

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
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Please call for special orders or requirements.

ELECTRIC					24 HR ?	TELECOM					
120 V-SINGLE PHASE 10 AMPS (960 WATTS)		\$ 70	\$ 90		Y or N	WIRELESS INTERNET (PER DAY; PER DEVICE)		\$ 25	\$ 30		
120 V-SINGLE PHASE 20 AMPS (1920 WATTS)		\$ 95	\$ 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			
<b>Electric Subtotal</b>						MISC.					
Order 24 hour power if overnight service is required.						<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		\$ 175	\$ 250		Y or N	<b>Monitors/DVD/Other</b>					
208 V-THREE PHASE 30 AMPS		\$ 200	\$ 270		Y or N	32" HD LCD TV/DVD Combo		\$ 175	\$ 200		
208 V-SINGLE PHASE 100 AMPS		\$ 400	\$ 560		Y or N	CD Player/DVD Player		\$ 50	\$ 75		
208 V-THREE PHASE 200 AMPS		\$ 600	\$ 760		Y or N	CABLE SERVICE (TV must be cable ready)		\$ 50	n/a	1x fee	
24 HOUR POWER = TOTAL PRICE OF OUTLETS _____ X .5						<b>Screens/Projectors (higher output available)</b>					
ELECTRICIAN- 2 HOUR MINIMUM FEE PER CONNECTION REQUIRED						6' or 7' tripod w/ skirt		\$ 40	\$ 50		
NEMA PLUG # IF AVAILABLE						LCD projector (3000 Lumen)		\$ 300	\$ 330		
<b>208V Electrical Subtotal</b>						LCD projector (5500 Lumen)		\$ 500	\$ 550		
						<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) <b>Amex Discover Mastercard Visa</b>	
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>	\$

<b>X</b> Signature	Date
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<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. 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.</p>	<p>All terms, conditions, and rates on this form are subject to change at any time without notice.</p>
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