Monroeville Convention Center 2019 Service Order Form



Order form and payment must be received 14 days prior to show for Advanced Rate

		Stan	idard Electri	C			
Description		14 Day Advanced Rate		Standard Rate		Quantit	ry Price
110V/20 Amp (Quad Box)		\$55.00 First Day \$75.0		0 First Day			
110V/20 Amp (Quad Box)		\$20 (Each Add Day) \$20 (\$20 (Ea	ch Add Day)		
Extension Cord / Power Strip)	\$15	5.00	\$	20.00		2-
		А	ccessories				
Description		14 Day Adv	vanced Rate	Stan	dard Rate	Quantit	y Price
Table Vinyl (per table) black			.00		\$4.00		
Table Cloth (per table) black			0.00		15.00		
Table Skirting (per table) black		\$5.00			8.00		
6 foot low table		\$35.00			55.00		
8 foot low table		\$45.00			65.00		
Waste Basket (at individual booth or t	rahla)	\$5.00			88.00	_	
Barstool		\$30.00			50.00		
Easel				30.00	-	-	
						-	
Ice (7 lb. bag)		\$5.00			55.00	-	
Leg Extenders to make High Tables (6 foot and 8 foot only)				45.00			
S - Hooks					for \$15		
Booth Sign Hanging (includes two s-hooks)		\$3 per sign			per sign		
Banner Hanging - Walls & Ceiling (requires scissor lift)		\$100.00 each \$175 eac					
Microphone Package (show announcements/music)		\$250.00			350.00		
8' Pipe & Drape (black & blue) / Short drape (black)					per foot		
All Solid Drape (black or blue)		add \$5 per section add \$10 per s					
Black and White Copies			0.25 Each \$0.35 Each				
Stage - sizes and heights (advanced planning only)			er request		N/A		
Water - 1 to 200 gallons (advanced planning only)		7	\$100.00 N / A			8.5	
			ernet Service				
Wireless Internet		Mbps options available and ordered on			on site through	the MCC	welcome page
Wired Internet (advanced orders or	nly)	\$100 per l	ine per day		N/A		
			Freight				
Delivery prior to 3 days in advance of event		\$20 per package per day under 100 lb					
Delivery prior to 3 days in advance of Delivery prior to		\$30	per package p				
		\$30 Mi	per package po scellaneous				
Delivery prior to 3 days in advance of Description	of event	\$30 Mi 14 Day Ad	per package po scellaneous vanced Rate	er day over Stan	100 lbs dard Rate	Quantit	y Price
Delivery prior to 3 days in advance of	of event	\$30 Mi 14 Day Ad \$55 p	per package po scellaneous vanced Rate er hour	er day over Stand	100 lbs dard Rate per hour	Quantit	y Price
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Checks Payable To:

Email Completed forms to Josh Monzo

Monroeville Convention Center

209 Mall Boulevard Monroeville, PA 15146

Checks for service orders must be received 14 days in advance to

guarantee advanced rates and services. Certified Checks only within 14 days. All information is required for processing orders

 ${\bf JMonzo@DoubletreeMonroeville.com}$