



# WWIN & ILOE Studios February 2022

February 14-17, 2022

Caesars Forum - Forum, Summit, Academy

COMPANY NAME

BOOTH #

## BOOTH CLEANING & PORTER SERVICE ORDER

### BOOTH CLEANING ORDER

VACUUMING	AVAILABLE SERVICES (Minimum 100 sq.ft.)	DISCOUNT DEADLINE Rate Per sq.ft. 1/26/2022	STANDARD PRICE Rate Per sq.ft.	TOTAL BOOTH SQ FT* (Minimum 100 sq.ft.)	TOTAL
	ONE TIME VACUUMING PRIOR TO SHOW OPEN	\$ 0.90	\$ 1.05	X _____ *	= _____ **
	DAILY VACUUMING PRIOR TO EACH SHOW DAY	\$ 2.80	\$ 3.80	X _____ *	= _____ **
*How to Calculate Booth Sq Ft? Length _____ X Width _____ = Total Booth Sq Ft _____					
**How to Calculate Total? Total Booth Sq Ft _____ x Rate _____ = Total _____					

### PORTER SERVICE ORDER

*Porter Service does NOT include vacuuming.*

PORTER SERVICE	PORTER SERVICE	SELECT BOOTH SIZE	SHOW DAYS	DISCOUNT DEADLINE 1/26/2022	STANDARD PRICE	TOTAL	
	RATES ARE PER SHOW DAYS						
	Up to 1,000 square feet		4	\$155.00 per day	\$ 200.00 per day		
	1,001 to 3,000 square feet		4	\$185.00 per day	\$ 235.00 per day		
3,001 and above		4	\$270.00 per day	\$ 345.00 per day			

How to Calculate Porter Service? # of Show Days \_\_\_\_\_ X Rate \_\_\_\_\_ = Total \_\_\_\_\_

*Includes emptying of wastebaskets in your exhibit area in two hour intervals during show hours.*

*Porter Service does NOT include wiping down of booth.*

Please bring cleaning concerns to our attention onsite. LVE will be unable to address the concern after the close of the show.

#### ADDITIONAL CHARGES WILL APPLY FOR THE FOLLOWING:

- Removal of excessive items left in booth at the close of show will be charged per man hour to remove and possible dumpster fees.
- Removal of adhesive materials or stickers on the show floor will be billed per man hour for removal.

#### CANCELLATION POLICY

*Services cancelled after the discount deadline date will be charged 50% of ordered price.*

*Services cancelled after show move-in begins will be charged 100% of ordered price.*

*No credit will be given after close of event on anything ordered but not received.*