

2012 REQUEST FOR STEEL PLATES



David L. Lawrence Convention Center

(PLEASE PRINT)

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

STEEL PLATES

- Floor load capacities for Exhibit Halls ABCDE are 350 lbs per square foot, live load. Compliance will be strictly enforced. If you need assistance in determining if steel plates are required, please call our Exhibitor Services Department.
- Exhibitors must supply schematic for equipment including overall dimensions, weight, number & size/location of floor point contacts, and operating status of equipment during the event.
- Labor for the initial spotting of plates is included in the installation rate. If any movement or repositioning of plates is required, labor charges will apply.

Date of initial installation	Plate Size	Quantity	Rate	Total
	4' x 8' x 1"		\$ 275.00	\$
			Tax (7%)	\$
			Total	\$

Labor Type (1/2 hour min.)	Date Needed	# of Hours	Rate per hour	Total
<i>Straight time:</i> M – F 8:00 AM – 4:30 PM (Except Holidays)			\$ 52.75	\$
<i>Overtime:</i> Sat. 8:00 AM – 4:30 PM, M – F 4:30 PM – 8:00 AM			\$ 74.75	\$
<i>Premium time:</i> Sat. 4:30 PM – 11:59 PM, Sunday and Holidays			\$ 85.25	\$
			Total	\$

* Taxes are not required for labor services

Total for all Steel Plate Services: \$

TERMS AND CONDITIONS

1. Payment in full must be rendered prior to delivery of service.
2. Credit will not be given for service installed, but not used. If service is cancelled prior to installation, a 50% cancellation fee applies.
3. 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.
4. Claims will not be considered unless filed by the exhibitor prior to the close of the show.
5. Receipts can be obtained at the Service Desk during move-in only.

Send this completed form with payment to 1000 Ft. Duquesne Blvd., Pittsburgh, PA 15222.
 Please make check payable to: SMG - David L. Lawrence Convention Center or pay by credit card:

Visa
 MasterCard
 American Express
 Discover
 Check

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

Print Name: _____

Authorized Signature: _____

Check #: _____ Check Amount: _____

PLEASE NOTE

- 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
- Prices effective January 1 – December 31, 2011

PLEASE PRINT AND RETURN FORM TO:

Exhibitor Services Department, David L. Lawrence Convention Center
 1000 Fort Duquesne Blvd. Pittsburgh, PA 15222, Phone: (412) 325-6102, Fax: (412) 325-6009, exhibitorservices@pittsburghcc.com