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|-----------------|
| Office Use Only |
| Received: _____ |
| Check #: _____ |
| By: _____ |

Request for CUSTOM CLEANING SERVICES

(Please Print)

| | | |
|-----------------------|-------------------|----------------|
| Name of Event _____ | Event Dates _____ | Booth # _____ |
| Company Name _____ | Phone # _____ | Fax # _____ |
| Billing Address _____ | City/State _____ | Zip Code _____ |
| Authorized By _____ | Signature _____ | Date _____ |

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
 Make checks payable to: **SMG - David L. Lawrence Convention Center**
PRICES EFFECTIVE JANUARY 1, THRU DECEMBER 31, 2008

ON-SITE BOOTH CLEANING

(Cost Calculated by # of Days X Booth Area in Square Footage X Rate)

Example: 2 Days x 100 Sq. Ft. x \$0.25 = \$50.00

| Type of Service | # of Days Service Needed | Booth Area in Square Footage | Standard Rate | On-Site Rate | Total |
|-----------------|--------------------------|------------------------------|--------------------|--------------------|-------|
| Daily Vacuum | | | \$0.25 per sq. ft. | \$0.30 per sq. ft. | \$ |
| | | | | TOTAL | \$ |

Taxes not applicable

| Periodic Porter Service | Dates Service Needed | Begin Service AM/PM | End Service AM/PM | Total Hours | Rate | Total |
|---|----------------------|---------------------|-------------------|-------------|--------------|-------|
| Removal of trash and boxes from the booth area every 20 minutes within the time requested. (2 hour minimum) | | | | | \$40.00 / hr | \$ |
| | | | | | TOTAL | \$ |

Note: • **This service is an additional trash removal service. The trash is removed at the end of every day without ordering this service. To have trash removed, please place in front of booth.**

| | |
|------------------------------|----|
| Total of all services | \$ |
|------------------------------|----|

All cleaning services at the David L. Lawrence Convention Center are provided exclusively by Convention Center personnel.

Convention Center cleaning personnel will not enter exhibitor booth area unless authorized by this order form.

Note: Advanced/Faxed order receipts can be obtained at the Service Desk during move-in only.

| | |
|---|-----------------------------|
| Send this completed form with payment to the address at the top of the page. Please make check payable to SMG - David L. Lawrence Convention Center or pay by credit card. | |
| Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> | |
| Card #: _____ | Exp. Date: _____ CVV# _____ |
| Print Name _____ | |
| Authorized Signature: _____ | |

Questions regarding service should be directed to the Customer Services Department:
 David L. Lawrence Convention Center
 1000 Fort Duquesne Blvd.
 Pittsburgh, PA 15222
 (412) 325-6102
 (412) 325-6009 fax

