Monroeville Convention Center

Service Order Form for the Allegheny Outdoor Sport Show 2020

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)	$80.00	$90.00		
Extension Cord / Power Strip	$15.00	$20.00		

Accessories				
Description	**14 Day Advanced Rate**	**Standard Rate**	**Quantity**	**Price**
6 Foot Low Table (includes vinyl cover) no skirting	$35.00	$60.00		
8 Foot Low Table (includes vinyl cover) no skirting	$45.00	$70.00		
Table Skirt	$3.00	$5.00		
Table Cloth	$10.00	$15.00		
Leg Extenders to make High Tables / Counter (set of 4)	$30.00	$45.00		
Standard Chair	$5.00	$8.00		
Barstool	$30.00	$50.00		
Waste Basket	$5.00	$5.00		
Easel	$20.00	$30.00		
Ice (7 lb. bag)	$5.00	$5.00		
Banner Hanging - Walls & Ceiling (requires scissor lift)	$100.00 each	$175 each		
Booth Sign Hanging (includes two s-hooks)	$3 per sign	$5 per sign		
Black and White Copies	$0.25 Each	$0.35 Each		

Freight				
Description	**14 Day Advanced Rate**	**Standard Rate**	**Quantity**	**Price**
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			

Outgoing Shipping: The Convention Center does not have a shipping office. All return shipping must be arranged by and called in to the shipping company by the vendor for pick up. The vendor or shipper must package and label all outgoing items, move them to the loading dock area and communicate details to convention services. The Monroeville Convention Center is not responsible for lost or mishandled items left at the center for shipping.

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		
MCC Labor (per person per hour)	$35.00	$50.00		

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		
Electrical Service Labor	$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:**

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

Credit Card Number		
Credit Card Expiration Date		**On-Site Contact:**
Client Name: **(print)**	**Client Signature:**	**Date:**

Checks Payable To:
Monroeville Convention Center
209 Mall Boulevard
Monroeville, PA 15146

Email Completed forms to Josh Monzo

JMonzo@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 items must be completed in full to process the service order form