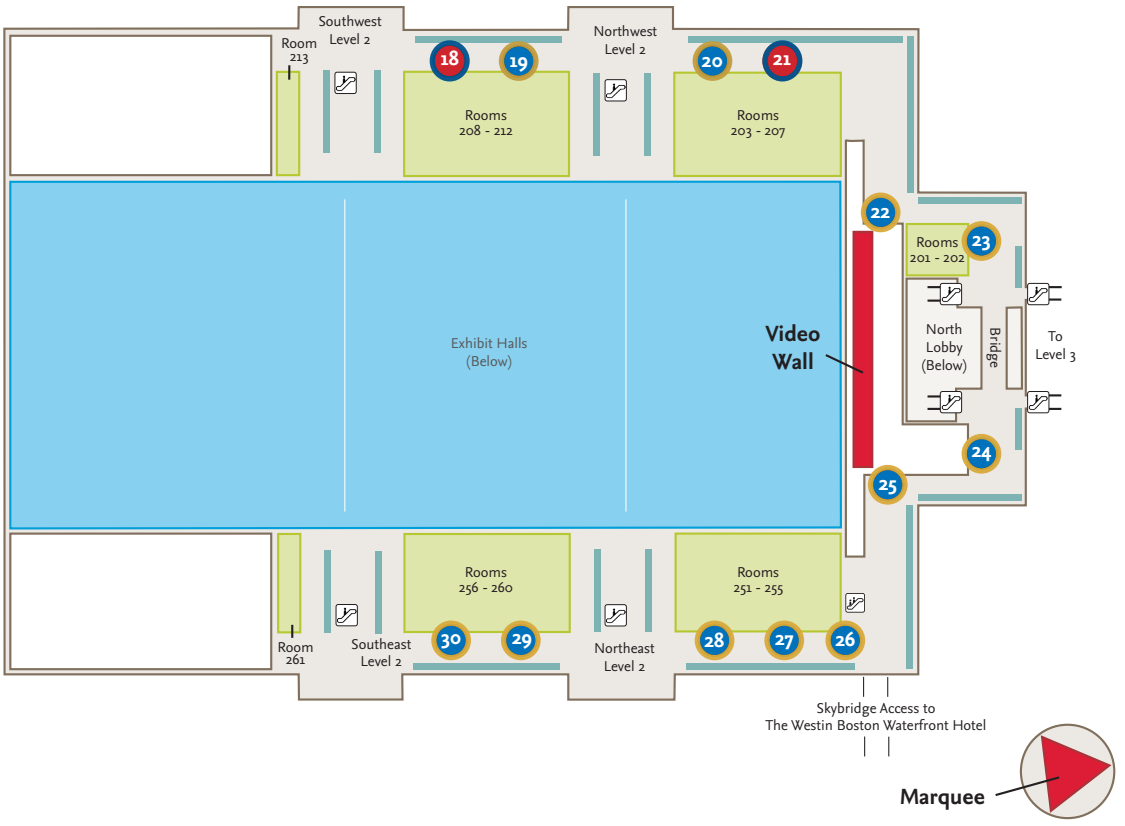
KEY

- Exhibits
- Meeting Rooms
- Lobby & Public Use
- Marquee
- Video Wall
- 65″ LED Screen
- 98″ LED Screen
- Podcast Studio

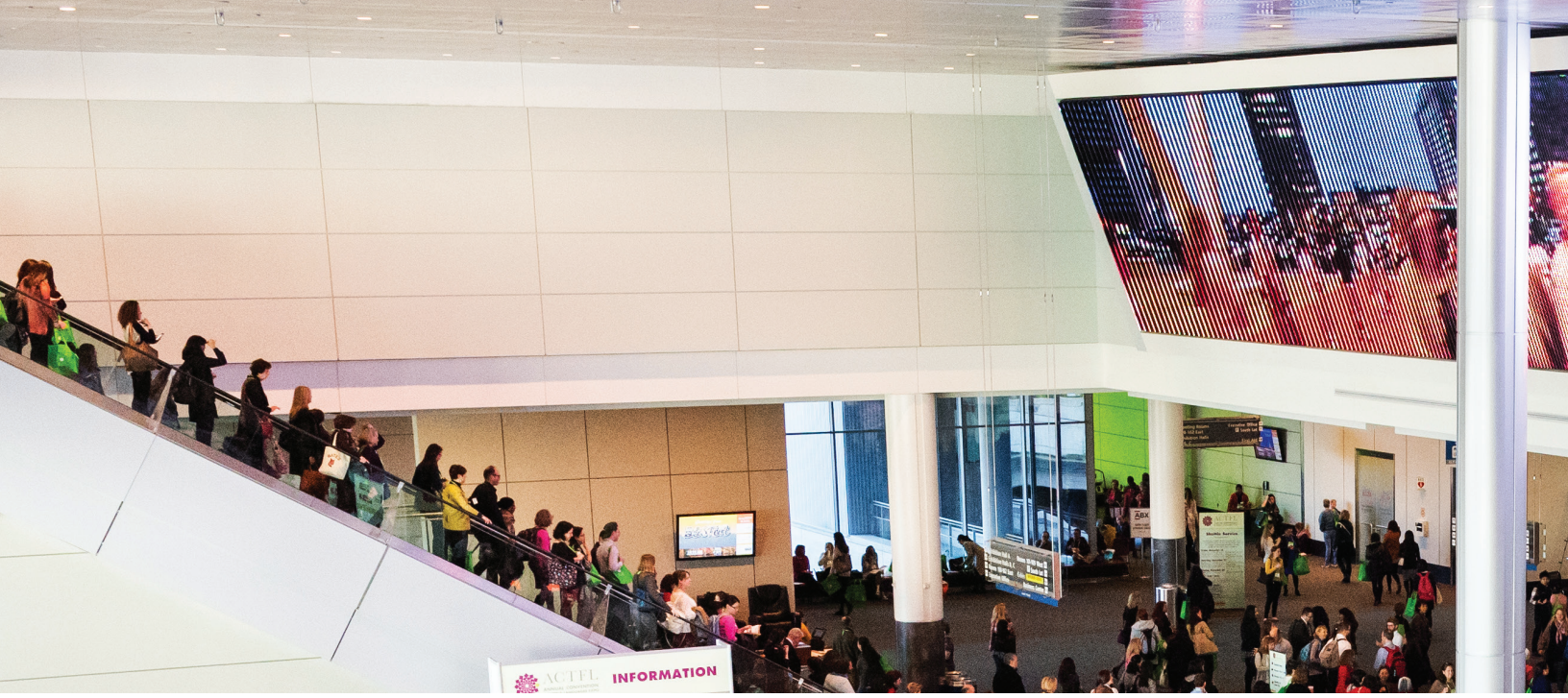
Meeting Level 1



Meeting Level 2



NOTE: *The Marquee is visible from the Ballroom Pre-Function space on Ballroom Level 3.*



Digital Display Packages

Our digital Broadcast Packages are designed to suit a wide range of needs. You can use just one digital platform, or any combination, to create an advertising program that works for you. If you require more guidance or would like to explore a more unique approach to your digital display package, contact our team to learn what can be customized just for you.

