

Custom Cleaning Form

nrg park



Remit to: NRG Park-Exhibitor Services
 Mailing Address: One NRG Park, Houston, TX 77054
 Phone: 832-667-1707 Fax: 832-667-1821
 Email: exhibitorservices@nrgpark.com

Offshore Technology Conference
 May 4 - 7, 2020
 NRG Park
 Houston, Texas

Notice of change to SMG-NRG Park credit and debit card practice effective December 1, 2018.

In our ongoing efforts to safeguard your sensitive information SMG - NRG Park is no longer accepting credit or debit card payment information via email, fax, phone or text. We now require payment be completed by the customer through our secure online third-party payment system, NRG Park Exhibitor Online Ordering at <https://nrgpark.boomerecommerce.com/>. SMG-NRG Park thanks you for your cooperation as we work to ensure you are provided the most secure online ordering experience.

CANCELLATION POLICY: If cancellation occurs before services are installed and written notice of cancellation is received by Exhibitor Services 72 hours before the first scheduled move-in date, a full refund will be issued. If cancellation occurs after installation or after the start of the first scheduled move-in date, no refund will be issued. ALL COMPLETED WORK IS SUBJECT TO FULL PAYMENT.

Exhibiting Company or EAC Company Placing Order:	Order Date:	Exhibit Booth Number:	
Company Address:	City:	State:	Zip:
Ordered By:	Email Address:	Phone Number:	Fax Number:

NRG Park is the exclusive cleaning contractor. If you wish to order any of the services listed below, please use this form to pre-order & submit payment online. **NRG Park requires 24 hour advance notice for all onsite orders.** In the event that your service is not satisfactory, please notify the event's show management immediately. Prices are subject to change without notice.

EXHIBIT CLEANING SERVICE IS INCLUDED WITH CARPETED BOOTH SPACE. SEE DETAILS BELOW.

Daily Trash Removal & Carpet Vacuuming: Exhibit Cleaning is standard & provided with all carpeted booths only located in the Center, Arena & Outdoor areas and does not require a paid order. **Booths with "hard surface floors" (non-carpeted booths) MUST order daily mopping if needed & is not included.** Please use the Mopping Services section below to order. Cleaning is provided during non-show hours only at the end of each show day, **NOT DURING SHOW HOURS.** If the service is not satisfactory, **YOU MUST VISIT THE NRG PARK SERVICE DESK** prior to the show opening each day no later than 7:30am to make the request of a revac. No requests will be taken after 7:30am, **NO EXCEPTIONS.**

VISQUEEN POLICY TO EXHIBITORS & EAC'S

Exhibitors and their appointed contractors are responsible for the removal of Visqueen covering by the end of move-in on Saturday. If exhibitor's booth remains covered or cordoned off Sunday morning, any vacuuming necessary on Monday morning will be **at the expense of the exhibitor.** Please visit the NRG Park Service Desk for rates. No orders will be taken after 7:30am, **NO EXCEPTIONS.** In addition, exhibitor will be responsible for the disposal of the Visqueen and for vacuuming all aisles around their booth. OTC Management will deduct 5 priority points for exhibitors who fail to comply with this regulation.

STANDARD PORTER SERVICE

Consists of trash removal & wiping counters. **This service occurs every 2 hours** during event hours & event days only, not at requested times. If you have food & beverage service in your booth, this service is **HIGHLY RECOMMENDED.** **If you need a porter at a certain time or day in your booth, you must order Full Time/Hourly Porter Service.**

\$35.50 Per Day
 (8.25% Sales Tax Included) \$ _____ Total Cost

_____ x \$ 35.50 per day = _____
 # of Show Days

Show Dates you would like Standard Porter Service: _____

FULL TIME/HOURLY PORTER SERVICE

Consists of regular trash removal, catering trash removal (**NOT catering equipment**) & wiping counters. If you have food & beverage service in your booth, this service is **HIGHLY RECOMMENDED.** **4 hour minimum per show day is required.** Orders with less than 4 hours per show day requested will not be accepted. This service is provided on show days only. Please specify the event days & hours needed below.

\$16.50 Per Hour/Per Day
 (8.25% Sales Tax Included) \$ _____ Total Cost

_____ x _____ x \$ 16.50 per hour/per day
 # of Show Days # of Hours Per Day

Show Dates & Times you would like Hourly Porter Service: _____

CARPET (SHAMPOO) EXTRACTION & MOPPING SERVICES

Full Carpet (Shampoo) Extraction & Full Mopping is done in the evenings only beginning Sunday evening after move-in has ended prior to the first show day (**REQUIRES 12 HOURS TO DRY**). Price is based on gross square feet of carpet/flooring & includes sales tax. **Please specify if you have a Double Decker booth along with the square footage of each level.** This information is required to provide service to both levels.

Double Decker Booth: Yes No

Level One Sq. Ft. _____ Level Two Sq. Ft. _____

Full Carpet Extraction: 100 sq. ft. Minimum Required # of Show Days _____ x Booth Sq. Ft. _____ x \$ 0.28 per sq. ft = _____

Full Mopping (Non-Carpeted Booths): 100 sq. ft. Minimum Required # of Show Days _____ x Booth Sq. Ft. _____ x \$ 0.28 per sq. ft = _____

Total Cost \$ _____