



David L. Lawrence Convention Center

THE DAVID L. LAWRENCE CONVENTION CENTER

1000 Ft. Duquesne Blvd., Pittsburgh, PA 15222

Telephone (412) 325-6102

Fax (412) 325-6009

Exhibitorservices@pittsburghcc.com

Office Use Only

Received: _____

Check #: _____

By: _____

Request for SECURITY, PLUMBING & COMPRESSED AIR SERVICES

See Terms and Conditions on the Reverse Side

(Please Print)

Name of Event, Event Dates, Booth #, Company Name, Phone #, Fax #, Billing Address, City/State, Zip Code, E-mail Address, Authorized By, Signature, Date

All cancellations are subject to a 50% cancellation fee if service has been installed
*In order to receive the ADVANCE rate, the order form, with payment (US Dollars) must be received 15 days prior to first event day
There will be a \$30.00 fee for returned checks

PAYMENT IN FULL MUST BE RENDERED PRIOR TO DELIVERY OF SERVICE

Check, Visa, MasterCard, American Express & Discover accepted

Make checks payable to: SMG - David L. Lawrence Convention Center

PRICES EFFECTIVE JANUARY 1, THRU DECEMBER 31, 2010

SECURITY SERVICES

- Exhibitors will be required to sign in/out security guards at booth site
Security services are strictly intended to prevent theft, loss, or damage to exhibitor property.
The David L. Lawrence Convention Center is not responsible for any lost, damaged, or stolen exhibitor property.

Schedule Information:

Table with columns: Date, Start Time AM / PM, End Time AM/PM, Total Hours, *Advance Rate, Standard Rate, On-Site Rate, Total

For Police coverage: Call for Quote

PLUMBING & COMPRESSED AIR:

Table with columns: Type of Service, Quantity, *Advance Rate, Standard Rate, Total. Includes sections for Plumbing and Compressed Air.

LABOR

Table with columns: Plumbing or Compressed Air: (1/2 hour minimum), # of Hours, Rate per hour, Total

Attach floor plan for specific installation

Note: Labor Charge may be required for any installation other than to rear of booth.

TOTAL, Total for all services

Send this completed form with payment to the address at the top of the page. Please make check payable to: SMG - David L. Lawrence Convention Center or pay by credit card.

Visa, MasterCard, American Express, Discover

Card #: _____ Exp. Date: _____ CVV# _____

Print Name: _____

Authorized Signature: _____

TERMS AND CONDITIONS

1. Payment in full must be rendered prior to delivery of service.
2. Advance orders must be received a minimum of fourteen (14) days prior to scheduled move-in date.
3. Credit will not be given for service installed, but not used.
4. Change of orders after installation may be subject to plumbing labor charges at \$61.70 per hour. Minimum of 1/2 hour.
5. All material and equipment furnished by DLCC for the service order shall remain the property of DLCC and shall be removed only by the DLCC staff at the close of the show.
6. Rates quoted for all connections cover the delivery of service to the booth/space in the most convenient manner and do not include connecting equipment. Request for special services such as placing hoses, or relocating service(s) will be subject to additional labor charges.
7. Claims will not be considered unless filed by the exhibitor prior to the close of the show.
8. All equipment to be connected by the DLCC technicians must comply with federal, state, and local safety codes.
9. Under no circumstance should anyone other than a DLCC technician make service connections.
10. All equipment using water must have an inlet and outlet properly tagged.
11. If compressed air and water are critical, DLCC recommends the exhibitor arrange to have a pressure regulator valve installed. Please also note that water is limited to certain areas of the facility. No guarantee can be made of minimum and maximum pressure.
12. DLCC will not be responsible for water in compressed air lines or equipment.
13. The DLCC is not responsible for equipment that is not powered down correctly at end of day.
14. Advanced/Faxed order receipts can be obtained at the Service Desk during move-in only.

Questions regarding service should be directed to the Customer Services Manager:

David L. Lawrence Convention Center
1000 Fort Duquesne Blvd.
Pittsburgh, PA 15222
(412) 325-6102
(412) 325-6009 fax



An SMG Managed Facility