



# Monroeville Convention Center Service Order Form

Show Name \_\_\_\_\_ CONTACT: \_\_\_\_\_

Exhibiting Co. \_\_\_\_\_ Booth Number: \_\_\_\_\_

Phone Number \_\_\_\_\_ Address: \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature \_\_\_\_\_ Email: \_\_\_\_\_

Credit Cards Accepted: MasterCard, Visa, American Express, Discover (prices include 7% PA Sales Tax)

For decorating, electrical, water, phone, internet and drayage services, please complete the following:

Decorating Requests		**Advance Rate	Regular Rate	Total Due
Quantity	Description			
	4 ft Skirted table	20.00	30.00	
	6 ft. Skirted table	30.00	50.00	
	8 ft. Skirted table	40.00	65.00	
	24 in. Slim Table	30.00	50.00	
	Leg Extenders (Per Table)	30.00	35.00	
	White Linens(Per Table)	20.00	30.00	
	Barstool	15.00	25.00	
	Chairs	10.00	15.00	
	10x10 Booth Carpet	130.00	195.00	
	Wastebasket	5.00	5.00	
	Risers (shelf -- 4' or 6' available)	5.00	5.00	
	Easel	15.00	20.00	
	Clothing Rack	15.00	20.00	
	Banner Placement	75.00	100.00	
	Copies made from MCC office	\$.10 per copy	\$.10 per copy	
	10lb Bin of Ice	5.00	5.00	
	Stage Priced per section - 6x8 ft sections; 1 ft, 2 ft or 3 ft high	45.00	70.00	
	2nd Forklift & Driver (or) Scissor Lift - 3 hour minimum	65.00	100.00	
	Pipe and Drape (Per Table)	25.00	40.00	
	Kitchen Usage Fee (call for details)	Call for details	Not available on-site	
Electrical Requests		**Advance Rate	Regular Rate	Total Due
Quantity	Description			
	110V/20Amps (one duplex outlet) Please bring your own extension cords	30.00 First Day 15.00 ea.addl day	45.00 First day 15.00 ea. addl day	
	208V/30Amps/1Phase	85.00	125.00	
	208V/40Amps/1Phase	110.00	165.00	
	208V/50Amps/1Phase	140.00	205.00	
	208V/Over 50Amps/1Phase	220.00	330.00	
	208V/30Amps/3Phase	100.00	145.00	
	208V/40Amps/3Phase	125.00	185.00	
	208V/50Amps/3Phase	155.00	230.00	
	208V/Over 50Amps/3Phase	240.00	355.00	
	208V/100Amps and over/3Phase # _____ AMPS	400.00	450.00	
Telephone & Water Requests: Must bring your own hose		**Advance Rate	Regular Rate	Total Due
Quantity	Description			
	Single Line Touch-Tone Phone/CC/Fax	125.00	185.00	
	Drain Only (Contact Promoter for Availability)	50.00	100.00	
	Water & Drain Hook-up (Contact Promoter for Availability)	100.00	150.00	
Drayage		**Advance Rate	Regular Rate	Total Due
Quantity	Description			
	Storage note: Freight will be accepted 3 days prior to event Held for ONLY 24 hours post event			
	Small packages (under 5 lbs) Per day	15.00	15.00	
	Packages (over 5 lbs), Per day	25.00	25.00	
	Pallets, Per day	35.00	35.00	
	Prepaid Packages being shipped from MCC, Per package	10.00	10.00	
<b>Shipments must include show name, company, &amp; booth # with address listed below.</b>				

**\*\*To Receive Advanced Rate payment must be received 14 days prior to move in of event.**

Order Form MUST be accompanied by full payment

Make Check Payable to:  
Monroeville Convention Center  
209 Mall Boulevard  
Monroeville, PA 15146

Phone: 412-373-7300  
Fax: 412-372-0291  
Email: mcc-forms@doubletreemonroeville.com

TOTAL DUE \_\_\_\_\_  
AMOUNT PAID \_\_\_\_\_  
DATE PAID \_\_\_\_\_