	BROADCAST 45*	BROADCAST 30	BROADCAST 15
Hours of Operation	6:00 am-11:00 pm	6:00 am-11:00 pm	6:00 am-11:00 pm
Display Time (minutes per hour)	45 minutes	30 minutes	15 minutes
Marquee	✓	✓	✓
Video Wall	✓	✓	✓
Digital Signage Network	✓	✓	✓
Opportunity to Sell Time to Your Sponsors and Exhibitors	✓	✓	✓

BROADCAST 45 BUYOUT* PACKAGE OFFERS 45 MPH ON THE MARQUEE AND 60 MPH ON THE VIDEO WALL AND DIGITAL SIGNAGE NETWORK

Key Milestone Planning Timeline

CONTENT DEVELOPMENT

90 DAYS

Start working with your Digital Media Accounts Manager to begin the content creation process

30 DAYS

Share second-round edits with your Digital Media Accounts Manager for testing and feedback

MOVE-IN DAYS

View content live during on-site preview

60 DAYS

Share first-round edits with your Digital Media Accounts Manager for testing and feedback

15 DAYS

All final, play-ready files are due for final reviewing and testing purposes 15 business days prior to the event arrival date

EVENT DAYS

Content will run on displays through contracted days

Sponsorship & Advertising

The MCEC offers traditional and innovative advertising and sponsorship opportunities in prominent locations throughout the convention center. These opportunities will maximize the exposure for your exhibitors and sponsors, putting them front and center with your attendees, and creating a revenue stream for your event.

VISIT US AT
BOOTH 2223
U.S. FARM-RAISED
Catfish
100% AMERICAN
WELCOME
Seafood Processing
PLEASE
DO NOT
TOUCH

Window Cling

Free-Standing Sign/ Meter Board

Banner

Digital Display

Free-Standing Sign/ Meter Board

Banner

Sponsorship & Advertising Packages

Our Activate Packages offer you a bundle of sponsorship products and locations to choose from, and are based upon your contracted space. These packages offer the best value and can be combined with one another.

PACKAGES	CONTRACTED SPACE	SPONSORSHIP LOCATION*
Activate A	Hall A	North Lobby, NE Lobby A
Activate B1	Hall B1	NE Lobby B1, Portion of East Registration
Activate B2	Hall B2	NE Lobby B2, Portion of East Registration
Activate C	Hall C	SE Lobby C
Full Activation	Halls ABC, Ballroom	Full Building

** Sponsorship locations include the pre-function areas of contracted meeting rooms.*

À La Carte

Our À la Carte Menu is the ideal solution for events that want the flexibility to individually select sponsorship products and locations within your contracted space. Choose from the menu of products and number of locations to fit your budget.

- Banners
- Column Wraps
- Digital Displays (non-MCCA displays)
- Floor Clings
- Free-Standing Signs/Meter Boards
- Glass Railings/Panel Clings
- Gobos
- Golf Carts (2)
- Sponsorship Activations/Pop-Up Installations
- Wall Graphics/Window Clings

