

# 2013 REQUEST FOR CUSTOM CLEANING SERVICES

**(PLEASE PRINT)**

Name of Event	Event Dates	Booth #
Company Name	Phone #	Fax #
Billing Address	City/State	Zip Code
E-mail Address		
Authorized By	Signature	Date

Type of Service	Booth Area in Square Footage	*Advance Rate	Standard Rate	Daily Vacuum Cost (Sq. Footage x Rate)
Daily Vacuum		\$ 0.25 / sq. ft.	\$ 0.30 / sq. ft.	\$
Service needed (check box): <input type="checkbox"/> Prior to show opening <input type="checkbox"/> Day 2 <input type="checkbox"/> Day 3 <input type="checkbox"/> Day 4 <input type="checkbox"/> Day 5				
				Total Days Needed
				<b>Total</b> (Total Days x Daily Vacuum Cost)
				<b>\$</b>

Periodic Porter Service	Dates Service Needed	Begin Service AM /PM	End Service AM /PM	Total Hrs.	Rate	Total
Removal of trash and boxes from the booth area every 20 minutes within the time requested. (2 hour minimum)					\$49.00 / hr	\$
					\$49.00 / hr	\$
					\$49.00 / hr	\$
					\$49.00 / hr	\$
					<b>Total</b>	<b>\$</b>

*Note: This service is an additional trash removal service. Normal daily trash removal is completed at the end of the show day. Trash should be place in front of booth.*

**Total for all Custom Cleaning Services: \$**

Send this completed form with payment to 1000 Ft. Duquesne Blvd., Pittsburgh, PA 15222.

Please make check payable to: SMG - David L. Lawrence Convention Center or pay by credit card:

☐ Visa ☐ MasterCard ☐ American Express ☐ Discover ☐ Check

Card #: CVV#: Exp. Date:

Print Name:

Authorized Signature:

Check #: Check Amount:

## PLEASE NOTE

- There will be a \$30.00 fee for returned checks
- Payment in full must be rendered prior to delivery of service
- Check, Visa, MasterCard, American Express, & Discover accepted
- Prices effective January 1 – December 31, 2013
- Advanced/Faxed order receipts can be obtained at the Service Desk during move-in only.

*\* In order to receive the ADVANCE rate, the order form, with payment (US Dollars) must be received 15 days prior to first event day*

## PLEASE PRINT AND RETURN FORM TO:

Exhibitor Services Department, David L. Lawrence Convention Center  
1000 Fort Duquesne Blvd. Pittsburgh, PA 15222, Phone: (412) 325-6102, Fax: (412) 325-6009, exhibitorservices@pittsburghcc.com