

**Monroeville Convention Center  
2020 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		
Pipe & Drape (black & blue) Per 10' x 10' Booth	\$25.00	\$30.00		
Leg Extenders to make High Tables (6 foot and 8 foot only)	\$10.00	\$20.00		
Wastebasket (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		
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		
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	Price
	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				

**Total Amount Due**

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:

**I authorize the Monroeville Convention Center to charge my credit card for the services ordered**

Client Name: (print)	Client Signature:	Date:
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**Checks Payable To:**  
Monroeville Convention Center  
209 Mall Boulevard  
Monroeville, PA 15146

**Email Completed forms to Michael Vento**  
**MVento@DoubletreeMonroeville.com and**  
**DCosta@DoubletreeMonroeville.com**

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