Sponsorship Activation

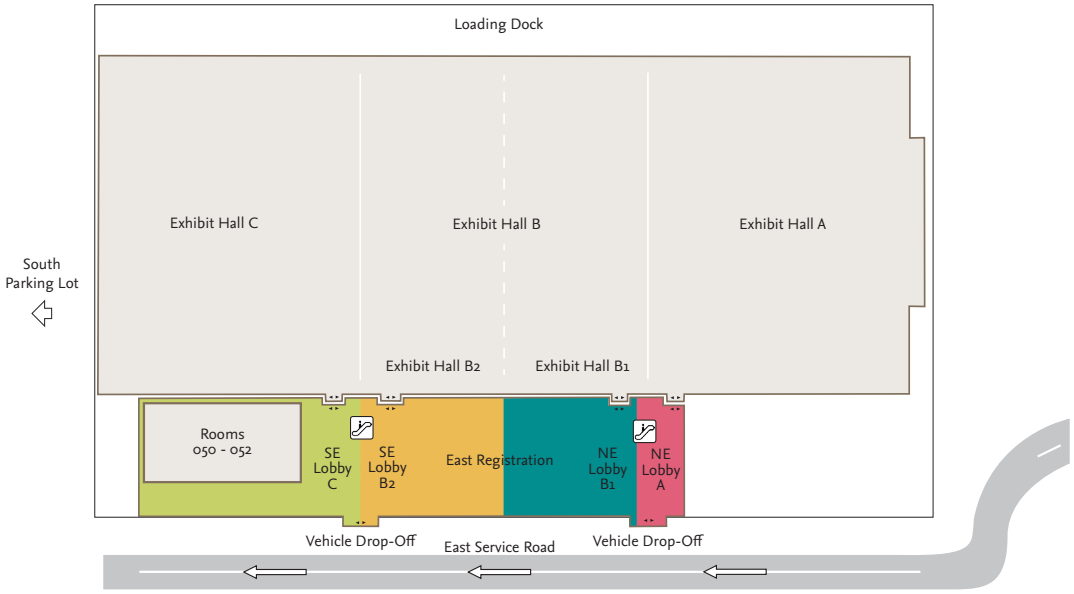
Banner

Floor Cling

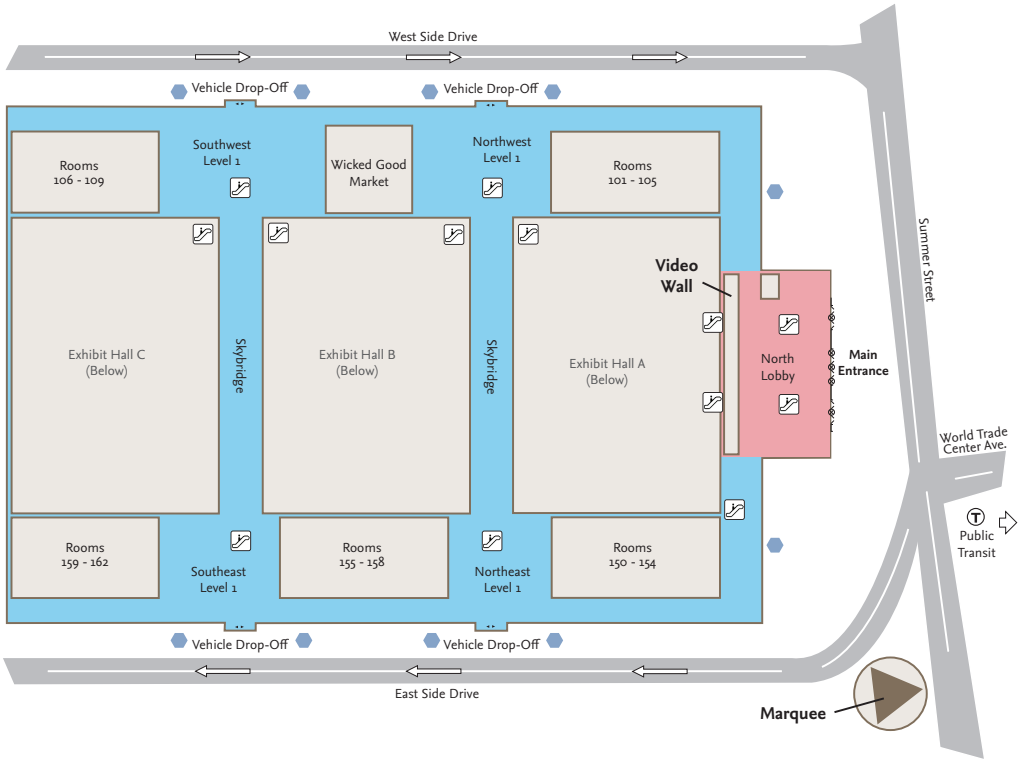
Window Cling

Sponsorship & Advertising Locations

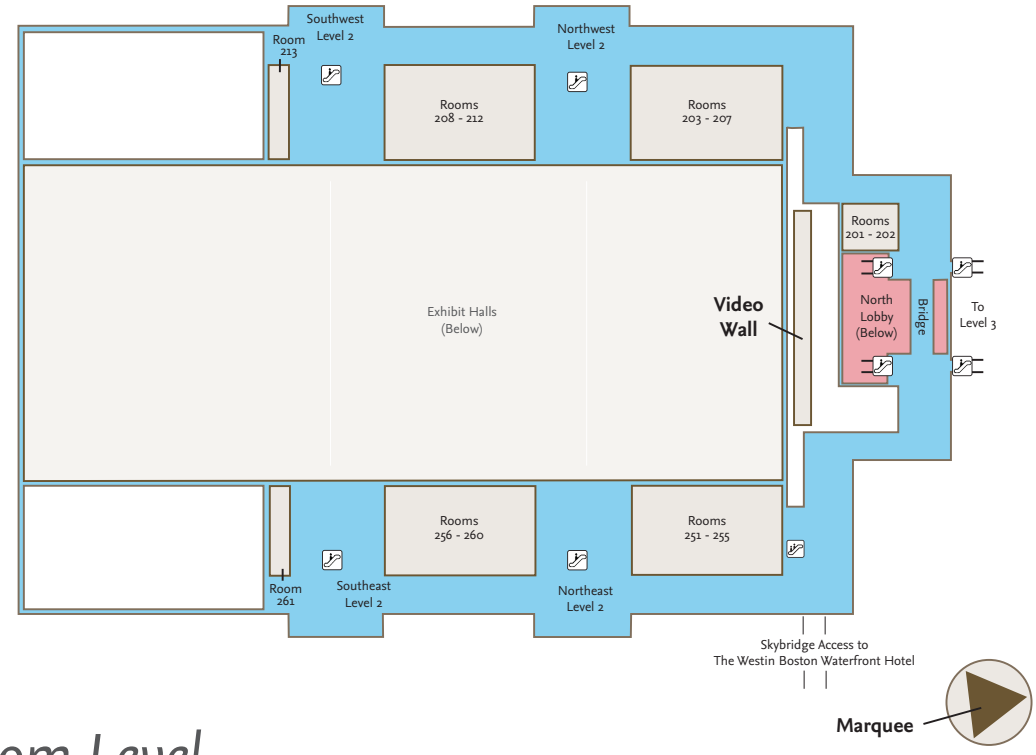
Exhibit Level



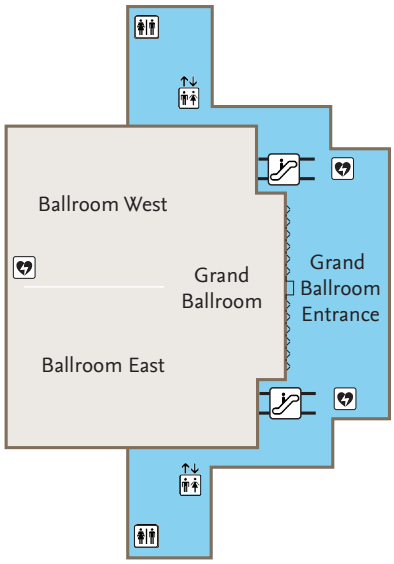
Meeting Level 1



Meeting Level 2



Ballroom Level



KEY

- Activate A
- Activate B1
- Activate B2
- Activate C
- Full Activation
- Exterior Banners

Wireless Network

With Boston being at the forefront of technology, the MCEC is leading the way with the most advanced Wi-Fi available in the industry.

Our Wi-Fi is free and extends throughout the entire building, from meeting rooms and exhibit halls to the loading docks. Boasting over 500 access points, our superior connectivity and performance allows more than 35,000 devices to be connected simultaneously at data rates up to 10 GB per second.

Wireless Sponsorship Opportunities

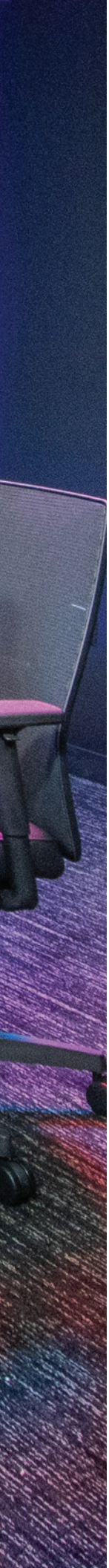
We offer two custom wireless opportunities to help expand your on-site branding reach and create a new sponsorship revenue stream. Our Custom Wireless SSID Package provides the opportunity to create a branded SSID, and our Wireless Network Sponsorship Package offers a custom SSID and splash page with a URL redirect.

	WIRELESS NETWORK SPONSORSHIP PACKAGE	CUSTOM WIRELESS SSID PACKAGE
Custom SSID (password optional)	✓	✓
Splash Page* Includes: • Unique Colors & Logos • Custom Buttons • Unique Layouts	✓	
URL-Redirect (optional)	✓	
Post-Event Analytics Report	✓	✓
Inclusive of All Event Days	✓	✓
Hours of Operation: 24 hours per day	✓	✓
Sponsorship Permitted	✓	✓

** Please refer to page 34 for wireless sponsorship design guidance.*

Podcast Studio

To provide customers and local businesses and organizations with the latest tools in the digital media space, MCEC has opened the UnConventional Boston Podcast Studio! This innovative addition caters to podcasters, content creators, and event organizers, providing a professional environment to produce high-quality audio and video content.



