



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



EXHIBITOR SERVICES

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

ORDER ONLINE AT: 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	
ELECTRIC					PAYMENT INFORMATION
120 V-Single phase 10 amps (960 watts)		\$ 74	\$ 90		Circle One: Amex Discover Mastercard Visa
120 V-Single phase 20 amps (1920 watts)		\$ 100	\$ 120		Credit Card Number:
Power Strip (this is not electric service)		\$ 25	\$ 30		Expiration Date:
208 V-(1) phase 30 amps		\$ 177	\$ 205		Security Code/CVV:
208 V-(3) phase 30 amps		\$ 215	\$ 245		Name on Card:
208 V-(1) phase 100 amps		\$ 420	\$ 480		Billing Address:
208 V-(3) phase 200 amps		\$ 620	\$ 710		City
Electrician- 2 HR MIN. FEE PER 208v CONNECTION ONLY		\$85/hr	\$95/hr		State / Zip
NEMA plug # if available	#				Signature:
24 hour power (if overnight service is required)		TOTAL PRICE OF OUTLETS _____	x		Date:
		.5			

INTERNET

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.

The use of routers is prohibited	# of Devices	14 DAY ADVANCE	REGULAR PRICE	# of Days	TOTAL	
Wireless (per day; per device)		\$ 25	\$ 30			SUBTOTAL
Wired (DHCP) (per day; per device)		\$ 50	\$ 75			x 7.95% Sales Tax
Wired (STATIC IP) (per day; per device)		\$ 75	\$ 125			Electrician FEES

CLEANING						NEW SUBTOTAL
100 Sq Ft minimum for the following services:	PER SQUARE FT	14 DAY ADVANCE	REGULAR PRICE	# of Days	TOTAL	
1. Before first show / event day: vacuum only		\$0.25	\$0.30	1		x 1% Tourism Tax (of NEW SUBTOTAL)
2. Daily: vacuum only for all show / event days Includes #1 above		\$0.20	\$0.25			GRAND TOTAL
Daily: vacuum and cleaning service Includes #1 & #2 PLUS periodic sweeping and wastebasket pick-up		\$0.50	\$0.60			

**Please make checks payable to:
ST. CHARLES CONVENTION CENTER**

WATER SERVICES						
		PER SQUARE FT	14 DAY ADVANCE	REGULAR PRICE	# of Days	TOTAL
Water: One time fill, & drain (11-1,000 Gallons)			\$ 150	\$ 185		
Water: One time fill, & drain (1,000 + Gallons)			\$ 250	\$ 300		

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.