



ST. CHARLES CONVENTION CENTER

1 CONVENTION CENTER PLAZA

ST. CHARLES, MO 63303

WWW.STCHARLESCONVENTIONCENTER.COM



PHONE: (636) 896-1801 FAX: (636) 896-1802

EMAIL: exhibitorsvs@scmocc.com

EXHIBITOR SERVICES ORDER FORM

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

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

EQUIPMENT	QTY	14 DAY ADV PRICE	REG PRICE	TOTAL
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ELECTRIC				24 HR ?
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				
Electric Subtotal				\$

TELECOM				
WIRELESS INTERNET (PER DAY)		\$ 50	\$ 50	
WIRED INTERNET (PER DAY)		\$ 50	\$ 50	
ADDITIONAL IP ADDRESSES		\$ 75	\$ 100	
PRIVATE SECURED NETWORK		\$ 25	\$ 75	
ANALOG DIRECT PHONE LINE Dial 9 to get outside line		\$ 125	\$ 150	1x fee
CABLE TV (TV must be cable ready)		\$ 50	\$ 75	1x fee
IT Technician (15 minute minimum)		\$ 60/hr	\$ 60/hr	
Telecom Subtotal				\$

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

A/V SERVICES **				
<i>Monitors/VCR/Other</i>				
32" HD LCD TV w/ DVD		\$ 175	\$ 200	
CD Player/DVD Player		\$ 50	\$ 75	
<i>Projectors- higher output available</i>				
SVGA LCD projector (1200 Lumen)		\$ 190	\$ 210	
XGA LCD projector (3000 lumen)		\$ 400	\$ 425	
<i>Screens - larger sizes available</i>				
6' or 7' tripod w/ skirt		\$ 40	\$ 50	
**A/V Services are subject to a 20% Supplemental Fee				
A/V Subtotal				\$
20% Supplemental Charge				
SUBTOTAL				\$

ELECTRICIAN- 2 HOUR MINIMUM FEE PER CONNECTION REQUIRED		\$85 /hr	\$95 /hr
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NEMA PLUG # IF AVAILABLE	#	
208V Electrical Subtotal		\$

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.

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.

PAYMENT INFORMATION

Please make checks payable to: ST. CHARLES CONVENTION CENTER

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
CC Billing Address:	
City:	State: Zip:

FINAL SUBTOTALS	\$
x 7.45% Sales Tax	
LABOR FEES	\$
NEW SUBTOTAL	\$
x 1% Tourism Tax (of NEW subtotal)	
GRAND TOTAL	\$