

BOOTH CLEANING SERVICES
MAIL OR FAX TO

Questions? Visit www.edlen.com



EXHIBITOR SERVICES
701 Convention Plaza, St. Louis, MO 63101
Ph: (314) 342-5324 Fax: (314) 342-5384

COMPANY:		BTH #	
EVENT:	The 63rd Annual Convention of the Conference on College Composition and Communication		
FACILITY:	AMERICA'S CENTER		
DATES:	March 21-24, 2012	EVENT#	032099SL

VACUUM BOOTH ONE DAY ONLY (There is a 100 square foot minimum cost)

BOOTH WIDTH	BOOTH LENGTH	TOTAL SQUARE FEET	ADVANCED SQ FT COST	REGULAR SQ FT COST	TOTAL CLEANING COST	DATE OF VACUUMING
_____ X _____ = _____			X \$.28	\$.34	= _____	_____

VACUUM BOOTH MULTIPLE DAYS (There is a 100 square foot minimum cost)

BOOTH WIDTH	BOOTH LENGTH	TOTAL SQUARE FEET	ADVANCED SQ FT COST	REGULAR SQ FT COST	DAILY COST	# OF DAYS	TOTAL CLEANING COST	DATE OF VACUUMING
_____ X _____ = _____			X \$.26	\$.32	_____ X _____ = _____		_____	_____

PORTER SERVICES

BOOTH SIZE	ADVANCED COST	REGULAR COST	# OF DAYS	TOTAL PORTER COST	DATE(S) OF SERVICE
Please note sq ft size of your booth: _____					
Up to 1500 Square Feet	\$44.00	\$55.00	X _____ = _____		
1501 Square Feet to 3000 (Above 3000 call for quote).	\$66.00	\$83.00	X _____ = _____		

Porter service pricing includes emptying waste baskets and policing of your exhibit area at two hour intervals during show hours. Please list each day services are required.

*Small office-style trash cans placed at the edge of an exhibit booth at the end of the day will be emptied by the facility at no cost prior to the start of the event the next day. Large trash cans that need to be emptied where they are located within the booth (end of day or during the event) need to order Porter Service.

SHAMPOOING (There is a 100 square foot minimum cost)

BOOTH WIDTH	BOOTH LENGTH	TOTAL SQUARE FEET	ADVANCED SQ FT COST	REGULAR SQ FT COST	DAILY COST	# OF DAYS	TOTAL CLEANING COST	DATE(S) OF SERVICE
_____ X _____ = _____			\$.36	\$.44	_____ X _____ = _____		_____	_____

MOPPING SERVICE (There is a 100 square foot minimum cost)

BOOTH WIDTH	BOOTH LENGTH	TOTAL SQUARE FEET	ADVANCED SQ FT COST	REGULAR SQ FT COST	DAILY COST	# OF DAYS	TOTAL CLEANING COST	DATE(S) OF SERVICE
_____ X _____ = _____			\$.36	\$.44	_____ X _____ = _____		_____	_____

MISCELLANEOUS SERVICES - PLEASE CALL FOR QUOTE

PLACE YOUR TOTAL PAYMENT HERE

*All foreign checks must be drawn on U.S. Banks Only. Edlen reserves the right to correct orders figured incorrectly

Payment must accompany order. Please see back for additional terms and conditions
By signing below, you have read and understand all of the terms and conditions
as outline on both the front and back of this order form

ADDRESS:	CITY:	ST:	ZIP:
SIGNATURE:	PRINT NAME:	Country:	
EMAIL ADDRESS:			
PAID BY: CK AMX VISA MC DISC DINER		EXP DATE:	
CARD HOLDER SIGN:	PRINT NAME:		

CREDIT CARD BILLING ADDRESS (If different from address above)

ADDRESS:	CITY:	ST:	ZIP:
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For Office Use Only	Date Rec'd _____	Method _____	Amount _____	Received By _____
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Display Cleaning

Please indicate here if you would like us to provide more information and pricing on cleaning your display.

Special Cleaning / Aisle Cleaning Requests

Please indicate on the lines below any special cleaning requests or instructions that you may have.

Cleaning Services Terms & Conditions

1. Cleaning your exhibit area is not included in space rental.
2. Cleaning service can be ordered on site at the regular rate.
3. Our exclusive cleaning contract will not permit other service contractors to provide this service.
4. If you have any questions or need assistance with any orders items not listed, please call and ask for your Event Manager Representative.
5. Full payment is due in advance or at show site before any service is provided. Purchase orders are not considered payment.
6. It is your responsibility to advise our service center representative of any problem with any of your orders, and to check your invoice for accuracy prior to the close of the exhibition.
7. We require 100% prepayment of advanced orders, any orders or services placed at show site must be paid at show site. Payment must be in U.S. Funds and drawn on a U.S. Bank.
8. Should there be any unpaid balance after the close of the show, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a finance charge at the lesser on the maximum rate allowed by applicable law, or 1.5% per month, which is an annual percentage rate of 18%, and future orders will be on a pre-payment basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received shall be either applied to reduce the principle unpaid balance or refunded to the payer. This payment terms and conditions agreement shall be governed by an construed with the laws of the State of Missouri.

Third Party Authorization **YES**

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges, in the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert to the exhibiting company, all invoice are due and payable upon receipt, by either party.

3rd Party Authorized Signature

Print Name

Company Name

Address

City

ST

Zip

Phone