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)		
Extension Cord / Power Strip	$15.00	$20.00		
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		
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 | | | | | | | | | | | | | | | | |

Credit Card Expiration Date			/					**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:**

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

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

Email Completed Forms To: Elena Sekerchak

elena.sekerchak@mcc-pa.com

All information is required for processing orders.