



# ST. CHARLES CONVENTION CENTER EXHIBITOR SERVICE ORDER FORM

1 CONVENTION CENTER PLAZA  
ST. CHARLES, MO 63303

WWW.STCHARLESCONVENTIONCENTER.COM

PHONE: (636) 896-1801 FAX: (636) 896-1802 Exhibitorsvs@stcharlesconventioncenter.com



## EXHIBIT SHOW/TRADESHOW CLEANING

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

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

### VALUE PACKAGE

| PACKAGE SAVINGS OF \$80.00    | Show Day | 120 V-SINGLE PHASE<br>10 AMPS<br>(960 WATTS) | WIRELESS<br>INTERNET | Daily vacuum and Cleaning Service:<br>Includes vacuuming before show/event<br>opens, PLUS periodic carpet sweeping<br>of booth and wastebasket pick-up on<br>event days |       |          |         | Total<br>Daily<br>Price** |
|-------------------------------|----------|--|----------------------|---|-------|----------|---------|---------------------------|
|                               |          |  |                      | \$  | x     | sq ft. * | \$      |                           |
| 14 DAY<br>ADVANCED<br>PRICING | 1        | \$65.00                                      | \$25.00              | \$0.50  | x 100 | sq ft. * | \$50.00 | \$135.00                  |
|                               | 2        | INCLUDED                                     | \$25.00              | \$0.50  | x 100 | sq ft. * | \$50.00 | \$75.00                   |
|                               | 3        | INCLUDED                                     | \$25.00              | \$0.50  | x 100 | sq ft. * | \$50.00 | \$75.00                   |
| REGULAR<br>PRICING            | 1        | \$90.00                                      | \$25.00              | \$0.60  | x 100 | sq ft. * | \$60.00 | \$170.00                  |
|                               | 2        | INCLUDED                                     | \$25.00              | \$0.60  | x 100 | sq ft. * | \$60.00 | \$85.00                   |
|                               | 3        | INCLUDED                                     | \$25.00              | \$0.60  | x 100 | sq ft. * | \$60.00 | \$85.00                   |

### STANDARD CLEANING SERVICES

| OPTION | Cleaning Service*   | ADVANCED PRICING |           | DAY OF PRICING |           |                |
|--------|---|------------------|-----------|----------------|-----------|----------------|
|        |   | \$               | per sq ft | \$             | per sq ft |                |
| 1      | Initial vacuum before first show /<br>event day only  | \$0.25           | per sq ft | \$0.30         | per sq ft | Single Service |
| 2      | Daily vacuum of booth for all show /<br>event days  | \$0.20           | per sq ft | \$0.25         | per sq ft | Per Day        |
| 3      | Daily vacuum and Cleaning Service<br>Includes #1 & #2 above PLUS periodic carpet<br>sweeping of booth and wastebasket pick-up | \$0.50           | per sq ft | \$0.60         | per sq ft | Per Day        |

\* Rates do not apply to food shows

**Note: Amount must be based on a minimum of 100 sq ft. per single booth**

Please compute cost below:

Booth Size                      **X**                      =                      Total Sq. Ft. (Min 100 Sq. Ft.)

Length                      Width

**X**                      **X**                      =                      \$

Total Sq. Ft.                      Rate per                      # of days                      Total

(Min 100 Sq. Ft.)                      Sq. Ft.

### PAYMENT INFORMATION

|   |  |  |
|---|--|--|
| <b>Credit Card Type:</b>  | <b>Credit Card Number:</b>   |  |
| <b>Expiration Date:</b>   | <b>Security Code (Last 3 digits on back of card or 4 digits on front of Amex.)</b>   |  |
| <b>Name on card (Please Print)</b>  |  |  |
| <b>Signature</b>  | <b>Date</b>  |  |
| <b>Billing Address:</b>   |  |  |
| <b>City:</b> <b>State:</b> <b>Zip:</b>  | <b>Please make checks payable to:<br/>St. Charles Convention Center</b><br><br><b>Total Sales</b> \$<br>x 7.4% Sales Tax<br><b>SUBTOTAL</b> \$<br>x 1% Tourism Tax<br>(of subtotal)<br><b>GRAND TOTAL</b> \$ |  |
| <b>CANCELLATION POLICY</b><br>If cancellation occurs more than 6 days prior to the first scheduled move-in day: 90% REFUND.<br>If cancellation occurs 6 days or less prior to the first scheduled move-in day: 75% REFUND.<br>If cancellation occurs after the start of the first scheduled move-in day: NO REFUND. |  |  |
| All terms, conditions, and rates on this form are subject to change at any time without notice.   |  |  |
|   |  |  |

\*100 sq ft. is the minimum requirement. Additional charges may apply to larger booths.

\*\* Above prices valid for package option only. Prices for individual items may vary.