



DULLES EXPO AND CONFERENCE CENTER

BOOTH CLEANING REQUEST

Original Order Form and payment in full must be ordered **15 days prior to show opening date** to take advantage of the advanced rate. Please Fax or Mail order form to:

Dulles Expo & Conference Center
 P. O. Box 221075, Chantilly, Va. 20153
 (703) 378-0910 Fax (703) 378-2080

Show:		Show Dates:		Booth No:	
Firm Name:				Phone No:	
Address:		City:		State:	
				Zip:	
Ordered by:					
Payment In Full is due at time services are ordered. Please indicate method of payment:					
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> Check					
Name as it Appears on Credit Card:					
Account Number:				Expiration Date:	
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
CVV CODE					
<input type="text"/> <input type="text"/> <input type="text"/>					
Credit Card Authorization: Your signature authorizes Dulles Expo Center to debit your credit card for All Outstanding Charges Associated with this event.					
Credit Card Holder Signature: _____ Date Authorized: _____					
Cleaning Services (Please Choose one of the Services, Nightly or a One-time only)					
		Total	Rate	# Of	TOTAL
		Sq. Ft.	Per Sq. Ft.	Show Days	
A. Nightly Cleaning Service _____			@ \$.16/sq. ft.	X _____	\$ _____
Carpet Vacuumed, floor swept, wastebasket emptied. Service starts on the final night of move-in and is provided nightly after show closing. Service ends the night before closing					
B. One-Time Cleaning Service _____			@ \$.20/sq. ft.	X _____	\$ _____
Carpet Vacuumed, floor swept, wastebasket emptied. Service is provided ONLY the night before show opening					
C. Carpet Shampoo _____			@ \$.35/sq. ft.	X _____	\$ _____
Service is provided ONLY the night before show opening Shampoo mechanically extracted with solution, overnight air dry. No guarantee on stain removal nor liability for damage. Service available ONLY with 15 days prior notice					
!!! Orders Received Later Than 15 Days Prior To The First Show Day Will Be Assessed \$30.00 Late Charge					
Late Fee:					\$ _____
Total Amount Due:					\$ _____
For Dulles Expo Use Only					
Received By:					
Payment Type: Visa () MC () () DSC AX () Check # _____					