



ST. CHARLES CONVENTION CENTER
 1 CONVENTION CENTER PLAZA
 ST. CHARLES, MO 63303



ORDER ELECTRIC, ANALOG PHONE LINE, AND INTERNET ONLINE: WWW.STCHARLESCONVENTIONCENTER.COM
 PHONE: (636) 669-3011 FAX: (636) 896-1802 EMAIL: exhibitorsvs@scmocc.com

EXHIBITOR SERVICES ORDER FORM	
Event:	Company Name:
Event Dates:	Mailing Address:
Exhibit Location/Booth:	City: State: Zip:
Ordered By:	Phone: Fax:
On-Site Contact:	E-mail:

**ADVANCED PRICING IS VALID WITH FULL PAYMENT RECEIVED
 14 CALENDAR DAYS PRIOR TO EVENT MOVE IN.**

EQUIPMENT	QTY	24 DAY ADVANCE PRICE	REGULAR PRICE	TOTAL		EQUIPMENT	QTY	14 DAY ADVANCE PRICE	REGULAR PRICE	# of Days	TOTAL
Please call for special orders or requirements.											
ELECTRIC						TELECOM					
120 V-SINGLE PHASE 10 AMPS (960 WATTS)		\$ 70	\$ 90		Y or N	WIRELESS INTERNET (PER DAY; PER DEVICE)		\$ 25	\$ 30		
120 V-SINGLE PHASE 20 AMPS (1920 WATTS)		\$ 95	\$ 120		Y or N	WIRED INTERNET (DHCP) (PER DAY; PER DEVICE)		\$ 50	\$ 75		
POWER STRIP (THIS IS NOT ELECTRIC SERVICE)			\$25			WIRED INTERNET STATIC IP (PER DAY/PER DEVICE)		\$ 75	\$ 125		
EXTENSION CORD (THIS IS NOT ELECTRIC SERVICE)			\$25			ANALOG DIRECT PHONE LINE Dial 9 to get outside line		\$ 125	\$ 150	1x fee	
24 HOUR POWER = TOTAL PRICE OF OUTLETS _____ X .5						IT Technician (2 HOUR MINIMUM FEE)			\$ 70/hr		
				Electric Subtotal		MISC.					
Order 24 hour power if overnight service is required.											
Power turned on daily (1) hour prior to event opening and off (30) minutes after closing.											
						Telecom Subtotal					

208V ELECTRIC				A/V SERVICES **			
208 V-SINGLE PHASE 30 AMPS		\$ 175	\$ 250		Y or N	Monitors/DVD/Other	
208 V-THREE PHASE 30 AMPS		\$ 200	\$ 270		Y or N	32" HD LCD TV/DVD Combo	\$ 175 \$ 200
208 V-SINGLE PHASE 100 AMPS		\$ 400	\$ 560		Y or N	CD Player/DVD Player	\$ 50 \$ 75
208 V-THREE PHASE 200 AMPS		\$ 600	\$ 760		Y or N	CABLE SERVICE (TV must be cable ready)	\$ 50 n/a 1x fee
24 HOUR POWER = TOTAL PRICE OF OUTLETS _____ X .5						Screens/Projectors (higher output available)	
ELECTRICIAN - 2 HOUR MINIMUM FEE PER CONNECTION REQUIRED		\$85 /hr	\$95 /hr			6' or 7' tripod w/ skirt	\$ 40 \$ 50
NEMA PLUG # IF AVAILABLE		#				LCD projector (3000 Lumen)	\$ 300 \$ 330
						LCD projector (5500 Lumen)	\$ 500 \$ 550
				208V Electrical Subtotal		A/V Subtotal	
						**A/V Services are subject to a 22% Management Charge	
						22% Management Charge	
						SUBTOTAL	

PAYMENT INFORMATION	
Please make checks payable to: ST. CHARLES CONVENTION CENTER	
Credit Card Type: (Circle One)	Amex Discover Mastercard Visa
Credit Card Number:	
Expiration Date:	Security Code: (Last 3 digits on back of card or 4 digits on front of Amex.)
Name on card (Please Print)	
CC Billing Address:	
City:	State: Zip:

FINAL SUBTOTALS	\$
x 7.95% Sales Tax	
LABOR FEES	\$
NEW SUBTOTAL	\$
x 1% Tourism Tax (of NEW SUBTOTAL)	
GRAND TOTAL	\$

By placing this order you agree to all terms & conditions stated in the Utility Services Conditions and Regulations section and agree to all Policies and Procedures outlined in this packet. This information is also available on our website.

