

REQUEST FOR CUSTOM CLEANING SERVICES



David L. Lawrence Convention Center

(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	
			Total (Total Days x Daily Vacuum Cost)	\$

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)					\$40 / hr	\$
					\$40 / hr	\$
					\$40 / hr	\$
					\$40 / hr	\$
					Total	\$

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 placed 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, 2011
- 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*

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