

**ADVANCE ORDER DEADLINE:
APRIL 28, 2008**



**EVENT: OFFSHORE TECHNOLOGY CONFERENCE
DATE: MAY 5 – 8, 2008**

CUSTOM CLEANING

Reliant Park is the exclusive cleaning contractor. If you wish to order cleaning service, you may use this form to pre-order or order at the Event Services desk on show site. If service is not satisfactory, please notify the Event Services desk prior to the opening of the show each day. Exhibitor is responsible for removing floor covering (i.e. plastic or visqueen) before cleaning can be performed.

EXHIBIT CLEANING:

INDOOR EXHIBITORS- Daily trash removal and vacuuming is provided and should not be ordered. If you require additional booth cleaning, such as dusting or carpet cleaning, please complete the form below.

OUTDOOR EXHIBITORS- Daily trash removal and vacuuming is **NOT** provided. Any desired services should be ordered below.

Exhibit cleaning is done in the early a.m. prior to show opening each day. Prices are based on gross square feet of exhibit space.

EXHIBIT CLEANING: Dusting display, trash removal and vacuuming. Exhibit cleaning is done in the early morning prior to the (100 sq. ft. minimum) show opening each day. Prices are based on gross square feet of exhibit space and include sales tax.

Daily price per square foot .17 per sq. ft. (includes sales tax of 8.25%)

_____ sq. ft. x _____ = \$ _____ x _____ = \$ _____
booth size price/sq.ft. daily rate # of days total cost

Special Instructions: _____

STANDARD PORTER SERVICE: Consists of wiping down exhibit area and trash removal—occurs every 2 hours during show.

\$32.50 per day (includes sales tax of 8.25%) Dates you would like Standard Porter service: _____

_____ x \$32.50 = \$ _____
of days total cost

FULL TIME/HOURLY PORTER SERVICE: If you have food service in your booth, this service is highly recommended.

\$10.83 per hour (includes sales tax of 8.25%, ONE HOUR MINIMUM)

_____ x _____ x \$10.83 = \$ _____
of days # of hours per day total cost

Dates & times you would like Hourly Porter service: _____

**SHAMPOOING/
MOPPING** Full shampooing is done one time only prior to first show day (REQUIRES 12 HOURS TO DRY). Price is based on gross square feet of carpet and includes sales tax. Spot Shampoo/Mop by request only.

One time only: .28 per sq. ft. (includes sales tax of 8.25%)
 Spot shampoo: \$25.00 Minimum. Estimate given on show site only.

_____ x \$.28 per sq. ft. = \$ _____
of sq. ft. Total Cost

**MAKE COMPANY CHECKS PAYABLE TO: RELIANT PARK OR
SEE PAYMENT AUTHORIZATION FORM FOR ALL CREDIT CARD PAYMENTS.**

Total Due \$ _____

Company: _____ Booth #: _____ E-mail: _____

Address: _____ Date: _____

City: _____ State _____ Zip _____

Authorized by: _____ Telephone: (____) _____ Fax: (____) _____

REMIT TO: RELIANT PARK/EXHIBITOR SERVICES
One Reliant Park
Houston, Texas 77054
832.667.1719 phone
832.667.1821 fax

NOTE: INDOOR EXHIBITORS, PLEASE DO NOT ORDER VACUUMING OR TRASH REMOVAL. Show Management provides these services. Exhibitor is responsible for removing floor covering (i.e. plastic or visqueen) before cleaning can be performed.