



Monroeville Convention Center
Service Order Pricing
COMPANY OR PERSONAL CHECKS WILL NOT
BE ACCEPTED ON SET UP OR SHOW DAYS

Order form and payment must be received **14 days** prior to show to qualify for Advanced Rates

TABLES & CHAIRS				
QTY	Description	Advanced	Standard	Amount
	Classroom table	\$30.00	\$55.00	
	6 ft Table(Includes vinyl and Skirting)	\$35.00	\$60.00	
	8 ft Table(Includes vinyl and Skirting)	\$45.00	\$70.00	
	Table Cloth (Black)	\$10.00	\$15.00	
	Leg Extenders (Set of 4)	\$30.00	\$45.00	
	Standard Chair	\$5.00	\$8.00	
	Barstool	\$30.00	\$50.00	

PIPE & DRAPE - BOOTH ACCESSORIES				
QTY	Description	Advanced	Standard	Amount
	Pipe & Drape (black and blue mix)	\$2 per linear foot	\$3 per linear foot	
	10 x 10 Booth Drape (black and blue mix)	\$40.00	\$50.00	
	All Solid Drape (black or blue)	add \$10 per booth	add \$20 per booth	
	Booth Sign Hanging	\$2 per sign	\$4 per sign	
	Wastebasket	\$5.00	\$5.00	
	Easel	\$20.00	\$30.00	

ELECTRICAL REQUESTS				
QTY	Description	Advanced	Standard	Amount
	110V/20 Amp (Standard Electric) Quad Box	\$55.00 First Day	\$80.00 First Day	
		\$15 (Each Add Day)	\$15 (Each Add Day)	
	208V/30 Amp/1 Phase (flat rate)	\$140.00	\$180.00	
	208V/40 Amp/1 Phase (flat rate)	\$170.00	\$225.00	
	208V/50 Amp/1 Phase (flat rate)	\$210.00	\$260.00	
	Over 50 Amp Service	Price Upon Request		
	Extension Cord	\$15.00	\$20.00	

MISCELLANEOUS				
QTY	Description	Advanced	Standard	Amount
	MCC Labor - Per Person/Per Hour	\$35.00	\$50.00	
	Banner Hanging - Walls and Ceiling(Requires Scissor Lift)	\$100.00 each	\$175.00 each	
	Bag of Ice (8lbs)	\$5.00 per bag	\$5.00 per bag	
	Black and White Copies	\$0.25 Each	\$0.35 Each	
	Forklift(Advance Scheduling Required)	\$65.00 per hour		
	Scissor Lift(Advanced Scheduling Required)	\$65.00 per hour		

Service orders and fees are subject to change at the discretion of management

Items listed may not represent all of the services available. Contact Convention Services for additional requests

Show:	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	<input type="text"/>
Expiration Date	<input type="text"/>

Client Signature: _____ Date: _____

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

Phone: (412) 843-4485
 Email: Lreed@doubletreemonroeville.com

