



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



DECORATOR SERVICES

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

**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	
EXHIBIT FURNITURE					PAYMENT INFORMATION
Carpeting (per 10x10 booth)		\$ 50	n/a		Circle One: Amex Discover Mastercard Visa
8'L x 30"W skirted & vinyl topped		\$ 25	\$ 30		Card Number:
8'L x 30"W bare table		\$ 10	\$ 15		Expiration Date:
6'L x 30"W skirted & vinyl topped		\$ 25	\$ 30		Security Code/CVV:
6'L x 30"W bare table		\$ 10	\$ 15		Name on Card:
6'X30" bare table WITH tabletop riser		\$ 50	\$ 55		Billing Address:
6'L x 24"W skirted & vinyl <input type="checkbox"/> Tall or <input type="checkbox"/> Short		\$ 50	\$ 55		City:
6'L x 24"W bare table <input type="checkbox"/> Tall or <input type="checkbox"/> Short		\$ 35	\$ 40		State / Zip:
30" Round table white linen <input type="checkbox"/> Tall or <input type="checkbox"/> Short		\$ 50	\$ 55		Signature:
30" Round table bare <input type="checkbox"/> Tall or <input type="checkbox"/> Short		\$ 35	\$ 40		Date:
Chair, folding non-cushion		\$ 4	\$ 5		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.
Chair, padded with cushion		\$ 6	\$ 7		
Barstool		\$ 15	\$ 25		
Easel		\$ 8	\$ 10		SUBTOTAL
Misc. (Special Request)					x 7.95% Sales Tax
					NEW SUBTOTAL
LABOR, FORKLIFT & PALLET JACK RENTAL					x 1% Tourism Tax (of NEW SUBTOTAL)
* (2) hour minimum	hours	14 DAY ADVANCE	REGULAR PRICE	# of Days	TOTAL
Move in/move out labor assistance *		\$25.00	n/a	1	
Forklift with operator *		\$85.00	\$85.00		
Non-motor pallet jack without operator		\$40.00	\$45.00		
SHIPPING / STORAGE					Please make checks payable to: ST. CHARLES CONVENTION CENTER 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.
Please see the storage form. When St. Charles Convention Center is the decorator ONLY SHIPMENTS RECEIVED PRIOR TO THE FIRST MOVE IN DAY AT SCCC WILL BE CHARGED A STORAGE FEE.					