

**THE DAVID L. LAWRENCE CONVENTION CENTER**

1000 Ft. Duquesne Blvd., Pittsburgh, PA 15222

Telephone (412) 325-6102

New Fax (412) 325-6009



**Request for EQUIPMENT**

<u>Office Use Only</u>	
Received:	_____
Check #:	_____
By:	_____

**(Please Print)**

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

All cancellations are subject to a 50% cancellation fee if service has been installed  
 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, 2008**

EQUIPMENT	Type	Quantity	Unit Price	Total
6' Table	18"		\$ 7.00	\$
6' Table	30"		\$ 7.00	\$
8' Table	18"		\$ 7.00	\$
8' Table	30"		\$ 7.00	\$
72" Round	Regular		\$ 7.00	\$
Cocktail Table	Low		\$ 7.00	\$
Cocktail Table	High		\$ 7.00	\$
Chair	Regular		\$ 2.00	\$
Linen	Regular		\$ 7.00	\$
8' Stanchien	Regular		\$ 15.00	
6 X 8 Riser	16" X 24"		\$ 25.00	
Skirting	Regular		\$ 27.00	\$
			Subtotal	
			Tax (7%)	
<b>Total for all services</b>				\$

Send this completed form with payment to the address at the top of the page.

\_\_ Visa    \_\_ Mastercard    \_\_ American Express    \_\_ Discover

Card # : \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVV# \_\_\_\_\_

Print Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_