

REQUEST FOR CLEANING SERVICES

SERVICE ORDER FORM

1. Conditions for processing service order forms are:
 - a. Prices subject to change without notice. **PAYMENT AND CREDIT CARD INFORMATION FOR SERVICE MUST ACCOMPANY SERVICE REQUEST.** Date payment is received shall determine the applicable rate.
 - b. Booth Number(s) must be identified on face of form.
 - c. If third party billing is required, service contract must include company name c/o display house. Display house address and contact name must be indicated on service contract. Payment policy will apply.
2. Services cancelled prior to installation will be subject to cancellation fees.
3. Claims will not be considered unless filed by exhibitor prior to close of exposition at the JKJCC Service Desk. Non receipt of service must be reported to the JKJCC Service Desk each show day for verification and consideration.
4. Unpaid balances subject to past due penalties.

EXHIBITOR NOTES

1. FIRST DAY CLEANING (OPENING DAY) INCLUDES:
 - a. Vacuuming of carpeted areas.
 - b. Sweeping of floor covering other than carpeted surfaces.
 - c. Damp mopping of floor covering other than carpet. Specify in "Special Instructions" on front.
 - d. Wastebasket and trash receptacle emptying.
 - e. EXHIBITORS ARE RESPONSIBLE FOR REMOVING PLASTIC CARPET COVERING AND OTHER OBSTRUCTIONS BEFORE CLEANING CAN BE PERFORMED.
2. SHOW DAYS CLEANING (DOES NOT INCLUDE OPENING DAY)

3-day show = 2 cleanings, 4-day show = 3 cleanings,
5-day show = 4 cleanings.

Show days booth cleaning services include:
 - a. Vacuuming of carpeted areas.
 - b. Sweeping of floor covering other than carpeted surfaces.
 - c. Damp mopping of floor covering other than carpet. Specify in "Special Instructions" on front.
 - d. Wastebasket and trash receptacle emptying.

Services will be performed on designated show days after the show closes for the day.

3. HAZARDOUS WASTE REMOVAL

For hazardous waste removal, a copy of the Material Safety Data Sheet (MSDS) report must accompany the containers. MSDS reports can be obtained from the manufacturer. Without the MSDS report the hazardous waste cannot be disposed of without analysis, at an additional cost of \$200.00 US dollars.

4. SERVICE POLICY

It is our policy to settle all service, labor and billing disputes as soon as possible. Please report them to the JKJCC Service Desk. If you have questions regarding cleaning services call (212) 216-2090.

IMPORTANT BUILDING REGULATIONS

1. Cleaning will be performed by JKJCC cleaners only.
2. Booth square footage is subject to verification of show management.
3. Disposal of hazardous waste on JKJCC premises is illegal.

TIPPING IS NOT PERMITTED. ANY REQUESTS FROM PERSONNEL FOR GRATUITIES SHOULD BE IMMEDIATELY REPORTED TO JKJCC MANAGEMENT.

MAKE CHECKS PAYABLE TO THE JAVITS CENTER
Please retain a copy for your records.

Return with payment to:
Jacob K. Javits Convention Center
655 West 34th Street
New York, NY 10001-1188

Phone 212.216.2090
Fax 212.216.4169 (Credit Card Payment Only)
www.javitscenter.com