Booth Cleaning

Connecticut Expo Center
265 Reverend Moody Overpass
Hartford, CT 06120
Phone (860) 493-1300 • Fax (860) 493-1304

SERVICE ORDER FORM

Please Print or Type

Name of Show:_____ **Show Dates:**_____**Booth #**_____
Company Name_____ **Booth Sq. Footage**_____
Company Address_____
Street **City** **State** **Zip**

Contact Person_____ **Telephone#**_____ **Fax#**_____
Please Print

PAYMENT METHOD ☐ Check/Money order enclosed or

All orders must include valid credit card number. ☐ Mastercard ☐ VISA ☐ Amex
CREDIT CARD NUMBER (DO NOT LEAVE SPACES BETWEEN NUMBERS)

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Month Year

☐☐-☐☐ Security Code on back of card ☐☐☐☐

I also authorize charging any unpaid balance to my credit card.
CARD EXPIRATION DATE MUST BE VALID THROUGHOUT THE EVENT LISTED ABOVE

_____ _____ _____
SIGNATURE NAME AS IT APPEARS ON CREDIT CARD DATE

PLEASE MAKE CHECKS PAYABLE TO CONNECTICUT EXPO CENTER.

CLEANING SERVICES (Choose A or B)

	Total Sq. Ft.	**Rate Per Sq. Ft.**		**No. Show Days**		**Total**
☐ **A. NIGHTLY CLEANING SERVICE**	_____	@ .16/sq. ft.	x	_____	=	$ _____

Carpets vacuumed or floor swept, wastebasket emptied. Service is provided nightly after show closing. Service commences on the final night of move-in. Service ends before the closing day of the show.

	Total Sq. Ft.	**Rate Per Sq. Ft.**		**No. Show Days**		**Total**
☐ **B. ONE-TIME CLEANING SERVICE**	_____	@ .20/sq. ft.	x	_____	=	_____

Carpets vacuumed or floor swept, wastebasket emptied. One-time service is provided before the first open show day only.

TOTAL DUE: $_____

PLEASE NOTE:

a. Full payment must accompany all orders.
b. Cleaning service will not be provided unless paid in full.
c. Orders postmarked after the 7-day cutoff will be assessed a $30 late charge.
d. All cleaning rates except vehicle cleaning are based on the total gross square footage of your booth.
e. All cleaning services are done nightly after the show closing.

MAIL ORDER FORM WITH PAYMENT, postmarked no later than 7 days prior to the first move-in day to:
Exhibitor Services, Connecticut Expo Center, 265 Reverend Moody Overpass, Hartford, CT 06120