

ADVANCE ORDER DEADLINE:
APRIL 27, 2009



EVENT: OFFSHORE TECHNOLOGY CONFERENCE
DATE: MAY 4 – 7, 2009

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. Indoor exhibitors include Reliant Center, Reliant Stadium & OTC Pavilion.

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. In the event of inclement weather on show days, any desired services below including Shampooing, will **not** be provided unless service is paid for.

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 .19 per sq. ft. (includes sales tax of 8.25%)

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

Dates you would like Cleaning & 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 or 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 or Mop by request only.

One Time Only Full Shampoo or Mopping: .28 per sq. ft. (includes sales tax of 8.25%)
 Spot Shampoo or Mopping: \$25.00 Minimum. Estimate given on show site only.

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

Please Select One:
 Full Shampoo Full Mopping

MAKE COMPANY CHECKS PAYABLE TO: RELIANT PARK OR SEE PAYMENT AUTHORIZATION FORM FOR ALL CREDIT CARD PAYMENTS. IF YOU ARE PAYING BY COMPANY CHECK, DO NOT FAX IN FORMS. PLEASE MAIL FORMS WITH YOUR COMPANY CHECK.

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 or 832.667.1804 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.