



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

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)

Vacuumping

	# 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>	_____	_____
------------	-------	-------	------------------	------------------	-------	-------

Trash Removal

	# of days	*Prepaid Rate	Standard Rate	CT 6% Tax	Total
- Cost per day					
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

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

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