



# Connecticut Convention Center

100 Columbus Blvd., Hartford, Connecticut 06103  
**Phone:** 860.728.2640 **Fax:** 860.728.2641 **Cell:** 860.604.6790  
 Forms available online at [www.ctconventions.com](http://www.ctconventions.com)

CL \_\_\_\_\_

## BOOTH CLEANING SERVICE ORDER FORM

Name of Event:	Date of Event:
Firm Name:	Booth Number:
Street Address:	Contact Person:
City, State, Zip:	On-Site Phone Number:
E-mail Address:	

Payment notice – services will not be supplied until total due is paid in full.  
 Tax must be included unless you submit State of CT Tax Exemption documentation with your order form.  
 Check payment method only accepted on prepaid orders.  
**Prepaid rates apply to orders paid in full and received 7 days prior to first scheduled move in day.**  
**Standard rates apply after the 7 day cut off rate. No exceptions.**

### Payment Information Must Accompany Order

Money Order #:	Check #:
<input type="checkbox"/> MasterCard <input type="checkbox"/> Discover Card <input type="checkbox"/> Visa <input type="checkbox"/> American Express	
Name on card:	
Credit Card #:	
Expiration Date:	
Authorized Signature:	

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

<b>Vacuuming</b> -Cost per day	# of days	Sq. Ft.	Prepaid Rate	Standard Rate	Subtotal	CT 6.35% Tax	Total
Pre-Show <small>(night prior to first day of show open)</small>			.20 sq/ft	.25 sq/ft			
Show Days <small>(morning prior to show open)</small>			.20 sq/ft	.25 sq/ft			
<b>Shampooing</b> <small>*Carpets shampooed prior to show open only</small>	# of days	Sq. Ft.	Prepaid Rate	Standard Rate	Subtotal	CT 6.35% Tax	Total
Shampooing			.35 sq/ft	.40 sq/ft			
<b>Trash Removal</b> -Cost per day	# of days	Sq. Ft.	Prepaid Rate	Standard Rate	Subtotal	CT 6.35% Tax	Total
Show Days			\$70.00/day	\$75.00/day			

Please indicate specific dates of all Booth Cleaning services here: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

**Trash removal service is provided on an hourly basis**

**ORDER TOTAL:**