

Bayside Expo Center

REQUEST FOR BOOTH CLEANING

Please Fax or Mail order form to:

Cathy Phillipson/Edlen Electrical
87 Ruggles Street Quincy, MA 02169
boston@edlen.com

Show: The Boston Home Show		Show Dates: Jan. 29-30, 2010		Booth #:		
Company Name:			Phone No:			
Address:		City:	State:	Zip:		
Ordered by:						
Credit Card Information: () VISA () MC () AMEX () DISCOVER						
Name as it appears on Credit Card:						
Credit Card Number:			Expiration Date:			
Authorizing Signature:			Date Authorized:			
Cleaning Services						
	Total Sq. Ft.	Rate per Sq. Ft.	Total # of Show Days	TOTAL		
A. Nightly Vacuum Service _____ @ \$.25/sq. ft. X _____ \$ _____ Carpet vacuumed or floor swept. Service provided nightly after Event closing. Service commences on the final night of move-in. Service ends the night before closing day of the Event.						
B. One-Time Vacuum Service _____ @ \$.30/sq. ft. X _____ \$ _____ Carpet vacuumed or floor swept. One-time service provided the night before the first open Event day only.						
C. Daily Vacuum & Porter Service _____ @ \$.50/sq. ft. X _____ \$ _____ Porter service includes wastebasket pick up and periodic carpet sweep of booth during event hours.						
For Bayside Expo Center Use Only						
Received By:						
Payment Type:		Visa	MC	AMEX	DISCOVER	Auth #
Check Number and Amount:						

- To assist us in processing your service contract, payment for service must accompany contract. Incomplete contract forms will delay procession. Booth Number(s) must be identified on face of form.
- NO REFUNDS OR CREDIT will be given for services ordered and not used or cancelled after installation.
- Any claims will not be considered unless filed by exhibitor prior to close of the Event at the Bayside Expo Center.
- Exhibitors shall not be allowed to arrange for cleaning other than from the Bayside Expo Center.
- All cleaning services are done nightly after the show closing.
- All cleaning rates are based on the total gross square footage of your booth.