

Monroeville Convention Center

2025 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)	\$75.00 First Day	\$85.00 First Day		
	\$25 (Each Add Day)	\$30 (Each Add Day)		

Accessories (if additional is needed than what is provided by the show organizer)

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

Wired Internet (advanced orders only)	\$100 per line per day	N/A		
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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		
Pickup after 1 day of event	\$20 per package per day		

Miscellaneous

Description	14 Day Advanced Rate	Standard Rate	Quantity	Price
Forklift (advance scheduling required)	Priced per request	Priced per request		
Scissor Lift (advance scheduling required)	Priced per request	Priced per request		

****Upgraded Electric (MUST Call Ahead For Consultation; Not Available Day Of, Advance Requests ONLY)****

	208V / 1 Phase	QTY	208V / 3 Phase	Quantity	Price
*if you do not have a quad twist-on plug,	20 Amp	\$75/day	30 Amp	\$155/day	
please contact us*	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	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	
Credit Card Expiration Date	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	Security Code:
Billing Zip Code:		

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: Elena Sekerchak

elena.sekerchak@mcc-pa.com

Checks for service orders must be received 14 days in advance to guarantee advanced rates and services.
within 14 days.

Certified Checks only

All information is required for processing orders.