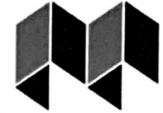


**Monroeville Convention Center**  
**2019 Service Order Form**



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

Description	14 Day Advanced Rate	Standard Rate	Quantity	Price
110V/20 Amp (Quad Box)	\$55.00 First Day	\$75.00 First Day		
	\$20 (Each Add Day)	\$20 (Each Add Day)		
Extension Cord / Power Strip	\$15.00	\$20.00		
Accessories				
Description	14 Day Advanced Rate	Standard Rate	Quantity	Price
Table Vinyl (per table) black	\$3.00	\$4.00		
Table Cloth (per table) black	\$10.00	\$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 table)	\$5.00	\$8.00		
Barstool	\$30.00	\$50.00		
Easel	\$20.00	\$30.00		
Ice (7 lb. bag)	\$5.00	\$5.00		
Leg Extenders to make High Tables (6 foot and 8 foot only)	\$30.00	\$45.00		
S - Hooks	50 for \$10	50 for \$15		
Booth Sign Hanging (includes two s-hooks)	\$3 per sign	\$5 per sign		
Banner Hanging - Walls & Ceiling (requires scissor lift)	\$100.00 each	\$175 each		
Microphone Package (show announcements/music)	\$250.00	\$350.00		
8' Pipe & Drape (black & blue) / Short drape (black)	\$3 per foot	\$5 per foot		
All Solid Drape (black or blue)	add \$5 per section	add \$10 per section		
Black and White Copies	\$0.25 Each	\$0.35 Each		
Stage - sizes and heights (advanced planning only)	Priced per request	N/A		
Water - 1 to 200 gallons (advanced planning only)	\$100.00	N / A		
Internet Service				
Wireless Internet	Mbps options available and ordered on site through the MCC welcome page			
Wired Internet (advanced orders only)	\$100 per line per day	N/A		
Freight				
Delivery prior to 3 days in advance of event	\$20 per package per day under 100 lbs			
Delivery prior to 3 days in advance of event	\$30 per package per day over 100 lbs			
Miscellaneous				
Description	14 Day Advanced Rate	Standard Rate	Quantity	Price
Forklift (advance scheduling required)	\$55 per hour	\$75 per hour		
Scissor Lift (advance scheduling required)	\$55 per hour	\$75 per hour		
30 Foot Wall Drape (north hall)(advance order only)	\$4,000.00	N / A		
Upgraded Electric (advanced requests only)				
	208V / 1 Phase	QTY	208V / 3 Phase	Quantity
	20 Amp \$75/day		30 Amp \$155/day	
	30 Amp \$85/day		50 Amp \$175/day	
	60 Amp \$115/day		60 Amp \$185/day	
	100 Amp \$155/day		100 Amp \$225/day	
Labor for Electrical Service	\$45 / hour			
<b>Total Amount Due</b>				

Service order item availability and fees are subject to change.

Items listed may not represent all services available. Contact convention services for additional requests.

Show Name:	Show Dates:	Booth #:
Company Name:	Phone:	Email:
Credit Card Number		
Credit Card Expiration Date	On-Site Contact:	
<b>I authorize the Monroeville Convention Center to charge my credit card for the services ordered</b>		
Client Name: (print)	Client Signature:	Date:

**Checks Payable To:**

**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.

Email Completed forms to Josh Monzo

**JMonzo@DoubletreeMonroeville.com**

All information is required for processing orders