



MDRT Annual Meeting
June 26th- June 29th 2022
Boston Convention and Exhibition Center

*** * ATTENTION * ***

REQUEST FOR BOARDING SPACE AT THE BOSTON CONVENTION AND EXHIBITION CENTER

Have you already arranged transportation and are planning to pick up or drop off at the Boston Convention and Exhibition Center? If so, please complete this form and email mkilcommons@signatureboston.com to be assigned a time slot, boarding location and vehicle pass. Your vehicle will not be allowed to drop off or pick up at the Boston Convention and Exhibition Center without this credential. There is no charge for this pass; however, all reservations for boarding space are on a first-come, first-served basis. **To ensure availability of boarding space, please have this form filled out and emailed to us by May 2nd 2022.**

Contact:

Maureen Kilcommons

Assistant Transportation Manager

mkilcommons@signatureboston.com

cc: Shannon McDermott

Director of Transportation

smcdermott@signatureboston.com

cc: Erin Anderson

Senior Transportation Manager

eanderson@SignatureBoston.com

TRANSPORTATION NOTIFICATION FORM

Please complete one request per group per day.

Group Name: _____ Group Contact: _____

Country of Origin: _____ Expected # of Attendees: _____

Phone #: _____ Cell #: _____

Email: _____

Transportation Company Name: _____

Transportation Company Contact: _____

Phone #: _____ Cell #: _____

Email: _____

Arrival date: _____ # of buses: _____

Arrival time(s): _____

Departure time: _____

Hotel or Originating location: _____

Will vehicles be returning to the Boston Convention and Exhibition Center after event? If so, what time each day? (Please attach bus schedule if available)

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Boston Convention and Exhibition Center, Boston Massachusetts

CORPORATE TRANSPORTATION SERVICES

The Massachusetts Convention Center Authority is the official shuttle provider for MDRT and we offer our services to MDRT attendees. Questions regarding ground transportation planning, boarding areas, availability of equipment, etc. can be directed to the Massachusetts Convention Center Authority Transportation Department.

SERVICES NEEDED

Please check the services below and Email this form to our office by May 2nd 2022.

- VIP Transportation
- Are you in charge of making arrangements for your VIPs?
- Off-Site Event Transfers
- Our professional, uniformed staff will manage on-site to ensure a smooth move, keeping you free to mingle with guests or manage the event.
- Private Shuttle Transportation
- Does your group require a private shuttle system to the convention center? Contact us and we will organize it based on your needs, preferences and budget.

CONTRACT INFORMATION

Name/Title: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____