Connecticut Expo Center, LLC
265 Reverend Moody Overpass
Hartford, CT 06120
(860) 493-1300 FAX (860) 493-1304

BOOTH CLEANING

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

☐ Check/Money order enclosed or
☐ Mastercard ☐ VISA ☐ Amex

MONTH YEAR

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I also authorize charging any unpaid balance to my credit card.

CARD EXPIRATION DATE MUST BE VALID THROUGHOUT THE EVENT LISTED ABOVE

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

PLEASE MAKE CHECKS PAYABLE TO CONNECTICUT EXPO CENTER.

CLEANING SERVICES (Choose A or B)

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

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.

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

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. Order form and payment must be received 7 days prior to the first move-in day.
d. Orders postmarked after the 14-day cutoff will be assessed a $30 late charge.
e. All cleaning rates except vehicle cleaning are based on the total gross square footage of your booth.
f. All cleaning services are done nightly after the show closing.

MAIL ORDER FORM WITH PAYMENT, postmarked no later than 14 days prior to the first move-in day to:
Cleaning Service, Connecticut Expo Center, P.O. Box 1864, Hartford, CT 06144