



**ST. CHARLES CONVENTION CENTER**  
 1 CONVENTION CENTER PLAZA  
 ST. CHARLES, MO 63303



ORDER ELECTRIC, ANALOG PHONE LINE, AND INTERNET ONLINE: [WWW.STCHARLESCONVENTIONCENTER.COM](http://WWW.STCHARLESCONVENTIONCENTER.COM)  
 PHONE: (636) 669-3011 FAX: (636) 896-1802 EMAIL: [exhibitorsvs@scmocc.com](mailto: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 ADVANCE PRICE | REGULAR PRICE | TOTAL |  | EQUIPMENT | QTY | 14 DAY ADVANCE PRICE | REGULAR PRICE | # of Days | TOTAL |
|-----------|-----|----------------------|---------------|-------|--|-----------|-----|----------------------|---------------|-----------|-------|
|-----------|-----|----------------------|---------------|-------|--|-----------|-----|----------------------|---------------|-----------|-------|

Please call for special orders or requirements.

| ELECTRIC  |  |        |        |  | 24 HR ? | TELECOM   |  |        |          |        |  |
|---|--|--------|--------|--|---------|---|--|--------|----------|--------|--|
| 120 V-SINGLE PHASE 10 AMPS (960 WATTS)                |  | \$ 74  | \$ 90  |  | Y or N  | WIRELESS INTERNET (PER DAY; PER DEVICE)             |  | \$ 25  | \$ 30    |        |  |
| 120 V-SINGLE PHASE 20 AMPS (1920 WATTS)               |  | \$ 100 | \$ 120 |  | Y or N  | WIRED INTERNET (DHCP) (PER DAY; PER DEVICE)         |  | \$ 50  | \$ 75    |        |  |
| POWER STRIP (THIS IS NOT ELECTRIC SERVICE)            |  |        | \$25   |  |         | WIRED INTERNET STATIC IP (PER DAY/PER DEVICE)       |  | \$ 75  | \$ 125   |        |  |
| EXTENSION CORD (THIS IS NOT ELECTRIC SERVICE)         |  |        | \$25   |  |         | ANALOG DIRECT PHONE LINE Dial 9 to get outside line |  | \$ 125 | \$ 150   | 1x fee |  |
| 24 HOUR POWER = TOTAL PRICE OF OUTLETS _____ X .5     |  |        |        |  |         | IT Technician (2 HOUR MINIMUM FEE)                  |  |        | \$ 70/hr |        |  |
| Order 24 hour power if overnight service is required. |  |        |        |  |         | MISC.   |  |        |          |        |  |
| <b>Electric Subtotal</b>                              |  |        |        |  |         | <b>Telecom Subtotal</b>                             |  |        |          |        |  |

Power turned on daily (1) hour prior to event opening and off (30) minutes after closing.

| 208V ELECTRIC   |  |        |        |  | 24 HR ? | A/V SERVICES **  |  |        |        |  |  |
|---|--|--------|--------|--|---------|--|--|--------|--------|--|--|
| 208 V-SINGLE PHASE 30 AMPS                              |  | \$ 177 | \$ 205 |  | Y or N  | <b>Monitors</b> (standard setup is on your exhibit table)                        |  |        |        |  |  |
| 208 V-THREE PHASE 30 AMPS                               |  | \$ 215 | \$ 245 |  | Y or N  | 32" HD LCD TV/DVD Combo  |  | \$ 125 | \$ 150 |  |  |
| 208 V-SINGLE PHASE 100 AMPS                             |  | \$ 420 | \$ 480 |  | Y or N  | 42" LCD Flat Screen Monitor  |  | \$ 150 | \$ 175 |  |  |
| 208 V-THREE PHASE 200 AMPS                              |  | \$ 620 | \$ 710 |  | Y or N  | 60" LCD Flat Screen Monitor  |  | \$ 185 | \$ 215 |  |  |
| 24 HOUR POWER = TOTAL PRICE OF OUTLETS _____ X .5       |  |        |        |  |         | 54" Tall Cart for Monitor  |  | \$ 40  | \$ 50  |  |  |
| ELECTRICIAN- 2 HOUR MINIMUM FEE PER CONNECTION REQUIRED |  |        |        |  |         | <b>Screens/Projectors (higher output available) Cables and cart are included</b> |  |        |        |  |  |
| NEMA PLUG # IF AVAILABLE                                |  |        |        |  | #       | 8' tripod w/ skirt   |  | \$ 50  | \$ 55  |  |  |
| <b>208V Electrical Subtotal</b>                         |  |        |        |  |         | LCD projector (4600 Lumen)   |  | \$ 400 | \$ 440 |  |  |
|   |  |        |        |  |         | <b>**A/V Services are subject to a 22% Management Charge</b>                     |  |        |        |  |  |
|   |  |        |        |  |         | <b>A/V Subtotal</b>  |  |        |        |  |  |
|   |  |        |        |  |         | 22% Management Charge  |  |        |        |  |  |
|   |  |        |        |  |         | <b>SUBTOTAL</b>  |  |        |        |  |  |

**PAYMENT INFORMATION**

Please make checks payable to: ST. CHARLES CONVENTION CENTER

Credit Card Type: (Circle One) **Amex Discover Mastercard Visa**

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)

CC Billing Address:

City: State: Zip:

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 this packet. This information is also available on our website.

|                                    |    |
|------------------------------------|----|
| FINAL SUBTOTALS                    | \$ |
| x 7.95% Sales Tax                  |    |
| <b>LABOR FEES</b>                  | \$ |
| <b>NEW SUBTOTAL</b>                | \$ |
| x 1% Tourism Tax (of NEW SUBTOTAL) |    |
| <b>GRAND TOTAL</b>                 | \$ |

**X**

Signature \_\_\_\_\_ Date \_\_\_\_\_

|  |  |
|--|--|
| <p><b>CANCELLATION POLICY</b></p> <p>If cancellation occurs before installation and more than 6 days prior to the first scheduled move-in day: 90% REFUND.<br/>         If cancellation occurs before installation but 6 days or less prior to the first scheduled move-in day: 75% REFUND.<br/>         If cancellation occurs after installation or after the start of the first scheduled move-in day: NO REFUND.</p> | <p>All terms, conditions, and rates on this form are subject to change at any time without notice.</p> |
|--|--|