



Request for Exhibitor Cleaning Services

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

EVENT OR SHOW: _____

LOCATION: _____

ORDERED BY/ TITLE: _____ DATE: _____

CLEANING SERVICE – SELECT ONLY ONE OF THE SERVICES BELOW

- 1. **INITIAL VACUUM BEFORE FIRST SHOW / EVENT DAY ONLY** \$.15 PER SQ. FT (SINGLE SERVICE)
- 2. **DAILY VACUUM OF BOOTH FOR ALL SHOW / EVENT DAYS** \$.18 PER SQ. FT. (PER DAY)
(INCLUDES #1 ABOVE)
- 3. **DAILY VACUUM AND PORTER SERVICE** \$.30 PER SQ. FT. (PER DAY)
INCLUDES 1 AND 2 ABOVE PLUS PERIODIC CARPET
SWEEPING OF BOOTH AND WASTEBASKET PICK-UP

NOTE: AMOUNT MUST BE BASED ON A MINIMUM OF 90 SQ. FT. PER SINGLE BOOTH

PLEASE COMPUTE COST BELOW :

1	2	3	_____	X	_____	=	_____	X	_____	¢ X	_____	=	\$	_____
SERVICE	LENGTH	WIDTH	TOTAL SQ. FT.		TOTAL SQ. FT.		RATE PER		# OF DAYS		TOTAL			
CIRCLE ONE			(MIN 90 SQ. FT.)				SQ FT.							

GRAND TOTAL DUE \$ _____

Checks should be made payable to MassMutual Center.			
Please Return Completed Forms To: EXHIBITOR SERVICES MassMutual Center 1277 Main Street Springfield, Massachusetts 01103		FOR CREDIT CARD PAYMENT Please Circle – MC Visa AMEX Cardholder Name: _____ Card Number: _____ Exp. Date: _____ Signature: _____	
FOR MMC USE ONLY			
DATE RECEIVED:	RECEIVED BY:	CHECK NUMBER:	MC/VISA/AMEX:

REGULATIONS AND CONDITIONS ON REVERSE SIDE

REGULATIONS AND CONDITIONS OF CLEANING SERVICES

1. The MassMutual Center is the EXCLUSIVE provider of cleaning services.
2. All payment must be in U.S currency only..
3. Conditions for processing service order forms are:
 - a. The payment for service MUST accompany the service request.
 - b. The date the payment is received determines the applicable rate.
 - c. Incomplete information will delay processing.
4. No telephone or facsimile orders will be accepted.
5. Any claims for refunds will not be considered unless filed by the Exhibitor with the MMC Customer Service Representative prior to the close of the show or event
6. Any Exhibitor requiring additional services or information, please contact your MMC Customer Service Representative.
7. MMC order forms cannot be reproduced or copied without express written consent of the MMC.