



TAMPA CONVENTION CENTER CLEANING SERVICE ORDER

333 S. Franklin St.
Tampa, Florida 33602

PHONE
(813) 274-8511
1-800-426-5630

FAX
(813) 274-7859

Exclusive Service Provided By
Tampa Convention Center
www.TampaConventionCenter.com

SEE REVERSE SIDE FOR RATE, PAYMENT POLICIES AND REGULATIONS.

Event Name		Booth #:		Booth Size: Standard___ Island ___	
Exhibitor Name			Dates: From: To:		
Address			Authorized Person		
Address	City	State	Zip	E-mail	
Phone	()	-		Fax	() -

NOTE: The Tampa Convention Center is the exclusive booth-cleaning contractor. No other cleaning service will be allowed on the exhibit floor. INDEPENDENT CONTRACTORS ARE NOT ALLOWED TO CLEAN BOOTHS.

ALL RATES BASED ON GROSS BOOTH AREA (space purchased)

VACUUMING BOOTH CARPET: One Time Only:\$.21sq.ft. first day of show Daily:\$.21 sq. ft. all show days Floor Rate.....\$.25 sq. ft. daily or one time within 14 days Booth Size (Gross Sq. Ft.) _____ X Rate _____ x No. Days _____ = \$ _____	
SHAMPOOING BOOTH CARPET: One Time or Daily.....\$.30 sq. ft. Booth Size (Gross Sq. Ft.) _____ X Rate _____ x No. Days _____ = \$ _____	
PORTER SERVICE: (1) Periodic policing of exhibit area includes emptying wastebaskets during show hours. Service performed every 2 hours. <div style="text-align: right;">\$20 per day x _____ Days = \$ _____</div> (2) Special booth cleaning, other than during show hours at \$15 per hour (1 hour minimum) please provide instructions below. <div style="text-align: right;">\$15 per hour x _____ Est. Hours = \$ _____</div> Instructions: _____ Cleaning Dates: _____	
SUB-TOTAL	
SALES TAX (7%)	
TOTAL	

FORM OF PAYMENT PAYABLE TO THE CITY OF TAMPA				
Check <input type="checkbox"/>	Cash <input type="checkbox"/>	Visa <input type="checkbox"/>	MasterCard <input type="checkbox"/>	AMEX <input type="checkbox"/>
Account Number:			Exp. Date:	
Name (Please Print)				
Cardholder Signature				
<i>I also authorize charging any unpaid balances to my credit card.</i>				

TCC USE ONLY	
Check Number	
Amount Paid	
Balance Due	
Date Processed	
Processed By	
Postmarked Date	

Cleaning Service Instructions

**Complete the Order Form and retain a copy for your records.
Mail or fax a copy of the Order Form and FULL PAYMENT to:**
CITY OF TAMPA/TAMPA CONVENTION CENTER
ATTN: Service Desk
333 S. Franklin Street
Tampa, FL 33602

Rate Policy

1. All rates include labor and equipment.

Cancellation Policy

1. Notification of cancellation of services MUST be postmarked in writing a MINIMUM of 14 days prior to the first scheduled show date to receive a full refund, less a \$50 administrative fee.
2. No refunds will be given for services installed and not used.
3. The Center will not refund overpayments, except sales tax, in amounts less than \$15.00, unless specifically requested in writing.
4. There will be a \$25 service charge on all returned checks.

Payment Policy

1. 100% payment (in U.S. currency ONLY) must accompany each order. Make company, certified, or cashier's check payable to the City of Tampa/ Tampa Convention Center. No personal checks, please. Credit Cards accepted: Visa, MasterCard, and AMEX.
2. Cleaning Service not received by exhibitor must be reported to the Service Desk PRIOR to the opening of the event to receive a refund.
3. Payment for additional on-site materials/labor is due when service is rendered.
4. If by any reason of any default on the part of the TCC lessee or exhibitor hereunder, it becomes necessary to engage an attorney, the TCC lessee or exhibitor agrees to pay all costs, expenses and attorney's fees expended or incurred by the City/TCC in connection therewith. The City/TCC will not be responsible for strikes, accidents, fires, acts of God, terrorism or delays beyond its control.
5. Upon check-in, with a personal and/or company credit card, a Credit Card Authorization Form must be completed and will be kept on file until the close of the event for unanticipated charges.