

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	8.00	12.00	
	Barstool	15.00	23.00	
	Mastro Ice - 20 lb. bag	5.00	5.00	
	4 ft Skirted table	21.00	32.00	
	6 ft. Skirted table	31.00	47.00	
	10x10 Booth Carpet	130.00	Not available on-site	
	Wastebasket	4.00	6.00	
	Risers (shelf -- 4' or 6' available)	3.00	5.00	
	Easel	13.00	20.00	
	Clothing Rack	15.00	23.00	
	Stage <small>Priced per section - 6x8 ft sections; 1 ft, 2 ft or 3 ft high</small>	46.00	69.00	
	Wireless Microphone (Conference Rooms only - 2 available)	58.00	87.00	
	Banner Placement	25.00	50.00	
	2nd Forklift & Driver - 3 hour minimum	64.00 per hour	96.00 per hour	
Electrical Requests		Advance Rate	On-Site Rate	Total Due
Quantity	Description			
	110V/20Amps (one duplex outlet) <small>Please bring your own extension cords</small>	29.00 first day 16.00 ea. addl day	44.00 first day 16.00 ea. addl day	
	110V/20 Amps Dedicated	73.00	109.00	
	24 Hour Electrical Service	38.00	57.00	
	208V/30Amps/1Phase	83.00	125.00	
	208V/40Amps/1Phase	110.00	165.00	
	208V/50Amps/1Phase	138.00	207.00	
	208V/Over 50Amps/1Phase	221.00	332.00	
	208V/100 Amps and over/1Phase # _____ AMPS	Call for Quote	Call for Quote	
	208V/30Amps/3Phase	97.00	146.00	
	208V/40Amps/3Phase	124.00	186.00	
	208V/50Amps/3Phase	153.00	229.00	
	208V/Over 50Amps/3Phase	238.00	356.00	
	208V/100Amps and over/3Phase # _____ AMPS	350.00	450.00	
Telephone & Water Requests		Advance Rate	On-Site Rate	Total Due
Quantity	Description			
	Single Line Touch-Tone Phone/CC/Fax	123.00	185.00	
	High Speed Internet Access	99.00	99.00	
	Water & Drain Hook-up	99.00	149.00	
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	25.00	25.00	
	Small packages (under 5 lbs) Per day	16.00	16.00	

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

AMOUNT PAID _____

209 Mall Boulevard

Monroeville, PA 15146

DATE PAID _____

Phone: 412/373-7300

Fax: 412/373-3915