



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



STANDARD ELECTRIC & UTILITIES

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

EQUIPMENT	QTY	14 DAY ADV PRICE	REG PRICE	TOTAL	24 HR POWER
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**ADVANCED PRICING IS VALID WITH FULL PAYMENT RECEIVED
14 CALENDAR DAYS PRIOR TO EVENT MOVE IN.**

ELECTRIC					
120 V-SINGLE PHASE 10 AMPS (960 WATTS)		\$ 65	\$ 90		Y or N
120 V-SINGLE PHASE 20 AMPS (1920 WATTS)		\$ 90	\$ 120		Y or N
POWER STRIP		\$25			
24 HOUR POWER = TOTAL PRICE OF OUTLETS _____ X .5					

Booth power will be turned on (1) hour prior to each day's event opening, and turned off (30) minutes after closing. Please order 24 hour power if you will be in need of additional service.

208V ELECTRIC					
208 V-SINGLE PHASE 30 AMPS		\$ 175	\$ 250		Y or N
208 V-THREE PHASE 30 AMPS		\$ 200	\$ 270		Y or N
208 V-SINGLE PHASE 50 AMPS		\$ 300	\$ 370		Y or N
208 V-THREE PHASE 50 AMPS		\$ 325	\$ 400		Y or N
208 V-SINGLE PHASE 100 AMPS		\$ 400	\$ 560		Y or N
208 V-THREE PHASE 100 AMPS		\$ 425	\$ 585		Y or N
208 V-THREE PHASE 200 AMPS		\$ 600	\$ 760		Y or N
24 HOUR POWER = TOTAL PRICE OF OUTLETS _____ X .5					

2 HOUR ELECTRICIAN MINIMUM REQUIRED ON EACH 208V CONNECTION. MATERIAL CHARGES MAY APPLY.

A CREDIT CARD MUST BE PROVIDED AS A GUARANTEE FOR ALL 208V SERVICES BEFORE ORDERS CAN BE PROCESSED.

ELECTRICIAN- 2 HOUR MINIMUM FEE PER CONNECTION		\$85 /hr	\$95 /hr		
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NEMA PLUG # IF AVAILABLE	#
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WATER					
Water Connection: One Time Fill, & Drain (11-1,000 Gallons)		\$ 150	\$ 185		
Water Connection: One Time Fill, & Drain (1,000 + Gallons)		\$ 250	\$ 300		

PAYMENT INFORMATION

Credit Card Type:	Credit Card Number:	Please make checks payable to: St. Charles Convention Center
Expiration Date:	Security Code (Last 3 digits on back of card or 4 digits on front of Amex.)	
Name on card (Please Print)		

Signature	Date	
CC Billing Address:		
City:	State:	Zip:

Total Electric Sales	\$
x 7.4% Sales Tax	
SUBTOTAL	\$
ELECTRIANS FEE	
x 1% Tourism Tax (of subtotal)	
GRAND TOTAL	\$

For 208V power - Please hold this credit card as a guarantee only. If payment is not received in full for any additional services requested prior to move in, payment will be posted to the card provided.
 For 208v power - Please use this card for payment and guarantee.

CANCELLATION POLICY 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.	All terms, conditions, and rates on this form are subject to change at any time without notice.
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