

Custom Cleaning Form

nrg park

Remit to: NRG Park-Exhibitor Services

Mailing Address: One NRG Park, Houston, TX 77054

Phone: 832-667-1707

Fax Orders & Payment To: 832-667-1821

Email Orders & Payment To: exhibitorservices@nrgpark.com

Houston Auto Show

January 23 - 27, 2019

NRG Park
Houston, Texas

Order Services & Manage Orders Online at <https://nrgpark.boomerecommerce.com/>

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.

NRG PARK PAYMENT AUTHORIZATION FORM MUST BE COMPLETED & RECEIVED WITH ALL ORDERS

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 with the accompanying payment form. **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.

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.**

\$0.21 Per Sq. Ft. (8.25% Sales Tax Included) Daily Price Per Square Foot \$ _____

Subtotal of **Exhibit Cleaning** Cost

_____ sq. ft. x **\$0.21** = \$ _____ x _____ # of Days
 Booth Size (Sq. Ft.) Price/Sq. Ft. Daily Rate

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.**

\$35.50 Per Day (8.25% Sales Tax Included) \$ _____

Subtotal of **Standard Porter Service** Cost

_____ x \$ 35.50 per day = _____
of Days

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.

\$14.92 Per Hour (8.25% Sales Tax Included) \$ _____

Subtotal of **FT Hourly Porter** Cost

_____ x _____ x \$ 14.92 per hour/per day
of Days # of Hours 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 \$ 0.28 per sq. ft = _____

Full Mopping (Non-Carpeted Booths): 100 sq. ft. Minimum Required # of Show Days _____ x Booth Sq. Ft. _____ x \$ 0.28 per sq. ft = _____

\$ _____
Subtotal of **Shampoo or Mop** Cost

GRAND TOTAL	\$ _____
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