UnConventional Boston Podcast Studio

Studio Dimensions

- Studio Space (includes all space besides corner closet): 341 square feet
- Corner Closet in Studio Space: 7 square feet
- Tech. Room: 75 square feet

Features

- State-of-the-art Panasonic 4K cameras (3-truss mounted AW-UE160KPJ cameras)
- AJA 4K video recorders (3-rackmounted hard drive recorders)
- BlackMagic video hub (40 inputs x 40 outputs)
- Epiphan 4K video streamer
- Allen & Heath digital audio console
- Shure KSM 44 high-fidelity condenser microphones
- Shure PSM900 personal in-ear monitor system
- 75-inch LED screen behind guests for content
- Latest in studio lighting with the ARRI SC30
- State-of-the-art soundproofing
- LED lighting with adjustable colors

Experience Highlights

- **EFFORTLESS OPERATION:** The studio includes a dedicated, trained technician to handle sound, cameras, and setup, ensuring you can focus on creating high-quality content without any concerns.
- **BROADCAST WITHIN THE BCEC:** Utilize the ability to stream to other displays within the MCEC. Streaming is available to the Westin utilizing the MCEC fiber network. Additional fees may apply.
- **RECORD IN COMFORT:** Comfortable studio seating and a spacious layout provide a high-end environment to record content. Lounge seating is available in the reception space outside the studio, overlooking the exhibit hall.
- **COMPLIMENTARY SNACKS AND DRINKS:** Enjoy snacks and beverages, with additional meals available for order through Levy Restaurants, our exclusive food and beverage provider.

Design Guidance & Specifications

Digital Displays Client Support & Design Services

Digital Displays Client Support

Our dedicated Digital Media Accounts Manager will help guide and assist with every aspect of your digital branding needs, from creative development to event execution, by:

- Introducing you to all options available for your event
- Reviewing all content guidelines, quality standards, and programming criteria
- Managing content submission, testing, and scheduling
- Providing on-site event programming support
- Coordinating services with our in-house Design Services Team

Design Services

Our in-house Design Services Team will work with all aspects of your visual content. From complete design and animation, to support and troubleshooting for your content creation process, we'll make sure your content closely aligns with your brand and vision. Our services include:

- 2D animation
- Storyboarding
- Creating simulation previews
- Design Q&A sessions
- Template walk-throughs
- On-site content previews
- Troubleshooting errors

Content Guidelines
Marquee

10mm Video Tiles

Can show both video and static content. Animations, videos, logos, detailed images, and text content are recommended for these titles.

	DIMENSIONS	HIGH RESOLUTION
1 Upper Sticks East	18'W x 44'H	540W x 1332H
2 Upper Sticks West	22'W x 44'H	648W x 1332H
3 The Spine	6'W x 58'H	180W x 1332H

10mm Static Tiles

Can only show static content. Logos, detailed images, and text content are recommended for these tiles. Each image frame is required to display for a minimum of 10 seconds.

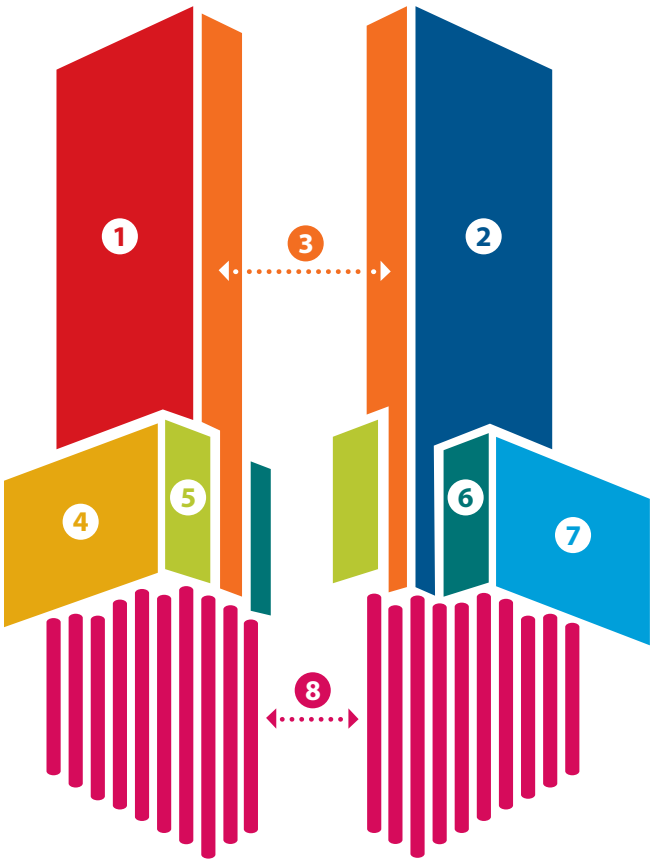
	DIMENSIONS	HIGH RESOLUTION
4 Lower Screen East	24'W x 14'4"H	440W x 264H
5 East Bend	8'5"W x 14'4"H	154W x 264H
6 West Bend	6'W x 14'4"H	110W x 264H
7 Lower Screen West	24'W x 14'4"H	440W x 264H

16mm Colored LED Lighting System

Architectural lights that project one solid color, which compliments the design of the Video Sticks and Static Tiles, is recommended for the lighting system.

8 10 Support Columns	17' between the base to the underside of the lower displays.

Marquee Diagram



File Specifications

DESIGNS All content must be created with Adobe After Effects or Photoshop templates which will be provided by the Digital Media Accounts Manager along with instructions.

FINAL OUTPUT RESOLUTION 3,840 x 2,160 pixels/inch

COLOR SPACE RGB

MOTION FILES MP4 with H.264 compression only

STATIC FILES JPEG, PNG

AUDIO FORMAT Audio not supported

VIDEO LENGTH Exactly 15 or 30 seconds (all videos are scheduled in 15 second increments)

VIDEO FILE SIZE Less than 200 MB

Content Guidelines
Video Wall

The Video Wall is a large digital surface with a high-definition center screen and two low-definition side-stick panels. The center screen is optimal for featuring logos, detailed images and text, while the side-stick panels compliment the center graphics with bold, high-contrast motion graphics and videos. Avoid logos and detailed images and text on the side panels.

Region 1 - Center Screen

- 10mm high-definition LED tiles
- 59'3" W x 12'3" H (1824 x 384 pixels)

Regions 2 & 3 - Side Sticks

- 16mm low-definition LED sticks
- Each region is 50'W x 12'3" H (1464 x 384 pixels)

File Specifications

DESIGN All content must be created with Adobe After Effects or Photoshop templates, which will be provided by the Digital Media Accounts Manager along with specs and instructions.

FINAL OUTPUT RESOLUTION 1920 x 1080 at 72 pixels/inch composition

COLOR SPACE RGB

MOTION FILE TYPES MP4 with H.264 compression only

AUDIO Not supported

VIDEO LENGTH Exactly 15 or 30 seconds (all videos are scheduled in 15 second increments)

VIDEO SIZE Less than 200 MB

NEXT BEGINS NO
BADGE PICK-UP
MS2019
Boston
Liberty Mutual
INSURANCE
INFORMATION
#DIMS2019
DIGITAL
PUBLICATIONS

Content Guidelines
65” Digital Signage Network Displays

Title Safe Zone

To prevent any important content from getting cut-off around the edge of the displays, content creators should use a “Title Safe Zone”. This boundary starts 10% in from each edge of the frame and ensures that all content within those borders is visible on the displays. All essential text, logos, and titles should be within this inner boundary. We can provide a Title Safe Zone template if needed.

