



# Monroeville Convention Center

## Freight 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>Show Dates:</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:** \_\_\_\_\_

FREIGHT SERVICES: Per Day Charges				
QTY	Description	Advanced	Standard	Amount
	Small Package (Under 5 pounds)	\$20/ PER PKG	\$40/PER PKG	
	Medium Package (6 to 20 pounds)	\$30/PER PKG	\$50/PER PKG	
	Large Package (Over 20 pounds)	\$40/PER PKG	\$60/PER PKG	
	Pallet Storage	\$50.00	\$75.00	

**Shipments must include: Show Name; Exhibiting Company & Booth Number  
All criteria must be on shipment or delivery will not be accepted**

**Shipments will ONLY be accepted 3 days prior to exhibitor move in. Anything in advance of this time will NOT be accepted.  
Outgoing shipments will be held for 24 hours or until the next business day. Any item left after this time WILL BE DISCARDED**

**Exhibitors are responsible for arranging outgoing shipments.**

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

Phone: 412-412-843-4484  
Fax: 412-372-0291  
Email: [kkraut@doubletreemonroeville.com](mailto:kkraut@doubletreemonroeville.com)

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