

# Monroeville Convention Center Service Order Form

Show Name \_\_\_\_\_

CONTACT: \_\_\_\_\_

Exhibiting Co. \_\_\_\_\_

Address (w/ city & state): \_\_\_\_\_

Phone Number \_\_\_\_\_

Booth Number \_\_\_\_\_

Credit Card Number and Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

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	On-Site Rate	Total Due
Quantity	Description			
	Chairs	7.50	11.25	
	Barstool	15.00	22.50	
	4 ft Skirted table	21.00	31.50	
	6 ft. Skirted table	31.00	46.50	
	10x10 Booth Carpet	130.00	Not available on-site	
	Wastebasket	4.00	6.00	
	Risers (shelf -- 4' or 6' available)	2.75	4.25	
	Easel	12.75	19.25	
	Clothing Rack	15.00	22.50	
	Stage Priced per section - 6x8 ft sections; 1 ft, 2 ft or 3 ft high	46.00	69.00	
	Wireless Microphone (Conference Rooms only - 2 available)	57.50	86.25	
	Banner Placement	25.00	50.00	
	2nd Forklift & Driver - 3 hour minimum	63.75 per hour	95.50 per hour	
Electrical Requests		Advance Rate	On-Site Rate	Total Due
Quantity	Description			
	110V/20Amps (one duplex outlet) Please bring your own extension cords	28.75 first day 15.50 ea.addl day	43.25 first day 15.50 ea. Addl day	
	110V/20 Amps Dedicated	72.50	108.75	
	24 Hour Electrical Service	37.50	56.25	
	208V/30Amps/1Phase	82.75	124.25	
	208V/40Amps/1Phase	109.75	164.50	
	208V/50Amps/1Phase	137.75	206.50	
	208V/Over 50Amps/1Phase	220.75	331.25	
	208V/100 Amps and over/1Phase # _____ AMPS	Call for Quote	Call for Quote	
	208V/30Amps/3Phase	96.75	145.25	
	208V/40Amps/3Phase	123.50	185.25	
	208V/50Amps/3Phase	152.50	228.75	
	208V/Over 50Amps/3Phase	237.25	356.00	
	208V/100Amps and over/3Phase # _____ AMPS	Call for Quote	Call for Quote	
Telephone & Water Requests		Advance Rate	On-Site Rate	Total Due
Quantity	Description			
	Single Line Touch-Tone Phone/CC/Fax	123.00	184.50	
	High Speed Internet Access	99.00	99.00	
	Water & Drain Hook-up	99.00	148.50	
In House Drayage Note: Freight will be accepted 3 days prior to event.		Advance Rate	On-Site Rate	Total Due
Quantity	Description			
	Packages (over 5 lbs) and Pallets, Per day	24.99	24.99	
	Small packages (under 5 lbs) Per day	15.99	15.99	

**Shipments must include show name, company, & booth # with address listed below.**

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

Order Form must be accompanied by full payment

TOTAL DUE \_\_\_\_\_

Monroeville Convention Center

209 Mall Boulevard

AMOUNT PAID \_\_\_\_\_

Monroeville, PA 15146

Phone: 412/373-7300

Fax: 412/373-3915

*DATE PAID*

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