File Specifications

FINAL OUTPUT RESOLUTION 1920 x 1080 at 72 pixels/inch composition

COLOR SPACE RGB

FORMATS ACCEPTED JPEG (preferred), Microsoft PowerPoint*, PNG

MOTION FILE TYPES MP4 with H.264 compression only

AUDIO Although the MCEC Digital Signage Network is capable of playing content with audio, we recommend that content producers not include audio in their content.

VIDEO LENGTH Exactly 15 or 30 seconds (all videos are scheduled in 15 second increments)

VIDEO SIZE Less than 200 MB

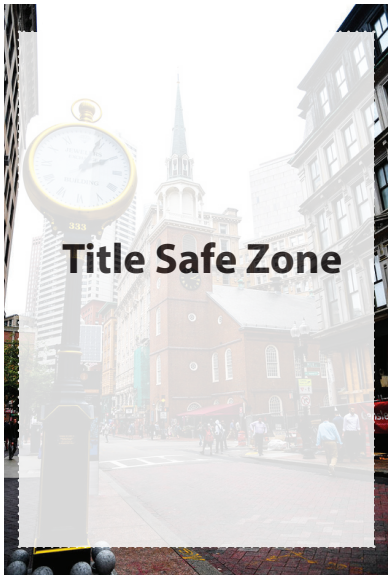
** When creating content in PowerPoint, please make sure the document is an ‘On-screen Show (16:9)’. This setting is listed under ‘Page Setup’. The slides will be converted to JPEGs and played as static images. All animations added in PowerPoint will be lost.*

Content Guidelines
98” Digital Signage Network Displays

The 98” LED displays are hung in Portrait mode. Logos, text, and video content without audio are recommended for the 98” Digital Signage Network displays.

Title Safe Zone

To prevent any important content from getting cut-off around the edges of the displays, content creators should use a “Title Safe Zone”. This boundary starts 10% in from each edge of the frame and ensures that all content within those borders is visible on the displays. All essential text, logos, and titles should be within this inner boundary. We can provide a Title Safe Zone template in PowerPoint if needed.



File Specifications

FINAL OUTPUT RESOLUTION 2,160 x 3,840 at 72 pixels/inch composition

COLOR SPACE RGB

FORMATS ACCEPTED JPEG (preferred), Microsoft PowerPoint*, PNG

MOTION FILE TYPES MP4 with H.264 compression only

AUDIO Although the 98” MCEC Digital Signage Network is capable of playing content with audio, we recommend that content producers not include audio in their content.

VIDEO LENGTH Exactly 15 or 30 seconds (all videos are scheduled in 15 second increments)

VIDEO SIZE Less than 200 MB

** When creating content in PowerPoint, please make sure the document is an “On-screen Show (16:9)”. This setting is listed under ‘Page Setup’. The slides will be converted to JPEGs and played as static images. All animations added in PowerPoint will be lost.*

WELCOME TO
CRF
TCT
CRF.org/TCT2022
#TCT2022

Digital Displays
Submitting Your Files

File Naming Convention

DATE FOR PLAY START
First day of event (YYMMDD Format)

DISPLAY TYPE
M for Marquee
V for Video Wall
D for Digital Signage Network

NAME OF EVENT
Specific event or advertiser name (i.e. ASA, Global Help, Acme, etc.)

CONTENT DESCRIPTOR
Identifies the contents of each piece (i.e. Welcome, Schedule, etc.)

VERSION NUMBER
Content version number for tracking content copies

File Delivery

Please deliver all play-ready content to your Digital Media Accounts Manager via SharePoint or similar file-sharing service.

Submission Deadline

All final, play-ready content must be submitted to the Digital Media Accounts Manager at least 15 business days before the event or advertisement begins. This allows time for testing, approval, and scheduling.

Content Approval

All content must comply with the Massachusetts Convention Center Authority (MCCA) Content Creation Guidelines and the MCCA Digital Display Content Standards, which will be provided by your Digital Media Accounts Manager.

Please send files and questions to your Digital Media Accounts Manager.

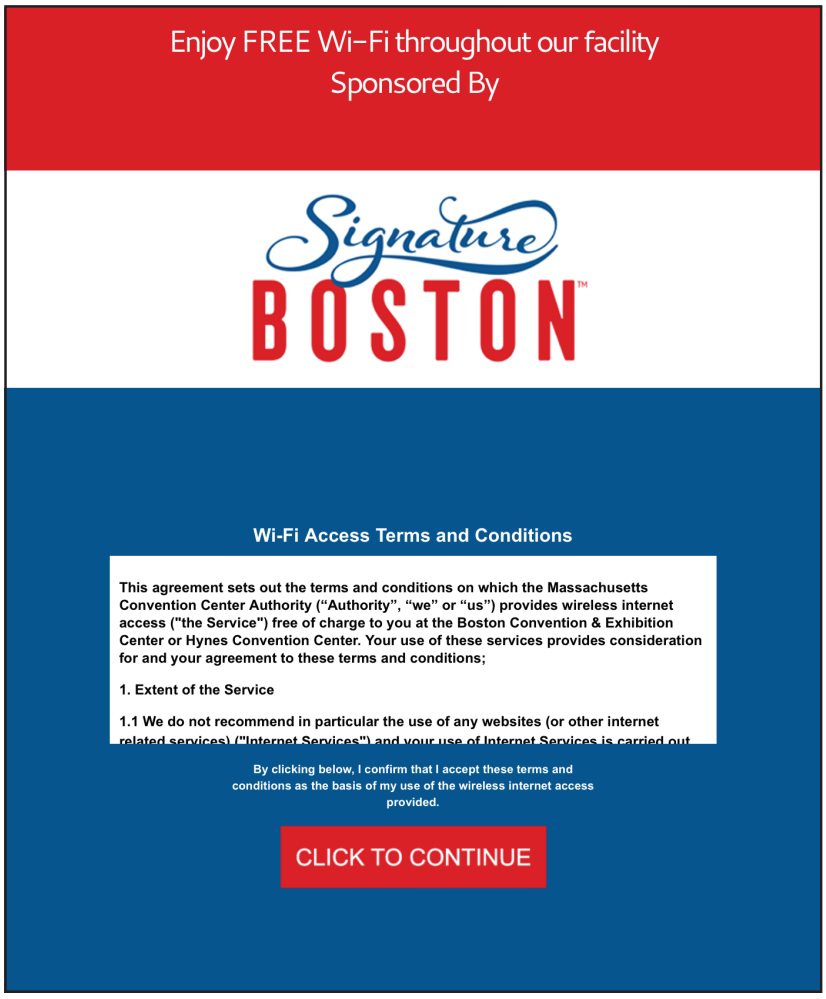
DIGITAL MEDIA TEAM
digitalmedia@SignatureBoston.com

Content Guidelines
Wireless Network

Design Guidance Template Customization

This is the default landing page that users will see when connecting to the wireless network. To customize it, you can:

- Choose two color options
- Add a logo



Wireless Network

Submitting Your Files

Formatting & Passwords

SSID

An SSID is the public name of a wireless network. You will need to provide an SSID for your wireless network. Your SSID name should be a maximum of 14 characters for optimal readability, e.g. MyShow2023.

