DULLES EXPO AND CONFERENCEC ENTER

BOOTH CLEANING REQUEST

Original Order Form and payment in full must be ordered **15 days prior to show opening date** to take advantage of the advanced rate. Please Fax or Mail order form to:

Dulles Expo & Conference Center

P. O. Box 221075, Chantilly, Va. 20153

www.DullesExpo.com E-mail: AEddine@DullesExpo.com

(703) 378-0910 Main (703) 766-1305 Direct/Exhibitor Services Fax (703) 378-2080

Show:	**Show Dates:**	**Booth No:**	
Firm Name:	**Phone:**	**Fax:**	
Address:	**City:**	**State:**	**Zip:**
Ordered by:			

Payment In Full is due at time services are ordered. Please indicate method of payment:

( )Visa ( ) MasterCard ( ) American Express ( ) Discover ( ) Check

Name as it Appears on Credit Card:

Account Number:	Expiration Date:	CVV CODE

Credit Card Authorization: Your signature authorizes Dulles Expo Center to debit your credit card for All Outstanding Charges Associated with this event.

Credit Card Holder Signature:_____ Date Authorized:_____

Cleaning Services (Please Choose one of the Services, Nightly or a One-time only)

	Total Sq. Ft.	Rate Per Sq. Ft.	# Of Show Days	TOTAL
A. Nightly Cleaning Service	_____	**@ $.16/sq. ft.**	**X** _____	**$**_____

Carpet Vacuumed, floor swept, wastebasket emptied.
Service starts on the final night of move-in and is provided nightly after show closing. Service ends the night before closing

B. One-Time Cleaning Service	_____	**@ $.20/sq. ft.**	**X** _____	**$**_____

Carpet Vacuumed, floor swept, wastebasket emptied.
Service is provided **ONLY** the night before show opening

!!! Orders Received Later Than 15 Days Prior To The First Show Day Will Be Assessed $30.00 Late Charge

Late Fee: $_____

Total Amount Due: $_____

For Dulles Expo Use Only

Received By:

Payment Type: Visa ( ) MC ( ) ( ) DSC AX ( ) Check # _____