

## Monroeville Convention Center Service Order Form



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

Electric				
Description	14 Day Advanced Rate	Standard Rate	QTY	Amount
110V/20 Amp (Standard Electric Quad Box)	\$55.00 First Day	\$75.00 First Day		
	\$20 (Each Add Day)	\$20 (Each Add Day)		
Extension Cord	\$15.00	\$20.00		
Power Strip	\$15.00	\$20.00		

Upgraded Electric (advanced requests only)					
	208V / 1 Phase	QTY	208V / 3 Phase	QTY	Amount
	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
Electrical Service Labor	\$45 / hour				

Internet Service				
Description	14 Day Advanced Rate	Standard Rate	QTY	Amount
Wireless Internet	Mbps options available and ordered on site through the MCC welcome page			
Wired Internet (advanced orders only)	\$100 per line per day	N/A		

Accessories				
Description	14 Day Advanced Rate	Standard Rate	QTY	Amount
Barstool	\$30.00	\$50.00		
Table Skirt	\$3.00	\$5.00		
Easel	\$20.00	\$30.00		
S - Hooks	50 for \$10	50 for \$15		
Leg Extenders (Set)	\$30.00	\$45.00		
Banner Hanging - Walls & Ceiling (requires scissor lift)	\$100.00 each	\$175 each		
Microphone Package	\$250.00	\$350.00		
All Solid Drape (black or blue)	add \$5 per section	add \$10 per section		
Booth Sign Hanging (includes two s-hooks)	\$3 per sign	\$5 per sign		
Table Cloth	\$10.00	N/A		
Black and White Copies	\$0.25 Each	\$0.35 Each		

Freight				
Description	14 Day Advanced Rate	Standard Rate	QTY	Amount
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	QTY	Amount
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		

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:

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

Credit Card Number	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td> </tr> </table>																					
Credit Card Expiration Date	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td> </tr> </table>																					On-Site Contact:
Client Name:	(print) Client Signature:	Date:																				

<p><b>Checks Payable To:</b>  <b>Monroeville Convention Center</b>                  209 Mall Boulevard                  Monroeville, PA 15146</p> <p>Checks for service orders must be received 14 days in advance to guarantee advanced rates and services.                  Checks only within 14 days.</p>	<p><b>Email Completed forms to Josh Monzo</b>  <a href="mailto:JMonzo@DoubletreeMonroeville.com">JMonzo@DoubletreeMonroeville.com</a></p> <p>All items must be completed in full to process the service order form.</p>
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