



# Monroeville Convention Center

## Freight Service Order Form

<b>Show:</b>	<b>Show Dates:</b>	
<b>Company Name:</b>	<b>Phone:</b>	<b>Ordered by:</b>
<b>Email:</b>	<b>Booth#</b>	<b>On Site Contact:</b>

Please indicate your method of payment ( ) Amex ( ) MC ( ) Visa ( ) Discover ( ) Check      Check #

Credit Card Number

Expiration Date

**Please Note:** Your signature authorizes the Monroeville Convention Center to DEBIT your Credit Card for all balances due.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

FREIGHT SERVICES: Per Day Charges			
QTY	Description	Standard	Amount
	Small Package (Under 5 pounds)	\$30/PER PKG	
	Medium Package (6 to 20 pounds)	\$40/PER PKG	
	Large Package (Over 20 pounds)	\$50/PER PKG	
	Pallet Storage	\$75.00	
	Delivery Fee (Hotel to Convention Center)	\$50.00	

**Shipments must be sent to: Show Name, Exhibiting Company, & Booth Number**  
**Monroeville Convention Center**  
**209 Mall Boulevard Monroeville, PA 15146**

Packages that arrive one business day prior to the first move-in day of your show will be held at no charge.  
 Packages that arrive before this will be charged a daily rate as listed above in "Standard" column.  
 Packages shipped to the Doubletree Hotel and picked up by Convention Center staff are subject to a delivery fee.  
 Packages will not be released until all fees are paid in full.  
 Vendors are responsible for scheduling pick-up of outgoing packages.  
 Packages will be held for pick-up for one business day following the conclusion of the show at no charge.  
 After this time, packages are subject to daily storage fee as listed above in "Standard" column.  
 Packages not picked-up or with unpaid fees will be discarded after 30 days

Make check payable to:  
 Monroeville Convention Center  
 209 Mall Boulevard  
 Monroeville, PA 15146

**TOTAL DUE:** \_\_\_\_\_  
**DATE PAID** \_\_\_\_\_

Phone: (412) 843-4413  
 Fax: 412-373-3915  
 Email: Cwinn@doubletreemonroeville.com



# Monroeville Convention Center

## Electric/Telephone Service Order Form

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

<b>Show:</b>		<b>Booth #</b>
<b>Company Name:</b>	<b>Phone:</b>	<b>Email:</b>
<b>Ordered By:</b>	<b>Signature:</b>	<b>On Site Contact:</b>

Please indicate your method of payment ( ) Amex ( ) MC ( ) Visa ( ) Discover ( ) Check Check #

Credit Card Number 

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Expiration Date 

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**Please Note:** Your signature authorizes the Monroeville Convention Center to DEBIT your Credit Card for all balances due.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

ELECTRICAL REQUESTS:				
Exhibitors must bring own extension cord(s)				
QTY	Description	Advanced	Standard	Amount
	110V/20 Amp (Standard Electric) Quad Box	\$50.00 First Day	\$75.00 First Day	
		\$15 (Each Add Day)	\$15 (Each Add Day)	
	208V/30 Amp/1 Phase	\$130.00	\$175.00	
	208V/40 Amp/1 Phase	\$160.00	\$215.00	
	208V/50 Amp/1 Phase	\$200.00	\$250.00	
	208V/Over 50 Amp/1 Phase	Price Upon Request		

**\*\*Electric: 30 Amp and higher is a Flat Rate\*\***

TELEPHONE SERVICES				
QTY	Description	Advanced	Standard	Amount
	Data Line	\$175.00	\$225.00	
	Analog Line	\$150.00	\$200.00	
	WiFi	\$10.00	\$10.00	

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**TOTAL DUE:** \_\_\_\_\_  
**DATE PAID:** \_\_\_\_\_

Please Contact:  
**Event Planning Manager**  
 Courtney Winn- (412) 843-4413  
 Email: cwinn@doubletreemonroeville.com  
 Fax: 412-373-3915



**Monroeville Convention Center**

**Decorating Service Order Form**

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

<b>Company Name:</b>	<b>Show Dates:</b>	<b>Booth #</b>
<b>Ordered By:</b>	<b>Phone:</b>	<b>Email:</b>
<b>Signature:</b>		<b>On Site Contact:</b>

Please indicate your method of payment ( ) Amex ( ) MC ( ) Visa ( ) Discover ( ) Check Check #

Credit Card Number

Expiration Date

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**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

TABLES				
QTY	Description	Advanced	Standard	Amount
	Classroom table	\$35.00	\$55.00	
	High Cocktail tables	\$15.00	\$20.00	
	4 ft Skirted	\$25.00	\$45.00	
	6 ft Skirted	\$35.00	\$60.00	
	8 ft Skirted	\$45.00	\$70.00	
	Leg Extenders (Set of 4)	\$30.00	\$45.00	

CHAIRS				
QTY	Description	Advanced	Standard	Amount
	Standard Chair	\$10.00	\$15.00	
	Barstool	\$20.00	\$30.00	

BOOTH ACCESSORIES				
QTY	Description	Advanced	Standard	Amount
	10x10 Booth Carpet (TAN ONLY)	\$140.00	\$200.00	
	Booth Carpet Vacuumed-per day charge	\$35 per day	\$50 per day	
	Booth Sign Hanging	\$1/PER SIGN	\$3/PER SIGN	
	Wastebasket	\$5.00	\$5.00	
	Easel	\$20.00	\$35.00	
	Clothing Rack	\$30.00	\$50.00	
	Stage - 6'x8' Section (Height 1ft or 2ft)	\$140.00	\$200.00	
	All Solid Color Drape (8ft H x 10ft W)	\$30.00	\$55.00	

KITCHEN USE				
QTY	Description	Advanced	Standard	Amount
	Kitchen Usage	Call for Details	Not Available	
	Bag of Ice	\$5.00	\$5.00	
	Pepsi Cooler	Call for Details	Not Available	

MISCELLANEOUS				
QTY	Description	Advanced	Standard	Amount
	MCC Labor - Per Person/Per Hour	\$35.00	\$50.00	
	Banner Hanging	\$75.00	\$100.00	
	Copies	\$0.10	\$0.10	

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 Fax: 412-373-3915  
 Email: cwinn@doubletreemonroeville.com

**TOTAL DUE:** \_\_\_\_\_  
**DATE PAID** \_\_\_\_\_