



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**

Company Name:	Show Dates:	Booth #
Ordered By:	Phone:	Email:
Signature:		On Site Contact:

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:** _____

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)	\$65.00	\$100.00	
	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	

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

Phone: 412-843-4484
 Fax: 412-372-0291
 Email:kkraut@doubletreemonroeville.com

TOTAL DUE: _____
DATE PAID: _____