A password/pre-shared key can be applied to the SSID if you choose. If you do apply a password, users will be prompted for the password as soon as they click on the SSID. This would happen before they are connected to the wireless network. Your password must be a minimum of 8 characters.

URL RE-DIRECT

A URL redirect is the URL you would like your attendees forwarded to after they have accepted the wireless network terms and conditions. Example: www.MyShow2023.com

File Delivery

Content may be submitted as a ZIP file via email, or a file-sharing service. All supporting HTML, CSS, and font files should be included. All visual assets should be in PNG or JPEG format.

Submission Deadline

All content must be submitted to our Wireless Network Sponsorship Team 15 business days before the event arrival date. This allows time for testing.

Please reference the content submission deadline on your Wireless Network Sponsorship term sheet.

Please send files and questions to our Wireless Network Sponsorship Team.

WIRELESS NETWORK SPONSORSHIP TEAM

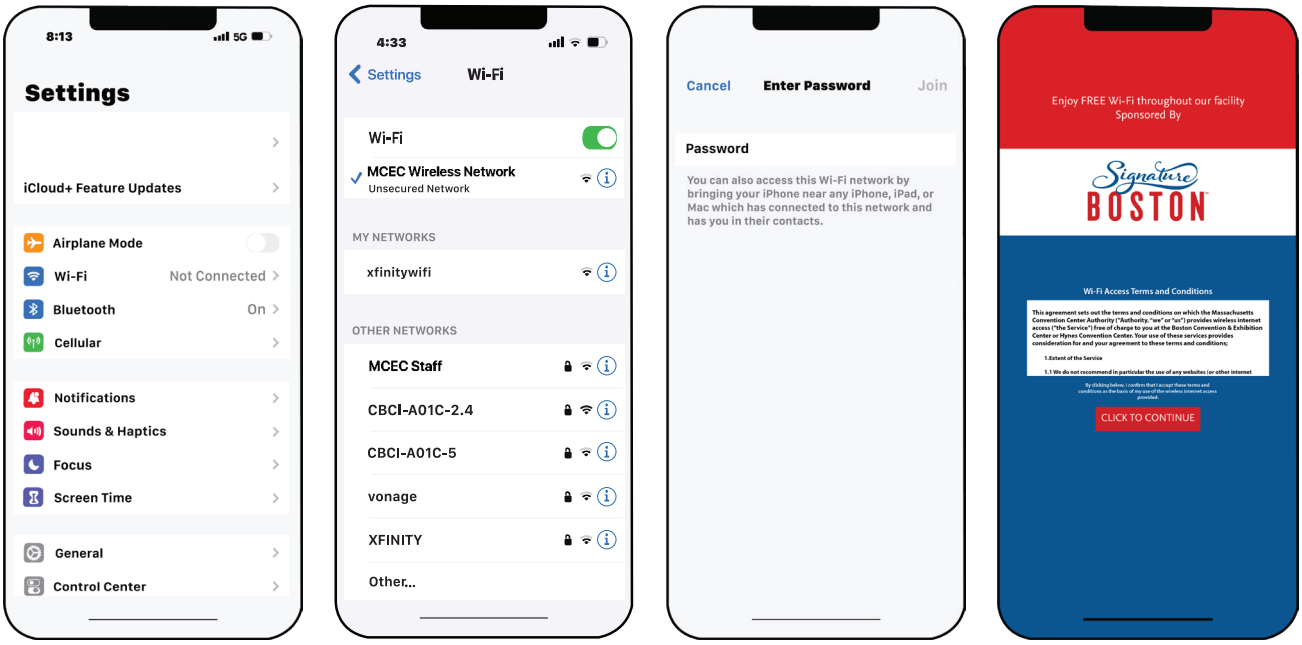
wifisponsorship@SignatureBoston.com

Wireless Network

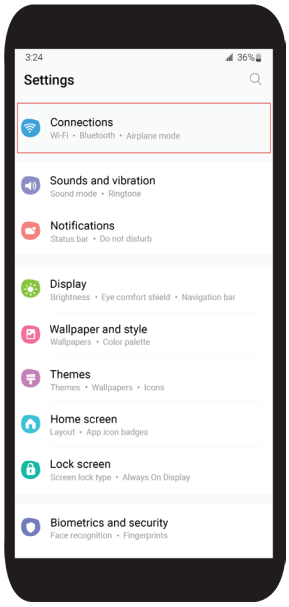
Connecting to the Wireless Network

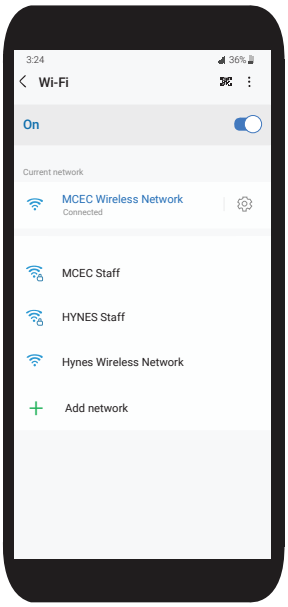
- Go to your **DEVICE** settings
- Go to **WI-FI**
- Select **CUSTOM SSID** under Other Networks
- Enter **PASSWORD** (if applicable)
- Select **JOIN**
- On the Splash/Landing Page, select **CLICK TO CONTINUE** to accept the wireless network terms and conditions

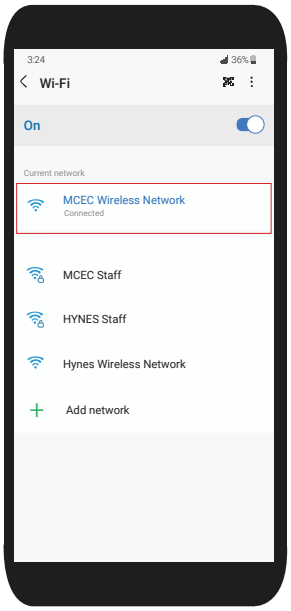
IPHONE

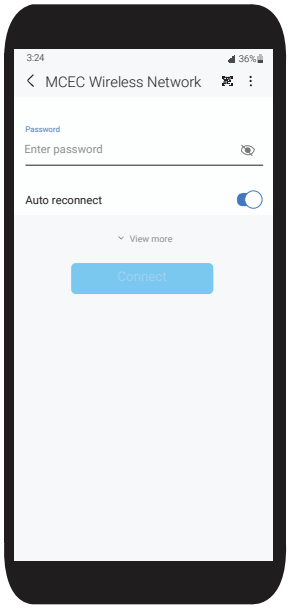


ANDROID









Please send files and questions to our Wireless Network Sponsorship Team.

