



Monroeville Convention Center

Freight Service Order Form

Show:	Show Dates:	
Company Name:	Phone:	Ordered by:
Email:	Booth#	On Site Contact:

Please indicate your method of payment () Amex () MC () Visa () Discover () Check Check #

Credit Card Number

Expiration Date

Please Note: Your signature authorizes the Monroeville Convention Center to DEBIT your Credit Card for all balances due.

Signature: _____ **Date:** _____

FREIGHT SERVICES: Per Day Charges			
QTY	Description	Standard	Amount
	Small Package (Under 5 pounds)	\$30/PER PKG	
	Medium Package (6 to 20 pounds)	\$40/PER PKG	
	Large Package (Over 20 pounds)	\$50/PER PKG	
	Pallet Storage	\$75.00	
	Delivery Fee (Hotel to Convention Center)	\$50.00	

Shipments must be sent to: Show Name, Exhibiting Company, & Booth Number
Monroeville Convention Center
209 Mall Boulevard Monroeville, PA 15146

Packages that arrive one business day prior to the first move-in day of your show will be held at no charge.
 Packages that arrive before this will be charged a daily rate as listed above in "Standard" column.
 Packages shipped to the Doubletree Hotel and picked up by Convention Center staff are subject to a delivery fee.
 Packages will not be released until all fees are paid in full.
 Vendors are responsible for scheduling pick-up of outgoing packages.
 Packages will be held for pick-up for one business day following the conclusion of the show at no charge.
 After this time, packages are subject to daily storage fee as listed above in "Standard" column.
 Packages not picked-up or with unpaid fees will be discarded after 30 days

Make check payable to:
 Monroeville Convention Center
 209 Mall Boulevard
 Monroeville, PA 15146

TOTAL DUE: _____
DATE PAID _____

Phone: (412) 843-4485
 Email: lreed@doubletreemonroeville.com