



**Connecticut Convention Center**  
 100 Columbus Blvd. Hartford, Connecticut 06103  
**Exhibitor Services Order Form**  
**Phone: (860) 728-2640**  
**Fax: (860) 728-2641**

Forms available online [www.ctconventions.com](http://www.ctconventions.com)

CL \_\_\_\_\_

**BOOTH CLEANING SERVICE ORDER FORM**

Name of Event \_\_\_\_\_ Date of Event \_\_\_\_\_  
 Firm Name \_\_\_\_\_ Booth Number (s) \_\_\_\_\_  
 Street Address \_\_\_\_\_ Contact Person \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone# \_\_\_\_\_

PAYMENT NOTICE – SERVICES WILL NOT BE SUPPLIED UNTIL TOTAL DUE IS PAID IN FULL.  
 CHECK PAYMENT METHOD ONLY ACCEPTED ON PREPAID ORDERS.

\*PREPAID RATES apply order paid in full and received 21 DAYS PRIOR TO FIRST SCHEDULED MOVE IN DAY  
 - Standard rates apply to orders received after the 21 day cut off rate. NO EXCEPTIONS.

NOTICE: Cost of vacuuming and/or shampooing will be invoiced on the total area of your booth. **100 sq.ft. minimum**

**PAYMENT INFO – PAYMENT MUST ACCOMPANY ORDER**

Money Order # \_\_\_\_\_ Company Check # \_\_\_\_\_  
 MasterCard  Discover Card  VISA  American Express  
 Name on card \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 Credit Card # \_\_\_\_\_  
 Authorized Signature \_\_\_\_\_

Please make checks payable to  
**Connecticut Convention Center**

Note: We cannot accept cash or checks from foreign banks

I have read and agree to all the Terms and Conditions of the order. Please see the back page for complete terms and conditions.

Signature: **X** \_\_\_\_\_

Booth Size \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq.ft. (100 sq.ft. minimum)

**Vacuuming**

	# of days	Sq.Ft.	*Prepaid Rate	Standard Rate	CT 6% Tax	Total
-Cost per day						
Pre-Show (night before show opens)	_____	_____	<u>.20 sq/ft</u>	<u>.25 sq/ft</u>	_____	_____
Additional Show Days	_____	_____	_____	_____	_____	_____

**Shampooing**

*\*Carpets shampooed night before show opens only*

Shampooing	_____	_____	<u>.35 sq/ft</u>	<u>.40 sq/ft</u>	_____	_____
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**Trash Removal**

- Cost per day	# of days	*Prepaid Rate	Standard Rate	CT 6% Tax	Total
Every Show Day	_____	<u>\$ 70.00</u>	<u>\$ 75.00</u>	_____	_____
Only Days Specified	_____	_____	_____	_____	_____

Trash Removal Service is provided on an hourly basis

*\*Removal of food waste will incur additional charge*

**Comments / Additional Requirements:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ORDER TOTAL:**

PLEASE READ IMPORTANT CONDITIONS AND INSTRUCTIONS ON REVERSE SIDE OF THIS FORM

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## **IMPORTANT CONDITIONS AND REGULATIONS**

1. PREPAID ORDERS: To receive prepaid rate, orders must be received a minimum of 21 days prior to first scheduled move-in day.
2. CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:
  - a. Payment **IN FULL, IN U.S. FUNDS** must accompany service order form.
  - b. Date payment is **received** by the Connecticut Convention Center will determine applicable rate.
  - c. All order form information must be completed in full for order to be processed. Incomplete order forms could result in processing delay resulting in slow service installation.
  - d. No service will be installed until full payment is received.
  - e. Cancellations - **Refunds will be computed as follows:**
    - After installation – **NO REFUND.**
    - Before installation, but 6 days or less prior to first scheduled move in day – **85% REFUND.**
    - Before installation and more than 6 days prior to first scheduled move in day – **FULL REFUND.**
3. Claims will not be considered unless filed in writing by exhibitor prior to close of show.
4. Prices are based upon current wage rates and are subject to change without notice.
5. Service time(s) are to be determined by the Connecticut Convention Center Operations Department.

**Make remittance and mail to:**  
**Connecticut Convention Center – Attn; Exhibitor Services**  
**100 Columbus Blvd Hartford, CT 06103**