WIRELESS NETWORK SPONSORSHIP TEAM

wifisponsorship@SignatureBoston.com

FAQs

Digital Displays

1 | How do I secure a digital display?

You will work with our Sponsorship Sales Manager who will help identify the right package for your event.

2 | Can I secure different amounts of time on the digital displays from day to day?

Yes, you can secure a different package each day to coincide with your event needs.

3 | Can the displays be integrated into my sponsorship offerings? What if I don't charge sponsors for signage?

If you have exhibitors and/or sponsorship opportunities, we encourage you to incorporate the digital displays into those offerings. There is no revenue share to the MCCA, so the displays can be a lucrative revenue generator.

4 | If I contract a 'Broadcast 30' package, how will my content be displayed?

Your show content will run for a total of 30 minutes each hour, from 6:00am-11:00pm, on the Marquee, Video Wall and Digital Signage Network. Your content will be shuffled into a playlist with other content for the remaining 30 minutes of each hour.

5 | Can I run different content and playlists from day-to-day on various displays?

Yes, content and playlists can be altered each day, and set to play on displays of your choosing.

6 | Are design services available at the BCEC?

Our Digital Media Design Team covers content creation needs for the entirety of the process, from design to execution. Should design, storyboarding, or animation be needed, pricing will be determined per project.

7 | What type of design software is needed to create content?

Content for the Marquee and Video Wall is created using specific templates with Adobe After Effects or Photoshop. Templates can be downlaoded at www.signatureboston.com/media/content-guidelines. For the Digital Signage Network, we accept: JPEG (preferred), PNG, MP4, and Microsoft PowerPoint.

8 | What is the due date for providing play-ready content to the BCEC? What if my content is late?

All final play-ready content must be submitted to the Digital Media Accounts Manager at least 15 business days before the event begins. Content received after the deadline will incur a late fee equal to 20% of the contracted digital package rate.

Sponsorship & Advertising

1 | How can my event benefit from the advertising and sponsorship opportunities at the BCEC?

Every opportunity drives more visibility, engagement, and connections, putting your sponsors front and center for branding and/or traffic building promotions. We pride ourselves in working with you to customize these opportunities to help maximize your investment.

2 | Are sponsorship rates per day or run of show?

All rates are for the run of show.

3 | If show-branding is only being displayed, do these rates apply and will we work with the sponsorship sales manager?

If only show-branding is being displayed, your Event Services Manager will continue to be your primary contact. Rates do not apply if only show-branding is being displayed.

4 | If all of the exhibit halls are contracted including the Lawn on D, does the full building sponsorship rate include the Lawn on D?

Yes, the full building sponsorship package includes The Lawn On D.

5 | Is the full payment due upon signing and returning the sponsorship term sheet?

Yes.

6 | If I add sponsorship signage after the term sheet is signed, is there an additional fee?

If the À la Carte option is contracted and the signed term sheet does not include the additional signage, a rate equal to 2X the published À la Carte rate will be added to the final invoice.

7 | If I don't have a contracted decorator, who else can produce signs, clings, etc. for my event?

The FedEx Office at the MCEC can create & install large format signs, banners, clings, and other materials on-site, in addition to offering services for print products, pack-and-ship, and parcel management. Orders can be placed on their website.

8 | Do rates include production, installation, or removal?

No. Please consult with your General Service Contractor or FedEx Office for applicable rates.

9 | Can you provide examples of when sponsorship & advertising rates would be applied?

Sponsorship rates *apply* when...

- Signage contains both the show logo and the sponsor's logo. This includes signage posted outside of the contracted space and/or placed above the MCEC's directional signage.
- Pop-up booths/activations/lounges/charging stations are provided by a sponsor or include a sponsor's logo.
- Glass clings featuring a sponsor's logo are placed on the sky bridge and are inward-facing.
- Sponsorship is featured on non-MCCA owned digital displays.

Sponsorship rates *do not apply* when...

- Signage is used to thank all sponsors.
- Food & beverage events are being sponsored.
- Glass clings placed on the sky bridge are facing the exhibit hall(s).
- Lanyards, registrations bags, and give-aways contain a sponsor's logo.

Wireless Network

1 | Are wireless sponsorship rates per day or run of show?

All rates are for the run of show.

2 | Are attendees required to enter a password in order to access the wireless network?

Passwords are not mandatory.

3 | If I decide to implement a password with the wireless sponsorship package, are there character requirements for the password?

If you do apply a password, users will be prompted for the password as soon as they click on the SSID. Your password must be a minimum of 8 characters. Letters, numbers, and characters can be used.

4 | If I have contracted all of the space in the convention center, and purchased a wireless sponsorship package, will other Wi-Fi networks still be available?

If you are a full building show, we can hide our MCEC Wireless Network. We cannot restrict other networks from showing up on a device.

5 | Can we omit the splash page from the wireless network sponsorship package?

The splash page can be omitted. Attendees would select the network, key-in the password (if applicable), then they will be directed to the URL of your choice.

6 | Do you broadcast the networks in 2.4Ghz and 5Ghz?

Yes, we broadcast in 5Ghz in the exhibit halls, and both 2.4Ghz and 5Ghz in meeting rooms and public spaces throughout the MCEC.

7 | If we have 5,500 attendees, can your wireless handle that total?

Our infrastructure boasts over 500 access points throughout the MCEC, allowing more than 35,000 devices to be connected simultaneously.

8 | What is the maximum number of custom SSIDs available at the convention center?

Three.

Unconventional Boston Podcast Studio

1 | WHAT IS INCLUDED IN THE STUDIO RENTAL?

Our podcast studio rental includes a fully equipped studio with sound and 4K video capabilities, sound engineer, equipment, and two digital displays.

2 | HOW DO I BOOK THE PODCAST STUDIO?

You will work with our Sponsorship Sales Manager who will help identify the right package for your event. To learn more about the studio, email *sales@SignatureBoston.com*.

3 | WHAT ARE THE STUDIO RENTAL RATES?

Rates vary depending on your studio needs (audio and/or video, postproduction services). For pricing, please email *sales@SignatureBoston.com*.

4 | IS THERE A MINIMUM RENTAL TIMES?

Yes, daily rates are per recording session (8am – Noon OR 1pm – 5pm). Please contact your Sponsorship Sales Manager for rates at *sales@SignatureBoston.com*.

5 | CAN I BRING MY OWN EQUIPMENT?

Yes, you are welcome to bring your own equipment (microphones, cameras, etc.), but please inform us in advance so we can ensure compatibility with our studio setup.

6 | ARE THERE ANY RESTRICTIONS ON WHAT I CAN RECORD IN THE STUDIO?

We ask that all content recorded in the studio complies with our terms of service. Please avoid recording anything that is illegal, offensive, or violates copyright laws.

7 | DO YOU PROVIDE AN AUDIO ENGINEER OR TECHNICIAN?

Yes. The rental rates include a sound engineer who can assist with setup, operation, and troubleshooting during your recording session.

8 | CAN I RECORD VIDEO ALONG WITH AUDIO?

