

Remit to: NRG Park-Exhibitor Services
 Mailing Address: One NRG Park, Houston, TX 77054
 Phone: 832-667-1707
 Fax: 832-667-1821
 Email: exhibitorservices@nrgpark.com

Houston Auto Show 2024
January 24-28, 2024
NRG Park
Houston, Texas

Notice of change to SMG-NRG Park credit and debit card practice effective December 1, 2018

In our ongoing efforts to safeguard your sensitive information SMG - NRG Park is no longer accepting credit or debit card payment information via email, fax, phone or text. We now require payment be completed by the customer through our secure online third-party payment system, NRG Park Exhibitor Online Ordering at <https://nrgpark.boomercommerce.com/>. SMG-NRG Park thanks you for your cooperation as we work to ensure you are provided the most secure online ordering experience.

CANCELLATION POLICY: If cancellation occurs before services are installed and written notice of cancellation is received by Exhibitor Services 72 hours before the first scheduled move-in date, a full refund will be issued. If cancellation occurs after installation or after the start of the first scheduled move-in date, no refund will be issued. ALL COMPLETED WORK IS SUBJECT TO FULL PAYMENT.

Exhibiting Company or EAC Ordering for Exhibitor:	Date:	Booth # (s):	
Street Name:	City:	State:	Zip:
Ordered By:	Email Address:	Phone Number:	Fax Number:

NRG Park is the exclusive cleaning contractor. If you wish to order any of the services listed below, please use this form to pre-order & submit payment online. **NRG Park requires 24 hour advance notice for all onsite orders.** In the event that your service is not satisfactory, please notify the event's show management immediately. Prices are subject to change without notice.

EXHIBIT CLEANING (CARPETED BOOTHS ONLY)

Trash removal & vacuuming for carpeted booths. Exhibit Cleaning is done during non-show hours either in the morning prior to the show opening or at the end of the show each day. Prices are based on gross square feet of exhibit space & includes sales tax. **100 square feet minimum required.**

\$0.28 Per Sq. Ft. (8.25% Sales Tax Included) Daily Price Per Square Foot \$ _____ Subtotal of Exhibit Cleaning Cost

Booth Size (Sq. Ft.) sq. ft. x **\$0.28** Price/Sq. Ft = \$ _____ Daily Rate x # of Days

Dates you would like Cleaning & Special Instructions: _____

STANDARD PORTER SERVICE

Consists of trash removal & wiping counters. Does not include wiping displays or equipment. **This service occurs every 2 hours during event hours & event days only.** If you have food & beverage service in your booth, this service is **HIGHLY RECOMMENDED.** **If you need a porter at a certain time in your booth, you must order Full Time/Hourly Porter Service.**

\$45.00 Per Day (8.25% Sales Tax Included) \$ _____ Subtotal of Standard Porter Service Cost

of Days x \$45.00 per day = _____

Dates you would like Standard Porter Service & Special Instructions: _____

FULL TIME/HOURLY PORTER SERVICE

Consists of regular trash removal, catering trash removal (**NOT catering equipment**) & wiping counters. If you have food & beverage service in your booth, this service is **HIGHLY RECOMMENDED.** **4 hour minimum per show day is required.** Orders with less than 4 hours per show day requested will not be accepted. This service is provided on show days only.

\$18.00 Per Hour (8.25% Sales Tax Included) \$ _____ Subtotal of FT Hourly Porter Cost

of Days x # of Hours Per Day x \$18.00 per hour/per day

Dates & Times you would like Hourly Porter Service & Special Instructions: _____

CARPET EXTRACTION/SHAMPOO & MOPPING SERVICES (HARD SURFACE FLOORS ONLY)

Full carpet extraction (shampoo) & Full Mopping is done in the evenings only prior to the first show day on hard surface floors (**REQUIRES 12 HOURS TO DRY**). Price is based on gross square feet of carpet/flooring & includes sales tax. **Please specify if you have a Double Decker booth along with the square footage of each level.**

Double Decker Booth: Yes No

Level One Sq. Ft. _____ Level Two Sq. Ft. _____

One Time Only Full Carpet Extraction: 100 sq. ft. Minimum Required # of Show Days _____ x Booth Sq. Ft. _____ x \$ 0.40 per sq. ft = _____

Full Mopping (Non-Carpeted Booths): 100 sq. ft. Minimum Required # of Show Days _____ x Booth Sq. Ft. _____ x \$ 0.40 per sq. ft = _____

\$ _____ Subtotal of Shampoo or Mop Cost

STANDARD DISINFECTION SERVICE

Consists of disinfection of high touchpoint surfaces, such as hand rails, door handles, chairs, counters, table tops, etc. Disinfection attendants will not be responsible for disinfection of exhibitor displays, setups or the like. For detailed requests related to this service, please email exhibitorservices@nrgpark.com. **This service occurs every 2 hours during event hours & event days only, not at requested times.** If you have food & beverage service in your booth, this service is **HIGHLY RECOMMENDED.** **If you need a porter at a certain time or day in your booth, you must order Full Time/Hourly Porter Service.**

\$40.00 Per Day (8.25% Sales Tax Included) \$ _____ Total Cost

of Show Days x \$ 40.00 per day = _____

Show Dates you would like Standard Porter Service: _____

FULL TIME/HOURLY DISINFECTION SERVICE

Consists of disinfection of high touchpoint surfaces, such as hand rails, door handles, chairs, counters, table tops, etc. Disinfection attendants will not be responsible for disinfection of exhibitor displays, setups or the like. For detailed requests related to this service, please email exhibitorservices@nrgpark.com. **If you have food & beverage service in your booth, this service is HIGHLY RECOMMENDED.** **4 hour minimum per show day is required.** Orders with less than 4 hours per show day requested will not be accepted. This service is provided on show days only. **Please specify the event days & hours needed below. Along with your request for service, please include specific details on the high touchpoint surfaces that you would like the disinfection attendant to focus on in your booth.**

\$18.00 Per Hour/Per Day (8.25% Sales Tax Included) \$ _____ Total Cost

of Show Days x # of Hours Per Day x \$ 18.00 per hour/per day

Show Dates & Times you would like Hourly Porter Service: _____

GRAND TOTAL	\$ _____
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