Puerto Rico Convention Center
100 Convention Center Blvd.
San Juan, PR 00907
787-977-5015
787-725-7535 – fax

Name of Show
Date(s) of Show

BOOTH CLEANING ORDER FORM

ADVANCED ORDER DEADLINE: (15 days prior to first move-in day)

ADVANCED ORDER PRICING: Full payment must be received by the deadline date. **Orders received after the deadline date will be assessed at the Onsite Price. Orders received without payment will not be processed.**

SHOW MANAGEMENT PROVIDES SWEEPING OF AISLES ONLY. You must order all cleaning that you require within your exhibit space. Individual cleaning of your booth may be ordered by checking the services desired.

CHARGES ARE BASED UPON GROSS EXHIBIT BOOTH AREA. The rates quoted are for performing the service one time only. Please indicate whether you require the service one time or daily during the show.

Note: Changes or cancellations or orders 5 days prior to the show move-in, or later, will be assessed a 50% pick-up charge.

VACUUMING BOOTH CARPET

	Advanced Price	***Onsite Price***
	$0.10/sq. ft.	$0.15/sq. ft.

Number of Days Required: _____Once _____Daily

Booth Size*: _____ft. x _____ft. = _____sq. ft. @ $_____/ft. = $_____/day x _____days = _____Total
*gross exhibit area

PORTER SERVICE (must be ordered at least 24 hours in advance)
$15.00/hr (one hour minimum)

Number of days required _____ x number of hours _____ x $15.00/hour = $_____ Total

Please Print or Type
Company Name: _____ Booth #: _____

Address: _____

City: _____ State: _____ Zip: _____

Ordered by: _____ Title: _____

Signature: _____

Phone # (_____)_____ Fax #: (_____) _____

To eliminate any misunderstanding regarding charges for services it is the responsibility of the Exhibitor to report discrepancies at show site.
NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING.

Charge to: (circle card type) Mastercard Visa

Account # | | | | | | | | | | | | | | | |

Expiration Date: _____

Print Cardholder Name: _____

Signature: _____

Summary of Services

Vacuuming = _____

Porter Service = _____

TOTAL = _____