



**Booth Cleaning – Porter Service
Service Order Form
NO FAX ORDERS**

Oregon
Convention
Center

Effective dates: 07/01/2017- 06/30/2018
Prices subject to change without notice
See other side for Terms of Service

Date Received _____
Service Order # _____

Ph: 503.235.7578
Mail: Oregon Convention Center
777 NE MLK Jr. Blvd.
Portland, OR 97232
Attn: OCC Operations Dept.
Email: servicedesk@oregoncc.org

Exhibitor is responsible for the removal of any floor covering (i.e. plastic or visqueen) before services will be performed. The emptying of wastebaskets will be included with all cleaning services. There will be an additional charge for cleaning of carpets that are in need of special attention due to food sampling demonstrations, hair, wood, metal shavings, grease or oil.

ALL RATES BASED ON A GROSS SQUARE FOOT MINIMUM

Booth Vacuuming

# of Days	Frequency	Date(s)	Description	Booth Size	Standard Rate	Floor Rate	Total
	Daily		Booth Vacuuming	10' x 10'	\$42.00/day	\$48.00/day	\$
	Daily		Booth Vacuuming	10' x 20'	\$72.00/day	\$82.00/day	\$
	Daily		Booth Vacuuming	10' x 30'	\$102.00/day	\$118.00/day	\$
	Daily		Booth Vacuuming	20' x 20'	\$134.00/day	\$153.00/day	\$

For non-standard booth sizes, please call 503.235.7578 for a quote.

Porter Service

# of Days	Frequency	Date(s)	Description	Booth Size	Standard Rate	Floor Rate	Total
	Every 2 hours		Porter Service	Under 10,000 sq ft	\$70.00/day	\$79.00/day	\$
	Every 2 hours		Porter Service	Over 1,000 sq ft	\$85.00/day	\$95.00/day	\$
# of Hours							
	Hourly		Porter Service	Any Size	\$39.00/hr	\$42.00/hr	\$

Porter Service Includes:

- Emptying trash cans in booth
- Removing and recycling of empty boxes
- Wiping down tables and counters in booth

GRAND TOTAL \$ _____

Terms of Service: I agree in placing this order that I have accepted OCC's terms of service outlined on back of the order form.

Name of Event _____ Event Date(s) _____
 Exhibitor Name _____ Booth _____
 Email _____ Phone _____
 Address _____ City _____ State _____ Zip _____
 Form of Payment: Enclosed is my check or money order in the amount of: \$ _____ (payable to Oregon Convention Center)
 Visa MasterCard American Express Discover Account No. _____ Exp. Date _____
 Name: _____ Authorized Signature: _____

Payment in full must be rendered before service is provided.

Exhibitor Booth Cleaning – Porter Service Terms of Service

1. Oregon Convention Center operations department provides exclusive booth cleaning services. No outside contractors will be permitted to provide cleaning services.
2. Claims will NOT be considered unless filed by exhibitor prior to close of show.
3. All materials and equipment furnished by the Convention Center for this service order shall remain the property of the Oregon Convention Center and shall be removed ONLY by the Convention Center at the close of the show.
4. Advance orders shall receive priority service.
5. To receive the rates listed on this form, orders must be received prior to the show's first contracted move-in day, and payment must accompany order.
6. Credit will not be given for services already completed.
7. Cancellation of any ordered service must be received by the OCC Operations Department 72 hours prior to the first event day.
8. Internet ordering is available up to three (3) days prior to the event move-in date. Advance rates are in effect fourteen (14) days prior to the first move-in day. Payment must accompany order for advance rate to apply.