

**Monroeville Convention Center Service Order Form**

Show Name \_\_\_\_\_ CONTACT: \_\_\_\_\_

Exhibiting Co. \_\_\_\_\_

Address (w/ city & state): \_\_\_\_\_

Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Credit Card Number \_\_\_\_\_ 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		<b>**Advance Rate</b>	<b>Regular Rate</b>	<b>Total Due</b>
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	
	Copies made from MCC office	\$.10 per copy	\$.10 per copy	
	2nd Forklift & Driver (or) Scissor Lift - 3 hour minimum	64.00 per hour	96.00 per hour	
Electrical Requests		<b>**Advance Rate</b>	<b>Regular Rate</b>	<b>Total Due</b>
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		<b>**Advance Rate</b>	<b>Regular Rate</b>	<b>Total Due</b>
Quantity	Description			
	Single Line Touch-Tone Phone/CC/Fax	123.00	185.00	
	Water & Drain Hook-up	99.00	149.00	
In House Drayage Note: Freight will be accepted 3 days prior to event.		<b>**Advance Rate</b>	<b>Regular Rate</b>	<b>Total Due</b>
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: 412-372-0291

TOTAL DUE \_\_\_\_\_  
 AMOUNT PAID \_\_\_\_\_  
 DATE PAID \_\_\_\_\_