



Rhode Island Convention Center
 One Sabin Street, Providence, Rhode Island 02903-1814
 Telephone (401) 458-6100 Fax (401) 458-6298

Office Use Only
 CL: _____

BOOTH CLEANING SERVICE ORDER FORM

Name of Event _____ Event Dates _____ Booth # _____
 Company Name _____ Phone # _____ Fax # _____
 Address _____ City _____ State _____ Zip _____
 Contact Person _____ Signature _____ Date _____

Payment Notice: Prepaid rates apply only to orders received **15 days** prior to the first scheduled event move in day. Standard rates apply to orders received after this time. No Exceptions. Tax must be included unless a state tax exemption document is provided.
BOOTH CLEANING SERVICE WILL NOT BE SUPPLIED UNTIL PAYMENT IS RECEIVED IN FULL.
Pre-show cleaning will be provided overnight, after the first move in day and before event opening.

BOOTH VACUUMING SERVICES					
COST PER DAY	*Pre Paid Rate	Standard Rate	Number of Days	Square Feet (100 sq ft minimum)	Total
Pre-Show	.22/sq.ft.	.25/sq.ft	-----		\$
Additional Days	.18/sq.ft	.21/sq.ft			\$
Subtotal:					\$

PORTER SERVICES / HOURLY TRASH REMOVAL					
COST PER DAY	*Pre Paid Rate	Standard Rate	Number of Days	Square Feet (100 sq ft minimum)	Total
Every Show Day	\$70.00	\$75.00		-----	
Only Days Specified	\$70.00	\$75.00		-----	
Subtotal:					\$

COMMENTS OR ADDITIONAL REQUIREMENTS

Total for All Services
 \$

Send this completed form with payment to the address at the top of the page. Please make checks payable to: Rhode Island Convention Center or you may pay by Credit Card. Company ck # _____

Visa
 MasterCard
 AMEX
 Discover

Card#: _____ Exp Date: _____

Print Name: _____

Authorized Signature: _____

*****DO NOT send this form to your decorating company. Please read polices on second page of form.*****



Terms and Conditions Booth Cleaning Service

1. Payment in full must be rendered prior to delivery of service.
2. Advanced order payments guarantee the discount rate.
3. All order forms must be completed fully to process order.
4. Advanced orders must be received a minimum of fifteen (15) days prior to the scheduled event move-in day. Date payment is received by the Rhode Island Convention Center will determine applicable rate.
5. Unless otherwise directed, RICC Personnel are authorized to enter the booth for utility box access and/or to cut floor coverings to permit installation of service.
6. Refunds will not be given for services once they have been performed.
7. Pre-show vacuuming orders will be executed in between the first move in day and opening of event. However, the last booth vacuuming order will be taken ½ hour prior to event opening. All other orders will be considered for over night.
8. Advanced / Faxed order receipts can be obtained the Exhibitor Services Center located on the 3rd Level of the Rhode Island Convention Center.

**Please return this form to the Rhode Island Convention Center (FAX 401-458-6298).
DO NOT send this form to your decorating company.**

**Questions regarding service should be directed to the Exhibitor Services Center
Rhode Island Convention Center
One Sabin Street
Providence, RI 02903
(401) 458-6100
Fax (401) 458-6298**