BMG

Ballantine Management Group

Fredericksburg Expo & Conference Center at CELEBRATE VIRGINIA!

BOOTH CLEANING REQUEST

Original Order Form and payment in full must be ordered by **WEDNESDAY, August 29th, 2018** to take advantage of the advanced rate. Please Fax or Mail order form to:

Fredericksburg Expo Center – Ballantine Management Group
2371 Carl D. Silver Parkway, Fredericksburg, VA 22401
Attn: Exhibitor Services
Phone: 540-548-9239 Fax: 540-548-5577

Show: 2018 FAAR EXPO		Show Dates: September 12th, 2018	
Company Name:		Phone No:	
Address:	City:	State:	Zip:
Ordered by:			
Credit Card Information: ( ) VISA	( ) MC	( ) AMEX	( ) DISCOVER
Name as it appears on Credit Card:			
Credit Card Number:		Expiration Date:	
Authorizing Signature:		CVC Code:	

Cleaning Services

	Total Sq. Ft.	Rate per Sq. Ft.	Total # of Show Days	TOTAL amt.
A. *Nightly* Cleaning Service	_____	@ $.20/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	_____	@ $.25/sq. ft.	X _____	$_____
Carpet vacuumed, floor swept, wastebasket emptied. Service is provided **ONLY** the night before show opening.				
C. Carpet Shampoo	_____	@ $.45/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 or on liability for damage. Service available ONLY with 14 days prior notice.				

- Orders received later than **Wednesday PRIOR TO SHOW** through the first show day will be assessed $30.00 late charge

Late Fee: $_____

Total Amount Due: $_____

For Fredericksburg Expo Center Use Only

Received By:					
Payment Type:	Visa	MC	AMEX	DISCOVER	Auth #
Check Number and Amount (payable to Ballantine Management Group)					