



**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



TELECOM & A/V SERVICES

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

Description	Quantity	14 Day Advanced Price	Regular Price	Number of Days	TOTAL
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**ADVANCED PRICING IS VALID WITH FULL PAYMENT RECEIVED
14 CALENDAR DAYS PRIOR TO EVENT MOVE IN.**

TELECOM					
WIRELESS INTERNET (1ST DAY) CONSUMER/TRADE SHOW ONLY		\$ 50	\$ 50		
WIRELESS INTERNET (ADDITIONAL DAYS)		\$ 50	\$ 50		
WIRED INTERNET (1ST DAY) CONSUMER/TRADE SHOW ONLY		\$ 50	\$ 50		
WIRED INTERNET (ADDITIONAL DAYS)		\$ 50	\$ 50		
ADDITIONAL IP ADDRESSES (INCLUDES INTERNET CONNECTION)		\$ 75	\$ 100		
PRIVATE SECURED NETWORK		\$ 25	\$ 75		
ANALOG DIRECT PHONE LINE Dial 9 to get outside line		\$ 100	\$ 150	1x fee	
CABLE TV (TV must be cable ready)		\$ 50	\$ 75	1x fee	
IT Technician (15 minute minimum)		\$ 60/hr	\$ 65/hr		

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

**Please make checks payable to:
St. Charles Convention Center**

A/V SERVICES					
<i>Monitors/VCR/Other</i>					
32" HD LCD TV w/ DVD		\$ 175	\$ 200		
TV-27"		\$ 100	\$ 125		
CD Player/DVD Player		\$ 50	\$ 75		
<i>Projectors- higher output available</i>					
SVGA LCD projector (2100 Lumen)		\$ 280	\$ 300		
XGA LCD projector (3000 lumen)		\$ 400	\$ 425		
<i>Screens - larger sizes available</i>					
6' tripod w/ skirt		\$ 35	\$ 40		

Total A/V Sales	\$
20% Supplemental Charge	
SUBTOTAL	\$
x 7.4% Sales Tax	
SUBTOTAL	\$
x 1% Tourism Tax (of subtotal)	
GRAND TOTAL	\$

PAYMENT INFORMATION	
Credit Card Type:	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)	
Signature	Date
Billing Address:	
City:	State: Zip:

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.