

# Bayside Expo Center

## REQUEST FOR BOOTH CLEANING

Please Fax or Mail order form to:

**Cathy Phillipson, Edlen Electrical Exhibition Services**  
 87 Ruggles St., Quincy, MA 02169  
 Email: [boston@edlen.com](mailto:boston@edlen.com) and [cphillipson@edlen.com](mailto:cphillipson@edlen.com)  
 Phone: (617) 740-0820 Ext. 2 | Fax: (617) 740-0825

Show: Boston RV & Camping Expo		Show Dates: Jan. 15-18, 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:			
<b>Cleaning Services</b>						
	Total Sq. Ft.	Rate per Sq. Ft.	Total # of Show Days	TOTAL		
<b>A. Nightly Vacuum Service</b> _____ @ \$.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>B. One-Time Vacuum Service</b> _____ @ \$.30/sq. ft. X _____ \$ _____ Carpet vacuumed or floor swept. One-time service provided the night before the first open Event day only.						
<b>C. Daily Vacuum &amp; Porter Service</b> _____ @ \$.50/sq. ft. X _____ \$ _____ Porter service includes wastebasket pick up and periodic carpet sweep of booth during event hours.						
<b>For Bayside Expo Center Use Only</b>						
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.