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Exclusive Service Provided by Tampa Convention Center
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TAMPA CONVENTION CENTER CLEANING SERVICE ORDER

SEE REVERSE SIDE FOR RATE, PAYMENT POLICIES, AND REGULATIONS

Event Name/Date(s) _____ Booth #: _____ Standard ___ Island ___
 Company/Organization: _____ Contact Person: _____
 Address: _____ City _____ State ___ Zip: _____
 Phone: _____ Fax: _____ E-mail: _____

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 Incentive \$.25 sq.ft. first day of show Standard \$.30 sq.ft
 Daily (all show days)..... Incentive \$.25 sq.ft. all show days Standard \$.30 sq.ft

Booth Size (Gross Sq. Ft.) _____ X Rate _____ x No. Days _____ = \$ _____

SHAMPOOING BOOTH CARPET:

One Time or Daily..... Incentive \$.35 sq. ft. Standard \$.40

Booth Size (Gross Sq. Ft.) _____ X Rate _____ x No. Days _____ = \$ _____

PORTER SERVICE:

(1) Periodic policing of exhibit area includes emptying wastebaskets during all show hours. Service performed every 2 hours.

Incentive \$35 per day Standard \$45 per day x _____ Days = \$ _____

(2) Special booth cleaning, other than during show hours at \$20 per hour (1 hour minimum) please provide instructions below.

Incentive \$20 per hour Standard \$30 per day x _____ Est. Hours = \$ _____

Instructions and Date(s) for special booth cleaning:

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	
Date Received	
Amount Paid	
Balance Due	
Date Processed	
Processed By	
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To receive incentive rates, payment and floor plans must be received 21 days prior to the first day of show.

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: Exhibit Services Department
333 S. Franklin Street
Tampa, FL 33602**

Rate Policy

1. INCENTIVE RATES require that order forms AND full payment MUST be received a Minimum of 21 CALENDAR DAYS PRIOR to the first day of show. STANDARD RATES will apply after the deadline.
2. All rates include equipment rental.
3. Daily services are calculated for all show days. One time service is provided first day of show opening.

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. The Center will not refund overpayments, except sales tax, in amounts less than \$15.00, unless specifically requested in writing.
3. 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 - Company, certified, or cashiers 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 show day for which services should be rendered.
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.