



Monroeville Convention Center Service Order Form

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

Tables & Chairs				
Description	14 Day Advanced Rate	Standard Rate	QTY	Total Charged
Classroom table	\$30.00	\$55.00		
6 ft Skirted (includes shirting and vinyl cloth)	\$35.00	\$60.00		
8 ft Skirted (includes shirting and vinyl cloth)	\$45.00	\$70.00		
Table Cloth	\$10.00	\$15.00		
Leg Extenders (Set of 4)	\$30.00	\$45.00		
Standard Chair	\$5.00	\$8.00		
Barstool	\$30.00	\$50.00		
Pipe & Drape - Booth Accessories				
Description	14 Day Advanced Rate	Standard Rate	QTY	Amount
Pipe & Drape (black and blue mix)	\$2 per linear foot	\$3 per linear foot		
10 x 10 Booth Drape (black and blue mix)	\$40.00	\$50.00		
All Solid Drape (black or blue)	add \$10 per booth	add \$20 per booth		
30 Foot Wall Drape (north hall)	\$4,000.00	N / A		
Booth Sign Hanging	\$2 per sign	\$4 per sign		
Wastebasket	\$5.00	\$5.00		
Easel	\$20.00	\$30.00		
Freight				
Description	14 Day Advanced Rate	Standard Rate	QTY	Amount
Delivery prior to 3 days in advance of event	\$10 per package per day under 100 lbs			
Delivery prior to 3 days in advance of event	\$20 per package per day over 100 lbs			
Electric				
Description	14 Day Advanced Rate	Standard Rate	QTY	Amount
110V/20 Amp (Standard Electric) Quad Box	\$55.00 First Day	\$80.00 First Day		
	\$15 (Each Add Day)	\$15 (Each Add Day)		
208V/30 Amp/1 Phase (flat rate)	\$140.00	\$180.00		
208V/40 Amp/1 Phase (flat rate)	\$170.00	\$225.00		
208V/50 Amp/1 Phase (flat rate)	\$210.00	\$260.00		
Over 50 Amp Service	Price Upon Request			
Extension Cord	\$15.00	\$20.00		
WiFi & Phone Services				
Description	14 Day Advanced Rate	Standard Rate	QTY	Amount
Wireless Internet	\$25 per user	\$35 per user		
Wired Internet	\$100 per line	\$125 per line		
Analog Line	\$150.00			
Labor & Miscellaneous				
Description	14 Day Advanced Rate	Standard Rate	QTY	Amount
MCC Labor - Per Person/Per Hour	\$35.00	\$50.00		
Banner Hanging - Walls & Ceiling (requires scissor lift)	\$100.00 each	\$175 each		
Black and White Copies	\$0.25 Each	\$0.35 Each		
Forklift (advance scheduling required)	\$65 per hour			
Scissor Lift (advance scheduling required)	\$65 per hour			

Service orders and fees are subject to change at the discretion of management.
Items listed may not represent all of the 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	<input style="width: 100%; height: 20px; border: none; border-bottom: 1px solid black;" type="text"/>	
Credit Card Expiration Date	<input style="width: 15%; height: 20px; border: none; border-bottom: 1px solid black;" type="text"/> <input style="width: 15%; height: 20px; border: none; border-bottom: 1px solid black;" type="text"/> <input style="width: 15%; height: 20px; border: none; border-bottom: 1px solid black;" type="text"/> <input style="width: 15%; height: 20px; border: none; border-bottom: 1px solid black;" type="text"/> <input style="width: 15%; height: 20px; border: none; border-bottom: 1px solid black;" type="text"/> <input style="width: 15%; height: 20px; border: none; border-bottom: 1px solid black;" type="text"/>	On-Site Contact:
Client Name: (print)	Client Signature:	Date: