



**SMG
Exposition Services**

355 Plaza Drive • Secaucus, NJ 07094
201.330.8227 • Fax: 201.330.1586

*SupplySide East International
Trade Show and Conference
April 28 & 29, 2009
Meadowlands Exposition Center*

Booth Cleaning Order Form

ADVANCED ORDER DEADLINE: *April 17, 2009*

ADVANCED ORDER PRICING: Full payment, including sales tax, must be received by the deadline date. **Orders received after the deadline date will be assessed at the *Onsite Price*. Orders received without payment will not be processed.**

SHOW MANAGEMENT PROVIDES SWEEPING OF AISLES ONLY. You must order all cleaning that you require within your exhibit space. Individual cleaning of your booth may be ordered by checking the services desired.

CHARGES ARE BASED UPON GROSS EXHIBIT BOOTH AREA. The rates quoted are for performing the service one time only. Please indicate whether you require the service one time or daily during the show.

Note: Changes or cancellations of orders 5 days prior to the show move-in, or later, will be assessed a 50% pick-up charge.

VACUUMING BOOTH CARPET

Advanced Price

Onsite Price

Under 500 sq. ft.	\$0.62/sq/ ft.	\$0.67/sq. ft.	(see below)
Over 500 sq. ft.	\$0.60/sq. ft.	\$0.65/sq. ft.	(see below)

Number of days required: _____ Once _____ Daily

Booth Size*: _____ ft. x _____ ft. = sq. ft. @ \$ _____ ft. = \$ _____ /day x _____ days = \$ _____ **Total**

*gross exhibit area.

PORTER SERVICE

Monday-Friday 8:00 A.M. - 4:30 P.M.	\$41.20/hr. (one hour minimum)
Monday-Friday after 4:30 P.M.	\$49.50/hr. (one hour minimum)
Saturdays, Sundays and Holidays	\$55.65/hr. (one hour minimum)

Number of days required _____ x number of hours _____ x \$41.20/hr. = \$ _____ **(sub) total = \$ _____**

Number of days required _____ x number of hours _____ x \$49.50/hr. = \$ _____ **(sub) total = \$ _____**

Number of days required _____ x number of hours _____ x \$55.65/hr. = \$ _____ **(sub) total = \$ _____**

Special Instructions:

Date(s): _____ Time(s): _____

Please Print or Type

Company Name _____ Booth # _____

Phone # (_____) _____ Fax # (_____) _____
To Eliminate any misunderstanding regarding charges for show rentals, services and/or material handling, it is the responsibility of the Exhibitor to report discrepancies at show site.
NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING

Summary of Services

Vacuuming = \$ _____
Mopping = \$ _____
Porter Service = \$ _____
Total = \$ _____

**Please enter total on
Order Summary Form.**