



24B Norfolk Avenue
 South Easton, MA 02375
 P. 508 230-0397 F. 508 230-5714

INTERNET TELEPHONY CONFERENCE AND EXPO
 HYATT REGENCY, MIAMI, FL
 FEBRUARY 23 - 25, 2005

ORDER FORM –BOOTH CLEANING

Discount Deadline: Wednesday, February 9, 2005

BOOTH NUMBER _____

ALL VACUUMING, GENERAL CLEANING AND SHAMPOOING ORDERS ARE COMPUTED BASED ON THE GROSS SQUARE FOOTAGE OF YOUR BOOTH.

INDICATE YOUR REQUIREMENTS	Discount per sq foot	Standard per sq foot
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Daily Vacuuming	\$0.30	\$0.32
One-time only before show opening	\$0.37	\$0.39
Shampoo (available upon request)		

PAYMENT POLICY:

Payment in full of rental charges including applicable tax must accompany advance order and must be received by the Deadline Date in order to qualify for discount rates.

All orders placed at the service desk will be charged at standard rates. All balances must be settled at the Service desk prior to Show closing. All charges are payable in U.S. Funds only. Check, Cash, Traveler's Checks, Visa, MasterCard and American Express are accepted.

All charges subject to FL Sales Tax (6.50%)

BOOTH SIZE:

_____ ft. X _____ ft. = _____ Total Square Footage

Total Sq Ft _____ X _____ Rate X # of Days _____ =
 \$ _____

Full payment must accompany order

Total items ordered

Attach to Order Recap Form

Enter Total on Order Recap Form

CANCELLATION POLICY: *Items cancelled prior to move-in will be refunded 100%. Items cancelled after move-in begins will be charged 100% of the original price to cover labor involved.*

COMPANY NAME _____ TELEPHONE: _____

AUTHORIZED BY (PLEASE PRINT) _____

SIGNATURE: _____ TITLE: _____