



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

INTERNET

The use of routers is prohibited

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	SUBTOTAL
Wireless (per day; per device)		\$ 25	\$ 30			x 7.95% Sales Tax
Wired (DHCP) (per day; per device)		\$ 50	\$ 75			Electrician FEES
Wired (STATIC IP) (per day; per device)		\$ 75	\$ 125			NEW SUBTOTAL

CLEANING	PER SQUARE FT	14 DAY ADVANCE	REGULAR PRICE	# of Days	TOTAL	NEW SUBTOTAL
100 Sq Ft minimum for the following services:						
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	CANCELLATION POLICY
Water: One time fill, & drain (11-1,000 Gallons)		\$ 150	\$ 185			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.
Water: One time fill, & drain (1,000 + Gallons)		\$ 250	\$ 300			