

# ST. CHARLES CONVENTION CENTER

1 CONVENTION CENTER PLAZA

ST. CHARLES, MO 63303

[WWW.STCHARLESCONVENTIONCENTER.COM](http://WWW.STCHARLESCONVENTIONCENTER.COM)

PHONE: (636) 896-1801

FAX: (636) 896-1802

EMAIL: [exhibitorsvs@scmocc.com](mailto:exhibitorsvs@scmocc.com)

## DECORATOR SERVICES

<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>		

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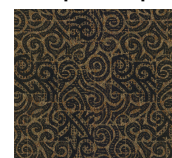
**ADVANCED PRICING IS VALID WITH FULL PAYMENT RECEIVED  
14 CALENDAR DAYS PRIOR TO EVENT MOVE IN.**

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

### EXHIBIT FURNITURE

Booth Carpeting (10x10 or larger booths only)		\$ 50.00	n/a	
8'L x 30"W skirted & vinyl topped Exhibit Table		\$ 23.00	\$ 25.00	
8'L x 30"W Exhibit Table		\$ 9.00	\$ 12.00	
Folding Chair, Non-Cushion		\$ 3.00	\$ 4.00	
Barstool		\$ 15.00	\$ 25.00	
Easel		\$ 7.00	\$ 10.00	

**Carpet Sample:**



Dark Green

### STANDARD CLEANING SERVICES

#	QTY			
1	Initial vacuum before first show / event day only	\$0.25*	\$0.30*	
2	Daily vacuum for additional show / event days	\$0.20*	\$0.25*	
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.

QTY \_\_\_\_\_  
 x PRICE \_\_\_\_\_  
 x SQ FT \_\_\_\_\_ (100 MIN)  
 = TOTAL \_\_\_\_\_

### EQUIPMENT RENTAL & LABOR

Non-Motor Pallet jack w/o operator **		\$30/hour	\$35/hour	
Forklift w/operator **		\$75/hour	\$85/hour	
Move in/Move out Labor Assistance **		\$20/hour	n/a	

\*\* (2) hour minimum

### PAYMENT INFORMATION

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

Please make checks payable to:  
St. Charles Convention Center

<b>City:</b>	<b>State:</b>	<b>Zip:</b>
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**Total Electric Sales**

x 7.45% Sales Tax

**SUBTOTAL**

**Labor FEE**

x 1% Tourism Tax (of subtotal)

**GRAND TOTAL**

<b>\$</b>	
<b>\$</b>	
<b>\$</b>	
<b>\$</b>	

**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.