

# ORDER FORM FOR BOOTH CLEANING



15928 tournament drive  
gaithersburg, md 20877  
phone: (301) 921-0800  
fax: (301) 990-1717  
www.arataexpo.com

As stated In our Payment Policy all invoices must be paid in advance or at the show—cash, company check, wire transfer, and/or credit card.  
**ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.**

NOTE: All rental carpets are delivered clean to your booth space. However, during set up, the carpet can become soiled. We suggest you order cleaning services at least once before the show opens.

## GENERAL CLEANING

ALL DAILY CLEANING SERVICES MUST BE ORDERED EXCLUSIVELY THROUGH ARATA EXPOSITIONS, INC.  
**NO INDEPENDENT CONTRACTORS WILL BE PERMITTED TO PERFORM CLEANING SERVICES.**  
**ALL ORDERS PLACED ON-SITE WILL INCUR A 20% SURCHARGE.**

## CLEANING SERVICES

Please indicate the cleaning service required for your booth:

- vacuuming carpet and emptying waste baskets **prior to show opening only** ..... \$ .50 per sq. ft.
- vacuuming carpet and emptying waste baskets **daily (3 show days)** ..... \$ .46 per sq. ft.  
per day
- Shampooing exhibitor's carpet ..... \$ .56 per sq. ft.  
per day
- anti-static spray ..... \$ .40 per sq. ft.  
per day

The square footage is based on the overall size of the space occupied.

AEI WILL NOT BE LIABLE FOR DAMAGE TO GRAPHIC PANELS NOT PROPERLY LAMINATED

## PORTER SERVICE - Service provided every 2 hours.

- Daily ..... \$125.00  
per day

ALL RATES SUBJECT TO CHANGE IF NECESSITATED BY INCREASED  
LABOR AND MATERIAL COSTS.

Cleaning Total	
8.5% Sales Tax	
Total	

Name of Show   **DNA 2009**   Booth Number(s) \_\_\_\_\_

Name of Organization \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Authorized by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
(Please Print)

E-Mail \_\_\_\_\_ Signature \_\_\_\_\_