



# ST. CHARLES CONVENTION CENTER

1 Convention Center Plaza | St. Charles, MO 63303 | www.StCharlesConventionCenter.com

P: (636) 669-3011 | F: (636) 896-1802 | exhibitorsvs@scmocc.com



## MEDIA SERVICES

<b>Event:</b>		<b>Company Name:</b>	
<b>Event Move In Date:</b>		<b>Event location/Booth #:</b>	
<b>Contact Name:</b>		<b>Mailing Address:</b>	
<b>Phone:</b>	<b>Fax:</b>	<b>City:</b>	
<b>Email:</b>		<b>State:</b>	<b>Zip:</b>

**ORDER ONLINE AT:** [www.StCharlesConventionCenter.com](http://www.StCharlesConventionCenter.com)

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

EQUIPMENT	QTY	14 DAY ADVANCE PRICE	REGULAR PRICE	TOTAL		
<b>Audio Visual</b>					<b>PAYMENT INFORMATION</b>	
32" LCD Flat Screen Monitor		\$ 125	\$ 150		<b>Circle One:</b> Amex Discover Mastercard Visa	
42" LCD Flat Screen Monitor		\$ 150	\$ 175		<b>Card Number:</b>	
60" LCD Flat Screen Monitor		\$ 185	\$ 215		<b>Expiration Date:</b>	
54" Tall Cart for Monitor		\$ 40	\$ 50		<b>Security Code/CVV:</b>	
Blu Ray Player		\$ 40	\$ 50		<b>Name on Card:</b>	
LED Uplight		\$ 45	\$ 55		<b>Billing Address:</b>	
Wireless Computer Presentation Remote		\$ 25	\$ 30		<b>City</b>	
Adapter: Mini-display port to HDMI		\$ 25	\$ 30		<b>State / Zip</b>	
Adapter: Lightening to HDMI		\$ 25	\$ 30		<b>Signature:</b>	
Adapter: USBC to HDMI		\$ 25	\$ 30		<b>Date:</b>	
Don't forget to order power for your equipment on the Exhibitor Services Form or online	Subtotal				By placing this order you agree to all terms & conditions stated in the Utility Services Conditions and Regulations section and agree to all Policies and Procedures outlined in the packet. This information is also available on our website. All terms, conditions, and rates are subject to change without notice.	
	23 % Management charge					
	Total					
<b>INTERNET</b>					<b>FINAL SUBTOTALS</b>	
The use of routers is prohibited	# of Devices	14 DAY ADVANCE	REGULAR PRICE	# of Days	TOTAL	x 7.95% Sales Tax
Wireless (per day; per device)		\$ 25	\$ 30			<b>NEW SUBTOTAL</b>
Wired (DHCP) (per day; per device)		\$ 50	\$ 75			x 1% Tourism Tax (of NEW SUBTOTAL)
Wired (STATIC IP) (per day; per device)		\$ 75	\$ 125			<b>GRAND TOTAL</b>
Subtotal					<b>Please make checks payable to: ST. CHARLES CONVENTION CENTER</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.