



EXHIBITOR SERVICE ORDER FORM

800 Wabash Avenue
 Terre Haute, IN 47807
www.TerreHauteCC.com

info@TerreHauteCC.com

BOOTH CLEANING SERVICE ORDER FORM

Event:	Company Name:
Event Dates:	Mailing Address:
Exhibit Location/Booth:	City: State: Zip:
Ordered By:	Phone: Fax:
On-Site Contact:	E-mail:

	√	Cleaning Service*	ADVANCED PRICING		DAY OF PRICING		
1		Initial vacuum before first show / event day only	\$0.25	per sq ft	\$0.30	per sq ft	Single Service
2		Daily vacuum of booth for all show / event days (Includes #1 above)	\$0.20	per sq ft	\$0.25	per sq ft	Per Day
3		Daily vacuum and Porter Service Includes #1 & #2 above PLUS periodic carpet sweeping of booth and wastebasket pick-up	\$0.50	per sq ft	\$0.60	per sq ft	Per Day

* Rates do not apply to food shows

Note: Amount must be based on a minimum of 100 sq ft. per single booth

Please compute cost below:

$$\begin{array}{r}
 \text{Booth Size} \\
 \text{Length} \quad \times \quad \text{Width} = \text{Total Sq. Ft.} \\
 \text{(Min 100 Sq. Ft.)}
 \end{array}$$

$$\begin{array}{r}
 \text{Total Sq. Ft.} \quad \times \quad \text{Rate per Sq. Ft.} \quad \times \quad \text{\# of days} = \text{\$ Total} \\
 \text{(Min 100 Sq. Ft.)}
 \end{array}$$

PAYMENT INFORMATION		Please make checks payable to: Terre Haute Convention Center						
Credit Card Type:	Credit Card Number:							
Expiration Date:	Security Code (Last 3 digits on back of card or 4 digits on front of Amex.)							
Name on card (Please Print)								
Signature	Date	<table border="1"> <tr> <td>Total Sales</td> <td>\$</td> </tr> <tr> <td>x 7% Sales Tax</td> <td>N/A</td> </tr> <tr> <td>GRAND TOTAL</td> <td>\$</td> </tr> </table>	Total Sales	\$	x 7% Sales Tax	N/A	GRAND TOTAL	\$
Total Sales	\$							
x 7% Sales Tax	N/A							
GRAND TOTAL	\$							
Billing Address:								
City:	State: Zip:							

CANCELLATION POLICY
 If cancellation occurs more than 6 days prior to the first scheduled move-in day: 90% REFUND.
 If cancellation occurs 6 days or less prior to the first scheduled move-in day: 75% REFUND.
 If cancellation occurs after the start of the first scheduled move-in day: NO REFUND.
 All terms, conditions, and rates on this form are subject to change at any time without notice.