X Signature	Date
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<p style="text-align: center;">CANCELLATION POLICY</p> <p>If cancellation occurs before installation and more than 6 days prior to the first scheduled move-in day: 90% REFUND. If cancellation occurs before installation but 6 days or less prior to the first scheduled move-in day: 75% REFUND. If cancellation occurs after installation or after the start of the first scheduled move-in day: NO REFUND.</p>	<p>All terms, conditions, and rates on this form are subject to change at any time without notice.</p>
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PHONE: (636) 669-3011

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EMAIL: exhibitorsys@scmccc.com

SCCC DECORATOR SERVICES

Event:	Company Name:
Event Dates:	Mailing Address:
Exhibit Location/Booth:	City: State: Zip:
Ordered By:	Phone: Fax:
On-Site Contact:	E-mail:

EXHIBIT FURNITURE MAY ONLY BE ORDERED IF SCCC IS SERVING AS THE SHOW DECORATOR

ADVANCED PRICING IS VALID WITH FULL PAYMENT RECEIVED 14 CALENDAR DAYS PRIOR TO EVENT MOVE IN.

EQUIPMENT	QTY	14 DAY ADVANCE PRICE	REG PRICE	TOTAL	NOTES
EXHIBIT FURNITURE					
Booth Carpeting (10x10 or larger booths only)		\$ 50.00	n/a		
8'L x 30"W skirted & vinyl topped Exhibit Table		\$ 25.00	\$ 30.00		
8'L x 30"W Exhibit Table		\$ 10.00	\$ 15.00		
Folding Chair, Non-Cushion		\$ 4.00	\$ 5.00		
Barstool		\$ 15.00	\$ 25.00		
Easel		\$ 8.00	\$ 10.00		
Misc. (Special Request Items)					

Carpet Sample:



Dark Green

STANDARD CLEANING SERVICES

#	Days			
1	Initial vacuum before first show / event day only	\$0.25*	\$0.30*	*Per Square Ft.
2	Daily vacuum for additional show / event days	\$0.20*	\$0.25*	*Per Square Ft.
3	Daily vacuum and Cleaning Service Includes #1 & #2 above PLUS periodic carpet sweeping of booth and wastebasket pick-up	\$0.50*	\$0.60*	*Per Square Ft.

DAYS _____
 x PRICE _____
 x SQ FT _____ (100 MIN)
 = TOTAL _____

LABOR, FORKLIFT & PALLET JACK RENTAL

Non-Motor Pallet jack w/o operator **	\$35/hour	\$40/hour
Forklift w/operator **	\$75/hour	\$85/hour
Move in/Move out Labor Assistance **	\$25/hour	N/A

** (2) hour minimum

Time of service: _____

WATER SERVICES

	QTY		
Water Connection: One Time Fill, & Drain (11-1,000 Gallons)		\$150.00	\$185.00
Water Connection: One Time Fill, & Drain (1,000 + Gallons)		\$250.00	\$300.00

PAYMENT INFORMATION

Credit Card Type:	Credit Card Number:
Expiration Date:	Security Code: <small>(Last 3 digits on back of card or 4 digits on front of Amex.)</small>
Name on card (Please Print)	
Signature	Date
CC Billing Address:	

Please make checks payable to:
 St. Charles Convention Center

City: State: Zip:

Total Sales

x 7.95% Sales Tax

SUBTOTAL

Labor FEE

x 1% Tourism Tax (of subtotal)

GRAND TOTAL

\$
\$
\$
\$
\$

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If cancellation occurs after installation or after the start of the first scheduled move-in day: NO REFUND.