



SPECTRA

ST. CHARLES CONVENTION CENTER

1 CONVENTION CENTER PLAZA

ST. CHARLES, MO 63303

WWW.STCHARLESCONVENTIONCENTER.COM

PHONE: (636) 669-3011

FAX: (636) 896-1802

EMAIL: exhibitorsvs@scmocc.com



SCCC DECORATOR SERVICES

Event:	Company Name:
Event Dates:	Mailing Address:
Exhibit Location/Booth:	City: State: Zip:
Ordered By:	Phone: Fax:
On-Site Contact:	E-mail:

EXHIBIT FURNITURE MAY ONLY BE ORDERED IF SCCC IS SERVING AS THE SHOW DECORATOR

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

EQUIPMENT	QTY	14 DAY ADVANCE PRICE	REG PRICE	TOTAL	NOTES
EXHIBIT FURNITURE					
Booth Carpeting (10x10 or larger booths only)		\$ 50.00	n/a		
8'L x 30"W skirted & vinyl topped Exhibit Table		\$ 25.00	\$ 30.00		
8'L x 30"W Exhibit Table		\$ 10.00	\$ 15.00		
Folding Chair, Non-Cushion		\$ 4.00	\$ 5.00		
Barstool		\$ 15.00	\$ 25.00		
Easel		\$ 8.00	\$ 10.00		
Misc. (Special Request Items)					

Carpet Sample:



Dark Green

STANDARD CLEANING SERVICES

#	Days			
1	Initial vacuum before first show / event day only	\$0.25*	\$0.30*	*Per Square Ft.
2	Daily vacuum for additional show / event days	\$0.20*	\$0.25*	*Per Square Ft.
3	Daily vacuum and Cleaning Service Includes #1 & #2 above PLUS periodic carpet sweeping of booth and wastebasket pick-up	\$0.50*	\$0.60*	*Per Square Ft.
4	Pallet Removal from Booth Space (DISPOSAL ONLY, NOT STORAGE)	\$50 x _____ (# of Pallets)		*Per Pallet

DAYS _____
 x PRICE _____
 x SQ FT _____ (100 MIN)
 = TOTAL _____

LABOR, FORKLIFT & PALLET JACK RENTAL

Non-Motor Pallet jack w/o operator **		\$40/hour	\$45/hour	
Forklift w/operator **		\$75/hour	\$85/hour	
Move in/Move out Labor Assistance **		\$25/hour	N/A	

** (2) hour minimum

Time of service: _____

WATER SERVICES

	QTY		
Water Connection: One Time Fill, & Drain (11-1,000 Gallons)		\$150.00	\$185.00
Water Connection: One Time Fill, & Drain (1,000 + Gallons)		\$250.00	\$300.00

PAYMENT INFORMATION

Credit Card Type:	Credit Card Number:
Expiration Date:	Security Code: <small>(Last 3 digits on back of card or 4 digits on front of Amex.)</small>
Name on card (Please Print)	
Signature	Date
CC Billing Address:	
City:	State: Zip:

Please make checks payable to:
St. Charles Convention Center

<p style="text-align: center;">CANCELLATION POLICY</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>	Total Sales	\$ _____
	x 7.95% Sales Tax	\$ _____
	SUBTOTAL	\$ _____
	Labor FEE	\$ _____
	x 1% Tourism Tax (of subtotal)	\$ _____
	GRAND TOTAL	\$ _____