Yes, our studio is equipped for both audio and video recording. If you require video services, please let us know ahead of time so we can accommodate your needs.

9 | DO YOU OFFER EDITING OR POST-PRODUCTION SERVICES?

Yes, we offer editing and post-production services for an additional fee of $300 per hour. This includes audio editing, mixing, and mastering. Please inquire for more details.

10 | HOW FAR IN ADVANCE DO I NEED TO CONTRACT THE STUDIO FOR RENTAL?

The studio rental is confirmed with a signed term sheet and receipt of payment in full. Digital display content and the podcast schedule is due no later than 21 days prior to usage.

11 | CAN I CANCEL OR RESCHEDULE MY BOOKING?

After the term sheet for the studio rental is signed and payment is received, the payment becomes non-refundable. Bookings can only be rescheduled if notice is provided 21 days prior to usage.

12 | IS THE STUDIO SOUNDPROOF?

Yes, our podcast studio is fully soundproofed to ensure high-quality recordings with minimal external noise interference.

13 | ARE THERE ANY ADDITIONAL FEES OR CHARGES?

Additional charges may apply for extended hours, post-production edits, food & beverage needs or any special requests. These fees will be discussed during the booking process.

14 | DO YOU OFFER A QUIET ROOM FOR GUESTS OR HOSTS?

A meeting room at the MCEC can be contracted. Rental rates apply and are subject to availability. Please let us know if you require this service when making your booking.

15 | IS FOOD OR DRINK ALLOWED IN THE STUDIO?

Light snacks and beverages are allowed, but we ask that you avoid strong-smelling foods or items that could damage the equipment. Please keep the area clean and dispose of any trash appropriately. Food & beverage service can be placed in the pre-function area of the studio.

16 | CAN I BRING MY GUESTS TO THE STUDIO?

Yes, you can bring guests to the studio, but please inform us of the number of guests ahead of time. Extra seating may be available upon request. .

17 | WHAT HAPPENS IF I NEED TECHNICAL SUPPORT DURING MY SESSION?

Our sound engineer is available to provide technical support during your session.

18 | CAN I RECORD MULTIPLE EPISODES IN ONE SESSION?

Yes, you can record multiple episodes within a single session. Please let us know in advance if you plan to do so, so we can allocate enough time for your recording.

19 | IS WI-FI AVAILABLE IN THE STUDIO?

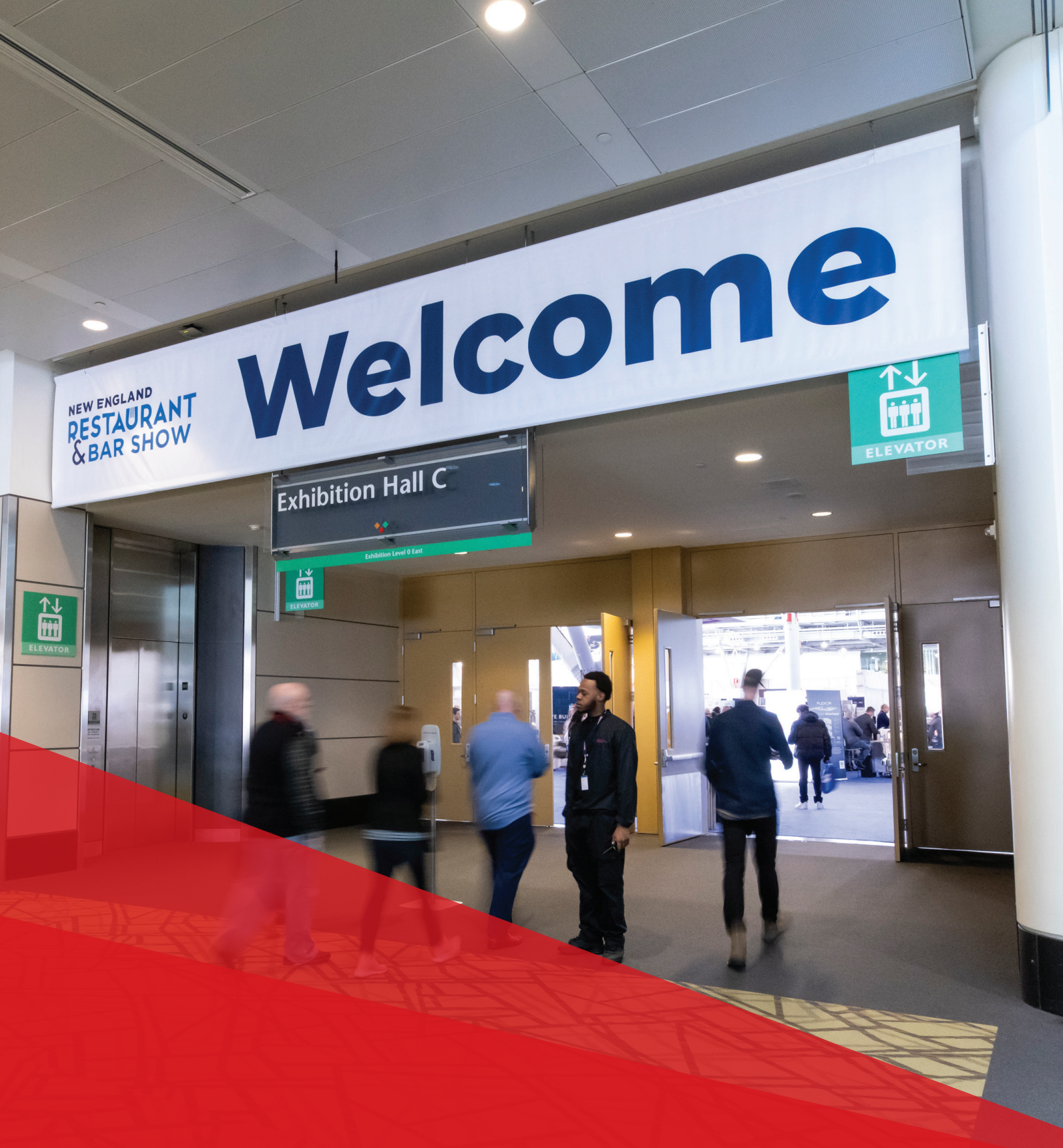
Yes, free Wi-Fi is available for use during your recording session.

20 | DO YOU HAVE PARKING AVAILABLE?

Yes, self-parking is available at the MCEC. Please let us know if you require this service when making your booking.

21 | C AN I STORE MY EQUIPMENT AT THE STUDIO?

We do not offer long-term equipment storage, but you can store items in the studio during your contracted rental period. Items are stored at your own risk.



To learn more about branding and sponsorship opportunities at the MCEC visit SignatureBostonMedia.com, call us at 877-393-3393, or email sales@SignatureBoston.com.

Signature BOSTON
Remarkable experiences. Imagination realized.

The Massachusetts Convention Center Authority owns and operates the Thomas M. Menino Convention & Exhibition Center, the John B. Hynes Veterans Memorial Convention Center, and the Lawn on D.

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