



**Bayside Expo Center**  
 200 Mount Vernon Street, Boston, MA 02125  
 Phone: 617-474-6000 Fax: 617-265-8434

## REQUEST FOR BOOTH CLEANING

<b>EVENT:</b>	<b>Event Dates:</b>
<b>Company Name:</b>	<b>Authorized By:</b>
<b>Billing Name:</b>	<b>Billing Address:</b>
<b>City:</b>	<b>State &amp; Zip Code:</b>
<b>Contact:</b>	<b>Telephone #:</b>

**PAYMENT MUST ACCOMPANY ORDER:**  VISA  American Express  MasterCard  Company Check\*

\*Customers who choose to pay by check must also supply a valid credit card number. Your signature below indicates you acknowledge and agree to all terms and conditions herein and will authorize Bayside Expo Center to bill your credit card.

CARD NUMBER	EXPIRATION DATE	NAME (AS IT APPEARS ON CARD)
AUTHORIZING SIGNATURE	DATE AUTHORIZED	

Booth Number/Location: \_\_\_\_\_ Special Instructions: \_\_\_\_\_

**Cleaning Service** (Choose A, B, or C)

Description	TOTAL SQ. FT.	RATE PER SQ. FT.	X	NO. EVENT DAYS	=	TOTAL
<b>A. NIGHTLY VACUUM SERVICE</b> Carpets vacuumed or floor swept. Service is provided nightly after Event closing. Service commences on the final night of move-in. Service ends the night before the closing day of the Event.		25¢	X		=	
<b>B. ONE-TIME VACUUM SERVICE</b> Carpet vacuumed or floor swept. One-time service provided the night before the first open Event day only.		30¢	X		=	
<b>C. DAILY VACUUM &amp; PORTER SERVICE</b> Porter service includes wastebasket pick up and periodic carpet sweep of booth during event hours.		50¢	X		=	

**Terms and Conditions: Booth Cleaning**

1. Orders postmarked after the 14-day cutoff (14 days from first day of show) will be assessed a \$30.00 late charge.
2. Contracts for special services must be received no later than 30 days prior to first day of show to ensure service.
3. To assist us in processing your service contract, payment for service must accompany contract. Incomplete contract forms will delay processing. Booth Number(s) must be identified on face of form.
4. NO REFUNDS OR CREDIT will be given for services ordered and not used or cancelled after installation.
5. A \$50.00 service charge will be assessed for cancellations within two weeks (14 days) of first day of show.
6. Any claims will not be considered unless filed by exhibitor prior to close of the Event at Bayside Expo and Executive Conference Center.
7. Exhibitors shall not be allowed to arrange for cleaning other than from the Bayside Expo and Executive Conference Center.
8. All cleaning services are done nightly after the show closing.
9. All cleaning rates are based on the total gross square footage of your booth.

*Please save this form as it will be the only receipt of your transaction.*

