

## Monroeville Convention Center 2025 Service Order Form



**Order form and payment must be received 14 days prior to show for Advanced Rate**

### Standard Electric

Description	14 Day Advanced Rate	Standard Rate	Quantity	Price
110V/20 Amp (Quad Box)	\$65.00 First Day	\$75.00 First Day		
	\$20 (Each Add Day)	\$20 (Each Add Day)		
Extension Cord / Power Strip	\$15.00	\$20.00		

**Accessories (if additional is needed than what is provided by the show organizer)**

Description	14 Day Advanced Rate	Standard Rate	Quantity	Price
Table Vinyl (per table) black	\$3.00	\$4.00		
Table Cloth (per table) black	\$10.00	\$15.00		
Table Skirting (per table) black	\$5.00	\$8.00		
6 foot low table	\$35.00	\$55.00		
8 foot low table	\$45.00	\$65.00		
Pipe & Drape (black & blue) Per 10' x 10' Booth	\$25.00	\$30.00		
Leg Extenders to make High Tables (6 foot and 8 foot only)	\$10.00	\$20.00		
Wastebasket (at individual booth or table)	\$5.00	\$8.00		
Barstool	\$30.00	\$50.00		
Easel	\$20.00	\$30.00		
Ice (7 lb. bag)	\$5.00	\$5.00		
S - Hooks	50 for \$10	50 for \$15		
Booth Sign Hanging (includes two s-hooks)	\$3 per sign	\$5 per sign		
Banner Hanging - Walls & Ceiling (requires scissor lift)	\$100.00 each	\$175 each		
Microphone Package (show announcements/music)	\$250.00	\$350.00		
All Solid Drape (black or blue)	add \$5 per section	add \$10 per section		
Black and White Copies	\$0.25 Each	\$0.35 Each		
Stage - sizes and heights (advanced planning only)	Priced per request	N/A		
Water - 1 to 200 gallons (advanced planning only)	\$100.00	N / A		

### Internet Service

<del>Wireless Internet</del>	<del>Mbps options available and ordered on site through the MCC welcome page</del>			
Wired Internet (advanced orders only)	\$100 per line per day	N/A		

### Freight

Delivery prior to 3 days in advance of event	\$20 per package per day under 100 lbs			
Delivery prior to 3 days in advance of event	\$30 per package per day over 100 lbs			

### Miscellaneous

Description	14 Day Advanced Rate	Standard Rate	Quantity	Price
Forklift (advance scheduling required)	\$55 per hour	\$75 per hour		
Scissor Lift (advance scheduling required)	\$55 per hour	\$75 per hour		
30 Foot Wall Drape (north hall)(advance order only)	\$4,000.00	N / A		

**\*\*Upgraded Electric (MUST Call Ahead For Consultation; Not Available Day Of, Advance Requests ONLY)\*\***

	208V / 1 Phase	QTY	208V / 3 Phase	Quantity	Price
<b>*if you do not have a quad twist-on plug, please contact us*</b>	20 Amp	\$75/day	30 Amp	\$155/day	
	30 Amp	\$85/day	50 Amp	\$175/day	
	60 Amp	\$115/day	60 Amp	\$185/day	
	100 Amp	\$155/day	100 Amp	\$225/day	
Labor for Electrical Service	\$45 / hour				

### Total Amount Due

Service order item availability and fees are subject to change. Items listed may not represent all services available. Contact Convention Services for additional requests

Show Name:	Show Dates:	Booth #:
Company Name:	Phone:	Email:

Credit Card Number	<input style="width: 100%; height: 20px;" type="text"/>	
Credit Card Expiration Date	<input style="width: 15%; height: 20px;" type="text"/> <input style="width: 15%; height: 20px;" type="text"/> <input style="width: 15%; height: 20px;" type="text"/> <input style="width: 15%; height: 20px;" type="text"/> <input style="width: 15%; height: 20px;" type="text"/> <input style="width: 15%; height: 20px;" type="text"/>	Security Code: <input style="width: 15%; height: 20px;" type="text"/>

**I authorize the Monroeville Convention Center to charge my credit card for the services ordered**

Client Name: (print)	Client Signature:	Date:
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**Checks Payable To:**  
 Monroeville Convention Center  
 209 Mall Boulevard  
 Monroeville, PA 15146

**Email Completed Forms To: Elena Sekerchak**

[elena.sekerchak@mcc-pa.com](mailto:elena.sekerchak@mcc-pa.com)

Checks for service orders must be received 14 days in advance to guarantee advanced rates and services. Certified Checks only within 14 days.

All information is required for processing orders.