

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 |
|---|---|-------------------|-----------------------|
| Quantity | Description | | |
| | Kitchen Usage Fee (call for details) | Call for details | Not available on-site |
| | Pipe and Drape (Per Table) | 25.00 | 40.00 |
| | White Linens(Per Table) | 20.00 | 30.00 |
| | 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 |
| | 8 ft. Skirted table | 42.00 | 63.00 |
| | 24 in. Slim 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 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) | 58.00 | 87.00 |
| | Leg Extenders (Per Table) | 29.00 | 35.00 |
| | Banner Placement | 75.00 | 100.00 |
| | Wireless Internet available through Swisscom day of event. | | |
| | 2nd Forklift & Driver - 3 hour minimum | 64.00 per hour | 96.00 per hour |
| Electrical Requests | | Advance Rate | On-Site Rate |
| Quantity | Description | | |
| | 110V/20Amps (one duplex outlet) | 29.00 first day | 44.00 first day |
| | Please bring your own extension cords | 16.00 ea.addl day | 16.00 ea. addl day |
| | 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/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 | 400.00 | 450.00 |
| Telephone & Water Requests | | Advance Rate | On-Site Rate |
| Quantity | Description | | |
| | Single Line Touch-Tone Phone/CC/Fax | 123.00 | 185.00 |
| | Water & Drain Hook-up | 99.00 | 149.00 |
| In House Dray Drayage Note: Freight will be accepted 3 days prior to event. | | Advance Rate | On-Site Rate |
| 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

Monroeville Convention Center

209 Mall Boulevard

Monroeville, PA 15146

Phone: 412/373-7300

Fax: 412/373-3915

TOTAL DUE _____

AMOUNT PAID _____

DATE PAID _____

